



BEARS Agency Roles and Permissions
Bill Enrollment and Agency Request System (BEARS)

In June 2022, The Bill Analysis and Agency Request System (BEARS) replaces the current Bill Analysis and Tracking System (BATS). With that replacement, roles and permissions in BEARS have been updated for enhanced security. Agencies, the Governor’s office, and the Office of Financial Management will have access that is specific to their activities and responsibilities.

Part of the enhanced security means that only one role will be assigned to a user at one time. Each agency role and it’s permissions will be described in the sections below so they can be selected with confidence. Please note that a selected role is not permanent, roles changes can be made as needed.

Agency Administrator / Agency Coordinator

Agency Administrator/Coordinator is the role with the most access to functions in BEARS and comes with the highest responsibility. An Agency Administrator/Coordinator is responsible for creating, reviewing, and submitting final agency requests to OFM.

| Bill Analysis | Agency Requests Legislation |
|---------------------------------------|------------------------------------|
| Create a Bill Analysis | Create a Draft Agency Request |
| Assign or complete Bill Analysis | Assign or complete Agency Request |
| Edit a Bill Analysis | Edit & delete Agency Requests |
| Submit Bill Analysis to OFM | Submit Agency Requests to OFM |
| Edit submitted Bill Analysis | Edit submitted Agency Requests |
| Resubmit Bill Analysis to OFM | Resubmit edited Agency Requests |
| Delete Bill Analysis submitted to OFM | Withdraw requests submitted to OFM |

Note: When assigned as another agency’s Analyst to create, edit, and submit Agency Requests or Bill Analysis on their behalf, the user must be assigned to those agencies in OFM Identity.

Note: OFM will analyze one Agency Request **OR** One Bill Analysis per agency.

Agency Analyst

| Bill Analysis | Agency Requests Legislation |
|--|---|
| View created Bill Analysis | View created Draft Agency Request |
| View assigned or completed Bill Analysis | View assigned or completed Agency Request |
| Edit a Bill Analysis | Edit Agency Requests |
| View a submitted Bill Analysis to OFM | View a submitted Agency Requests to OFM |
| Edit a submitted Bill Analysis | Edit a submitted Agency Requests |
| View resubmitted Bill Analysis to OFM | View resubmit edited Agency Requests |

Agency User

| Bill Analysis | Agency Requests Legislation |
|--|---|
| View created Bill Analysis | View created Draft Agency Request |
| View assigned or completed Bill Analysis | View assigned or completed Agency Request |
| View edited Bill Analysis | View edited Agency Requests |
| View submitted Bill Analysis to OFM | View a submitted Agency Requests to OFM |
| View resubmitted Bill Analysis to OFM | View resubmit edited Agency Requests |



For additional information about BEARS, contact the OFM Help Desk at

HereToHelp@ofm.wa.gov or call 360-407-9100