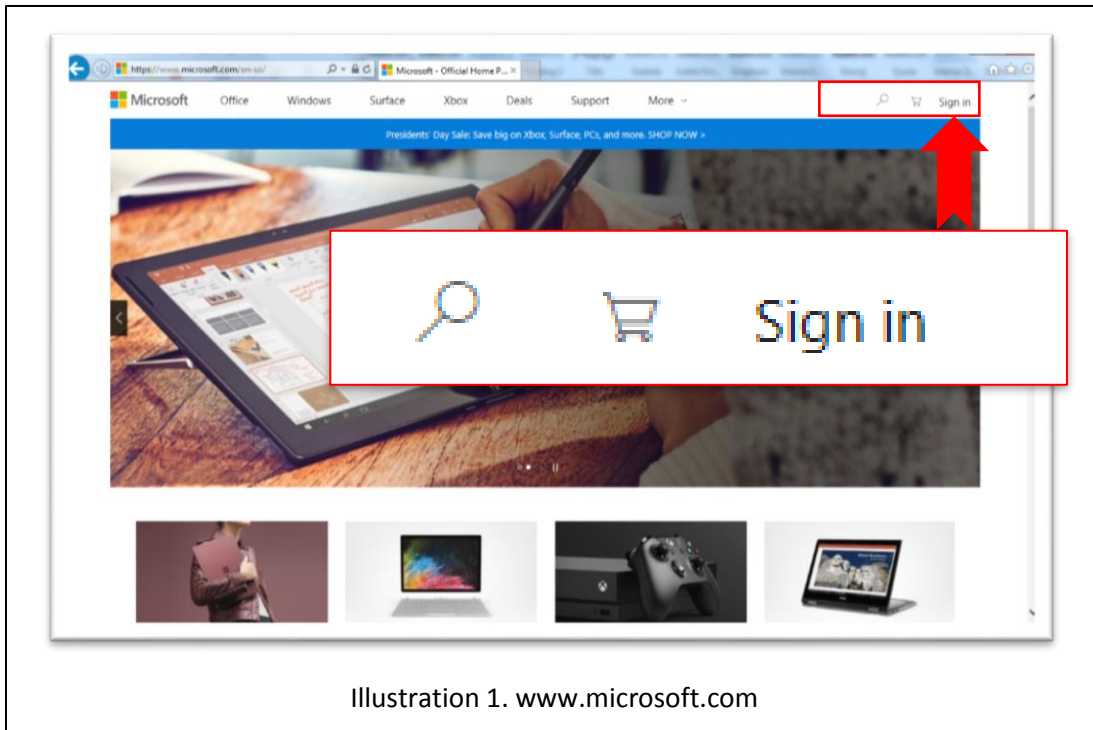




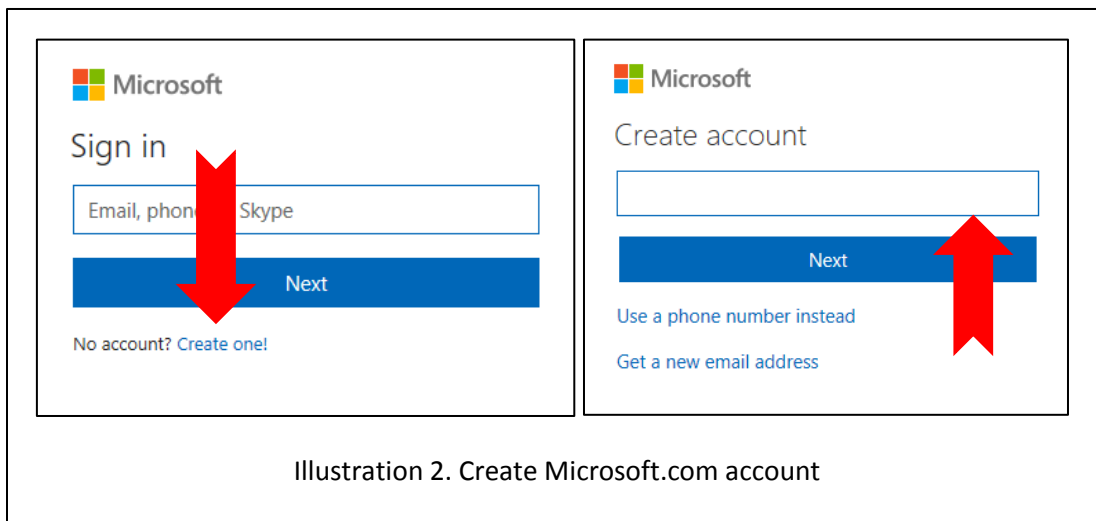
REQUESTS FOR PRODUCT REVISIONS

Account Username and Passwords

1. Using an internet browser, go to www.microsoft.com. (See Illustration 1. www.microsoft.com web page)
2. Select “Sign In”



3. Create a Microsoft.com account by clicking “Create One!” and following instructions.





REQUESTS FOR PRODUCT REVISIONS

Account Username and Passwords

4. Once a Microsoft.com account has been created, email Stephanie Lucas (slucas@taylorbigred.com) or Trent Brantley (tbrantley@taylorbigred.com) to receive access to the Taylor External SharePoint Site. An email confirmation will be provided once access has been granted.
5. Contact Stephanie Lucas (662.773.3421, ext. 373) to get answers to any questions pertaining to accessing the Request for Product Revisions form.
6. Email productrevisions@taylorbigred.com for assistance in locating the data required to complete the Request for Product Revisions form.
7. NOTICE: Taylor employees with taylorbigred.com email addresses and access to the Taylor SharePoint site or Taylor Outlook email, can use the existing yourname@taylorbigred.com email address and password to access the Request for Product Revision site.
8. IMPORTANT! The Taylor Information Technology (IT) Department does not have access to Microsoft.com account usernames and passwords. Keep username and password secure as the IT department cannot recover lost or stolen passwords.