
Employee Information

Name	Department
Email	Phone

When is the change needed? _____

Thank you for your interest in the MMBB website. We will review the suggested deadline and prioritize mission-critical, urgent requests. Please allow at least five to seven business days for non-urgent changes. Please fill out this form, save it on your hard drive and then email the completed form to webchanges@mmbb.org.

Editorial Enhancements

Please provide the website URL(s) to the page or pages where the changes should be made.

If possible, provide a screen shot of the part of the page you'd like changed or a screen shot of the whole page.

Please specify in detail the edits you are seeking. Include any changes to the copy, formatting, functionality or navigation that you are requesting. All changes to copy must be provided in a Microsoft Word attachment.

Additional instructions:

Reporting a Technical Issue on the Website

Please answer the following questions if you are reporting a technical glitch you encountered on the website.

Include the URL to the page where you experienced the technical issue, and if possible, a screen shot.

Please explain the technical difficulty in detail.

When did you first encounter this technical problem?

Additional instructions:

Approval of Website Request

Who from your team will approve the completed changes?

Please review the completed changes and sign off below.

Approver Sign Off:

*Thank you for your interest in the MMBB website. We will prioritize mission-critical, urgent requests.
Please allow at least five to seven business days for non-urgent changes.
Please fill out this form, save it on your hard drive and then email the completed form to webchanges@mmbb.org.*

For Communications Use Only

Assigned to: _____

Date assigned: _____ Date completed: _____

What was the resolution? _____

Communications Sign Off/Date: _____
