



**Monitoring Center**  
 Email: [updates@alarmcenterinc.com](mailto:updates@alarmcenterinc.com)  
 Phone: 1-800-252-8338 or 509-624-3333  
 Fax: 360-438-4245

## Call List & Authorized User List Form

*Please complete form and return to the Monitoring Center (contact info above).*

<b>SUBSCRIBER INFORMATION:</b>	
Subscriber/Business Name: _____	Acct #: _____
Premises Street Address: _____ <small>Street Address</small>	_____ <small>City/State/Zip</small>
Premises Cross Streets: _____	
Mailing Address: _____ <small>Street Address</small>	_____ <small>City/State/Zip</small>
Site Phone Number:( _____ )	E-mail address: _____

**ACCOUNT CALL/NOTIFICATION LIST** (Who we should call in case of alarm or other emergency in priority order.)

NAME (Please Print)	PHONE NUMBERS		
	Mark: Home (HM), *Work (WK), Cell (Cell)		
1.	1	2	3
2.	1	2	3
3.	1	2	3
4.	1	2	3
5.	1	2	3

\*Please included after hours phone numbers.

**AUTHORIZED USER / PASSWORD LIST** (List below people authorized to operate alarm system.)

NAME (Please Type or Print)	USER NUMBER (If Available)	PASSWORD (No special characters: \$, %, #, etc.)	PASSWORD HINT (That will help you remember your password)

PERSONNEL HOURS:	OPEN/CLOSE SUPERVISED ACCOUNTS ONLY:	Who is authorized to make changes on this account?																																									
<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>OPEN</th> <th>CLOSED</th> </tr> </thead> <tbody> <tr><td>Mon</td><td> </td><td> </td></tr> <tr><td>Tues</td><td> </td><td> </td></tr> <tr><td>Wed</td><td> </td><td> </td></tr> <tr><td>Thurs</td><td> </td><td> </td></tr> <tr><td>Fri</td><td> </td><td> </td></tr> <tr><td>Sat</td><td> </td><td> </td></tr> <tr><td>Sun</td><td> </td><td> </td></tr> <tr><td>Hol</td><td> </td><td> </td></tr> </tbody> </table>		OPEN	CLOSED	Mon			Tues			Wed			Thurs			Fri			Sat			Sun			Hol			Please check the holidays you are scheduled to be closed: <table style="width:100%;"> <tr> <td>New Year's Day</td> <td>Columbus Day</td> </tr> <tr> <td>Martin Luther King</td> <td>Veteran's Day</td> </tr> <tr> <td>President's Day</td> <td>Thanksgiving</td> </tr> <tr> <td>Easter</td> <td>Day after Thanksgiving</td> </tr> <tr> <td>Memorial Day</td> <td>Christmas</td> </tr> <tr> <td>July 4th</td> <td>Other _____</td> </tr> <tr> <td>Labor Day</td> <td>Other _____</td> </tr> </table>	New Year's Day	Columbus Day	Martin Luther King	Veteran's Day	President's Day	Thanksgiving	Easter	Day after Thanksgiving	Memorial Day	Christmas	July 4th	Other _____	Labor Day	Other _____	1. Name (Print) _____ _____ <div align="right"><small>Signature</small></div> 2. Name (Print) _____ _____ <div align="right"><small>Signature</small></div>
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***I hereby authorize the above information to be used for the purpose of monitoring and responding to the above named alarm account.***

Subscriber Signature \_\_\_\_\_ Date Signed: \_\_\_\_\_

## **Important Information Regarding Your Selection of Emergency Call List and Authorized User List Individuals:**

### **Account Call/Notification List:**

The individuals on your notification list are an important part of your security and safety. These people will be called in the event of an alarm and are asked to assist the authorities (police or fire department) to access your home or business. **They need to have a key to your premise as well as an understanding of how to use your alarm.** For safety reasons, we strongly recommend these people not enter your home or business prior to the authorities arriving. Once the authorities have finished checking the premise and all is safe, your call list person will re-arm your system.

- Note: A small brochure detailing the responsibilities of your call list people is included in your Welcome Packet. We strongly recommend they read this information, as it will clarify what they need to do in the event of an alarm. If you need additional copies of this brochure, please contact our office.

**Periodically, we suggest you review you call list information to ensure it is up to date. Please contact our monitoring center to inquire or make changes to information on your list.**

### **Authorized User List:**

The individuals you list as authorized users are those who will have access to your home or business. These people will also use your alarm system and it is very important they understand how to use the alarm (arm/disarm, what to do in the event that alarm is tripped). Please ensure they are trained and familiar with the system operation.

We suggest a PASSWORD for your authorized users that is meaningful and easy to remember. You may want to ask them to provide a password. We suggest they commit their password to memory.

Also, over time your authorized users list will change (people, phone numbers, etc). We suggest you periodically review the information on your list and make necessary changes. Please contact our alarm monitoring center to inquire about changes on your list, or contact our Customer Care Center or Monitored Accounts Administrator.

### **Need Help?**

**One of our goals is to provide you with a system that is easy to use and ensures your peace of mind. Additionally, we will do everything we can to help minimize false alarms. Please help us to help you – If you have any questions about your system Allied Security personnel are available 24 hours, year-round to help.**

### **Important!**

Allied must receive the authorized users list and account call/notification list at least 48 hours prior to installation. Without this information we will be unable to connect your system to our monitoring center.