Office of Financial Management
Better information. Better decisions. Better government. Better Washington

Bill Enrollment & Agency Requests System - Security Request Form

1. Complete User Identification Information

All fields are required for new system users.

User ID (email):	Effective Date: (mm/dd/yyyy):
Agency Code Number:	Agency Name:
First Name:	Last Name:
Requested by:	Requestor Phone:

2. Select Role and Action

Note: Only one role can be selected per user. Information on roles and permissions can be found in the Roles and Permissions Guide. (SA Note: Add any user requested here to the Assignee table so they can be assigned Enrolled Bills)

Executive / Policy Roles				Action	
Executive Administrator	Executive Coordinator	Executive Analyst	Executive Reviewer (Policy Only)	Add Access	Delete Access
☐	☐	☐	☐	☐	☐
Governor Roles				**Action**	
Governor Executive	Governor Speech Writer	Governor General Counsel		Add Access	Delete Access
☐	☐	☐		☐	☐

3. Submit form

Please send the completed form by creating a ticket at HeretoHelp@ofm.wa.gov. To update contact or role information, please submit a ticket using the link above. If you are not sure who your agency approving authority is, please contact OFM Budget Operations.