JUNE 2005

CBS USER ACCESS REQUEST FORM

ALLOW 3-5 DAYS FOR CBS/ITC PROCESSING

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:
Requested Action:
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:

Supervisor's Name: Office Phone:

Supervisor's Signature: Date:

(*Electronic submissions must be forwarded by the Supervisor to serve as the Supervisor's signature and approval.*)

Sys. Adm.'s Name: Office Phone:

Using the drop down lists provided below, please select the appropriate user role for the CBS module to which you are requesting access.

Accounts Payable:
AP Standard Interface:
Budget:
Data Warehouse:
Grants:
Accounts Receivable:
Reimbursable Agreements:
Commerce Purchase Card System:
Summary Level Transfers:

General Ledger:
Loans:
Labor:
Personal Property:
Real Property:
Discoverer:
Special User: (Specify)

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**. E-mail submissions require Adobe Acrobat software and must be forwarded by the user's Supervisor to serve as the Supervisor's signature and approval. Forward e-mail submissions to clientservices@noaa.gov.

If you have any questions, e-mail the CBS Client Services Help Desk at clientservices@noaa.gov or call 301-427-1023.