January 2006

CBS USER ACCESS REQUEST FORM

ALLOW 3-5 DAYS FOR CBS/ITC PROCESSING

Commerce Business Systems (CBS)

Achieving Excellence in Financial Management

NOTE: All users must be entered in the NOAA Locator prior to requesting access to CBS. Submissions and updates to the NOAA Locator can be sent to noaa.locator@noaa.gov .

Date of Request:

Access: PRODUCTION

Requested Action: RECERTIFICATION

Entity Type: Specify:

NOTE: If you are not a NOAA employee, you will be contacted for your Social Security Number

User's Name:

Office Phone: Office Fax:

Line Office: Routing Code:

Office Address:

E-mail Address:

Servicing Administrative Support Center:

The supervisor's signature certifies that the requester is familiar with NOAA's Information Technology System Rules of Behavior and has completed the IT Security Awareness Course. For more information, please visit NOAA's IT Security Office Home Page: https://www.csp.noaa.gov/index.html

Supervisor's Name: Office Phone:

Supervisor's Signature: Date:

Sys. Adm.'s Name: Office Phone:

Please select the appropriate user role(s) for the CBS module(s) to which you are requesting access.

Each list contains all the roles to allow for multiple selections.

Special User Instructions:

Application Manager: **Client Services** Office Phone: **301-427-1023**

Submit signed requests to the CBS Client Services Help Desk via **FAX on 240-632-2886**.

If you have any questions, email the CBS Client Services Help Desk at clientservices@noaa.gov or call

301-427-1023