



# Journey User Removal Request

This form is to be filled out & submitted by the WIC Director/Coordinator. Please fill out all fields and email this completed form to the **WIC Help Desk** - [dhhs.wichelp@nebraska.gov](mailto:dhhs.wichelp@nebraska.gov)

## User to Be Removed

Name:

Agency:

Date Employment Ended:

## Reason for User Removal

User Resigned

User Changed Jobs

User's Role No Longer Requires Journey Access

Other (fill in role):

## Requestor Information

Name:

Work Email:

Phone:

Date of Request / Submission:

## State Office Staff to Complete:

Date Removed  
From MIS:

Removed by:

- User removal will occur immediately after receipt of this form
- Any questions or concerns, contact the WIC Help Desk – 402-471-0911 or 1-888-275-2018