Unemployment Insurance Database Management System
Access Request Form – (for State use)

Instructions: All parts of this form are to be completed by manager/authorizing official. Rules of Behavior for the Unemployment Insurance Database Management System (UIDBMS) should be read and understood by users before access to the system is granted. A copy of this form will be retained in the files in the event of an Office of Inspector General (OIG) audit. All System Administrators must retain the original of this form for OIG auditing purpose.

Employee departures: When an employee leaves the organization, such as retires, resigns, etc., a copy of this form must be completed to disable that employees account within 1-3 business days upon the employee’s departure. This form must be completed by the manager of that employee.

A. General User Information

1. Identify type of employee: 
   State □  State Contractor □
   Company Name (if contractor): __________________________

2. Name of User
   First Name: ___________________  Last Name: _______________________

3. Job Title

4. Office Location
   <Select State>

5. Phone Number
   (_______)

6. Email Address

7. Identify Type of Account: 
   Permanent □  Temporary □  Emergency □

B. Account Access Requested (Check all system modules that apply)

8. Benefit Accuracy Measurement (BAM)
   □

   Action Requested:  Add □  Delete □  Modify □

   User Type:  Investigator Access □  Manager Access □  Supervisor Access □

   Please check (X) all access levels you wish to grant the user

   BAM Select Rights □  Case Assignment □  Case Conversion □  Case Reassignment □
   Case Review Report □  Change Control Information □  DCI Report □  Interstate Request Logs □
   New Investigative Assignments □  Official Time Lapse □  Rates Calculations □  Reopen Completed Cases □
   Sample Characteristics □  Sample Validation □  Set BAM Functions □  Set Functions □
   Set Local Office Table □  Set Validation Limits □  Set Validation Time Limits □  Stamp □
   Standard Reports □  Supervisor Sign Off □  Update Cases □  User Defined Time Lapse □
<table>
<thead>
<tr>
<th>Section</th>
<th>Action Requested</th>
<th>Access Levels</th>
</tr>
</thead>
<tbody>
<tr>
<td>9. UI – Data Validation (DV)</td>
<td>Add, Delete, Modify</td>
<td>Tax User, Benefits User</td>
</tr>
<tr>
<td>10. Tax Performance System (TPS)</td>
<td>Add, Delete, Modify</td>
<td>End User</td>
</tr>
<tr>
<td>11. Unemployment Insurance Reports (UIR)</td>
<td>Add, Delete, Modify</td>
<td>End User</td>
</tr>
<tr>
<td>12. System Administrator</td>
<td>Add, Delete, Modify</td>
<td>Limited Access</td>
</tr>
</tbody>
</table>

C. Comments

13. Enter any additional comments
## D. Authorizing Signature

14. User Signature and Date

<table>
<thead>
<tr>
<th>Printed Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

Reviewed Rules of Behaviors for Unemployment Insurance Database Management System:  

- [ ] YES  
- [ ] NO

15. Federal Managers Signature and Date

<table>
<thead>
<tr>
<th>Printed Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

## E. Account Access Details (This section is to be completed by the System Administrator)

16. Please check (X) which type of action you are taking:

- [ ] ADD  
- [ ] DISABLE  
- [ ] MODIFY

<table>
<thead>
<tr>
<th>Printed Name</th>
<th>Date</th>
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