



Budget Portfolio Systems - Security Request

1. Complete User Identification information

User Identification:

Login ID*:

Agency Code #:

Agency Name:

First Name:

Last Name:

Phone:

E-Mail Address:

Requested by:

Requestor Phone:

Effective Date (mm/dd/yyyy):

*Required for new system users only. Format is first 3 characters are agency code, next number is sub-agency code and one number reserved for future use (default to 0) (e.g. 10500 is OFM) followed by 3-8 characters at agency discretion (e.g. 10500jsmith)

2. Select Systems, Security Level and Action

Leave shaded areas blank

Select Systems:	Security Level						Action	
	Budget Ops	Edit Access	Division Access	Facility Access	Read Only	Release Data to OFM	Add Access	Delete Access*
Budget Development System (BDS)	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Capital Budgeting System (CBS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
Results through Performance Management (RPM)	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Version Reporting System (VRS)					<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Salary Projection System (SPS)	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The Allotment System-Allotment Management and Review (TALS-AMR)	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

For **Enterprise Reporting** access, go to: https://stofwadeptofenterpriseservices.formstack.com/forms/access_request_er

Check if User has left the agency, and all access should be denied, including Enterprise Reporting and Web Intelligence

3. Submit form

Only forms submitted by an agency authority will be processed. Have your agency approving authority send completed form to support@watech.wa.gov. If you are not sure who your agency approving authority is, contact support@watech.wa.gov.

For Internal Use

Authority Verified Security Entered Listserv© Entered ER Login/Folders User Notified ER Notified