

# Completing the Access Request Form (EHI Export Practice Level Permission Request)

07/24/2024 1:15 pm EDT

[EHI Export: Overview](#)

[Creating a New Request : EHI Export](#)

The internal workflow requires a practice level permission request to be granted.

## Practice Level Permission Request

If you need permission to complete a Bulk/Practice Level export for a customer, permission will need to be requested from the [Access Management Portal](#)

From the Access Management Portal

- Indicate who you are making the request on behalf of.
- Select the organization (ie: DrChrono).
- Select the department.

### Access Request

Welcome [user name]  
Please indicate who you are making the request on behalf of

This request is for Myself ▼

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#### Systems

Organization DrChrono ▼

Department Department Name ▼

Would you like to add a system to the portal? [Request it here.](#)

- Under the System / Role columns select CRM Application: DrChrono (for system) and Data Migration- User (for role).

CRM Application: DrChrono

CRM Application: DrChrono (Staging)

▼

CS/CX - User

Data Migration - User

Developer - Manager

- Click submit request (bottom of page).
- The internal user that submitted the request via PG settings will receive an email once approved.

Note: The practice level file can be downloaded from PG Settings (internally) or the customer can download via the EHI dashboard

once available.

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