



User Access	
Vendor Payment Related Data in Enterprise Reporting Standard Reports and Web Intelligence	
AGENCY #:	
AGENCY NAME:	
<p>The following person is requesting access, as indicated, to vendor payment related data in Enterprise Reporting Standard Reports and Web Intelligence. http://ofm.wa.gov/resources/data_access/DA_Access_Levels_Groups.xlsx</p>	
REQUESTER:	
<input type="checkbox"/> Add	Name: _____
<input type="checkbox"/> Delete	Email: _____
Logon ID: _____	
The following 3 boxes specify a level of access in Enterprise Reporting. Please check the one box that applies:	
<input type="checkbox"/> I request statewide access to vendor payment related data for which my agency is preapproved. (Level 1)	
<input type="checkbox"/> I request statewide access to vendor payment related data for which my agency is not preapproved. If this box is checked, please provide your business need for the requested access: (Level 1)	
<input type="checkbox"/> I request access to vendor payment related data for the group of agencies to which my agency is assigned. (Level 2)	
<input type="checkbox"/> I acknowledge I have read SAAM 5.10 About Data and Systems Access Policies and have signed a Non-disclosure Agreement.	
Signature: _____	Date: _____
APPROVAL OF AGENCY ADMINISTRATOR:	
<input type="checkbox"/> I acknowledge I have received a signed Non-disclosure Agreement from the Requester.	
<input type="checkbox"/> The above requested access is not within this agency's preapproved access level. The Requester's stated business need is valid.	
Signature: _____	Date: _____
Printed Name: _____	Email: _____
APPROVAL OF OFM ADMINISTRATOR FOR EXCEPTIONAL ACCESS:	
I acknowledge I have reviewed the above request for access and have concluded the requested access level	
<input type="checkbox"/> is <input type="checkbox"/> is not supported by business need.	
Signature: _____	Date: _____
Printed Name: _____	Email: _____
E-mail the Signed Access Request form to:	Washington Technology Solutions Center SolutionsCenter@watech.wa.gov
WaTech USE ONLY	
System security changes made by: _____	Date: _____