1. **Are you requesting to add, remove, or change a Bluebeam user license?**  
    **Adding** – License assignment to new user requires local management approval – ***complete the ADD user section below.***

**Removing** – User license will be vacant/unassigned – ***complete only the REMOVE user section below***.  
 **Changing** – User license will be reassigned to a new/different user – also requires local management approval – ***complete BOTH the ADD and REMOVE user sections below***.  
 **JURISDICTION Name:** **Click here to enter text**  
**Notes/Comments:** **Click here to enter text**

**IMPORTANT NOTE:** *The total number of available Bluebeam user licenses per agency has been pre-determined based on jurisdiction size. Additional licenses can be purchased locally if your agency feels they need more licenses than provided. Please inquire with our helpdesk for additional information or questions at 503-373-7396.*

**ADDING user to available license:**

ADD User First and Last Name: **Click here to enter text**  
User Email: **Click here to enter text**

ADD Needed By Date: **Click or tap to enter a date**

**REMOVING user from assigned license:**

REMOVE User First and Last Name: **Click here to enter text**   
User Email: **Click here to enter text**

REMOVE Needed By Date: **Click or tap to enter a date**

**Management Approval is required –** Note,user license will not be added/removed/changed unless approval is provided below.

Approved By - Name: **Click here to enter text**  
Approved By - Title: **Click here to enter text**  
Approved By - Email: **Click here to enter text**

**Is this user interested in Bluebeam training:**

Yes, please see training resources:  
[Bluebeam Best Practice](https://www.youtube.com/channel/UCPrRRU13H4Ajohabvo_sRwg)

[Bluebeam Learning Center](https://www.bluebeam.com/resources/learning-center/)

[Bluebeam Studio Basics](https://support.bluebeam.com/blog/studio-basics-and-log-in/?_gl=1*1j3cgy6*_ga*MTU0NDM2MDM4OS4xNjg0NDIwMTk5*_ga_Y03FGV8YCR*MTcwNDczMjI3MC4xNS4xLjE3MDQ3MzIzMzkuNTQuMC4w)  
 No, agency will provide training internally.