

October 2009

# COMMERCE BUSINESS SYSTEMS USER ACCESS REQUEST FORM



ALL USERS MUST BE LISTED IN THE NOAA STAFF DIRECTORY PRIOR TO REQUESTING ACCESS TO THE COMMERCE BUSINESS SYSTEMS (CBS) APPLICATIONS. SUBMISSIONS AND UPDATES TO THE NOAA STAFF DIRECTORY CAN BE SENT TO NOAA.STAFF.DIRECTORY@NOAA.GOV.

Date of Request: \_\_\_\_\_

Access Requested:

Action Requested:

Employee Type:

Specify (if other): \_\_\_\_\_

*NOTE: If you are other than a NOAA or BIS employee, you will be contacted for your Social Security Number.*

Requester's Name: \_\_\_\_\_ Office Phone: \_\_\_\_\_

Line Office: \_\_\_\_\_ Email Address: \_\_\_\_\_

Servicing Field Finance Branch:

***The user's signature certifies that they have completed the mandatory IT Security Awareness Course and consent to the NOAA CBS Non-Disclosure Agreement for System Access (attached). The supervisor's signature certifies that the requester is authorized to maintain current access to CBS.***

Requester's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Office Phone: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Please select the appropriate user role(s) for the CBS application to which you are requesting access. Each list includes all the roles for each CBS application to allow for multiple selections.***

Special User Instructions:

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

*If you require assistance, please contact the CBS Client Services Help Desk on  
301-427-1023*

***Allow 3-5 days for CBS/ITC Processing***

**FOR OFFICAL USE ONLY**