

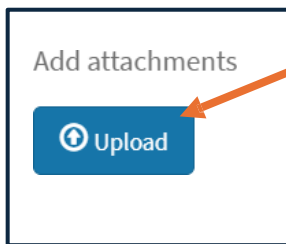
Agency User Account Administration Form Job Aid (for SAPC applications other than Sage)

Instructions: The Agency Liaison should follow the below instructions to add, modify, or terminate a SAPC application user. Any errors on the Agency User Account Administration Form or missing required supporting information will delay the process and may require the form to be rejected and the liaison to create a new request. Please ensure the user has completed ALL the training provided by SAPC for the system(s) the user needs access to.

- Step 1:** Open the Agency User Account Administration Form (in PDF format) and:
- Fill in pages 1 and 2 with the requested information. The fields marked with "*" are required.
 - Ensure the user reads and understands the stipulations on pages 3 and 4 of the form.
 - Collect the signatures required on pages 2, 3 and 4 of the form.
 - Save and close the form.

Step 2: Create a new request in the Sage Help Desk. Enter the minimally required information for the request.

Step 3: Click on 'Upload' to attach the completed and signed Agency User Account Administration Form (from Step 1) to the request.



Step 4: Submit the request.

