

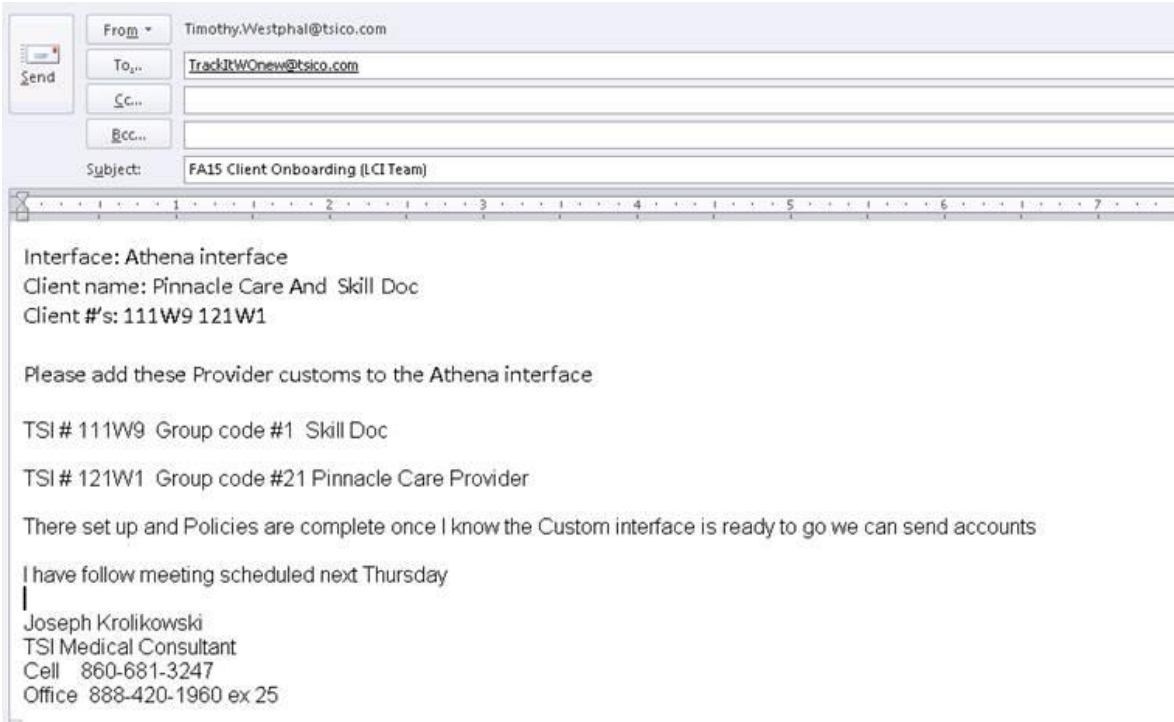


How to Create Work Orders for Interface Support Requests

Effective immediately, there is a new process in place for any interface support requests you may have. Please send all requests to TrackItWOnew@tsico.com with the subject line: FA15 Client Onboarding (LCI Team) for the quickest processing time. Please make sure the body of the email includes the following information:

- Interface Name
- Client Name
- Client Number
- Then the Issue/Desired Work (please be very specific and include any attachments if necessary)
- Contact Information

Please see the screenshot below for an example:



Thank you in advance,

Timothy Westphal
IT Project Manager - TSI