

September 2020

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. (Checking these boxes indicates you have read and understand your responsibilities.) 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:

Finance Office Use Only:

Privileged User

System Owner's Name: _____

System Owner's Signature: _____ Date: _____

Submit signed requests to the CBS Client Services Help Desk via FAX on 301-444-3401.

If you require assistance, please contact the CBS Client Services Help Desk on 301-444-3400

Allow 3-5 days for CBS/ITC Processing

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