



State of Tennessee  
Department of Finance and Administration  
Division of Health Care Finance and Administration

## Remote Access Request

**DATE OF REQUEST:** \_\_\_\_\_ Select a requestor type from the next row:

**TennCare**\_\_\_\_ **State Agency** \_\_\_\_ **MCC** \_\_\_\_ **Other** \_\_ (specify \_\_\_\_\_)

**Initiate Access** \_\_\_\_ **Modify Access** \_\_\_\_ **Revoke Access** \_\_\_\_

**New Active Directory (AD) Needed**\_\_\_\_ **New JVPN Needed**\_\_\_\_

**Brief Justification:** \_\_\_\_\_

**Directory to which access is being requested: (for new trading partner use organization name)**

\_\_\_\_\_

### Requestor Information:

**User ID (if known):** \_\_\_\_\_ **Name:** \_\_\_\_\_

**Position Title:** \_\_\_\_\_ **Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Primary Email:** \_\_\_\_\_ **Phone#** \_\_\_\_\_

**2nd Email:** \_\_\_\_\_ **Phone#** \_\_\_\_\_

### Requestor's Management Approval Information:

**Approved by:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**E mail Address:** \_\_\_\_\_ **Phone#:** \_\_\_\_\_

**Date of Approval** \_\_\_\_\_ **Organization Tax ID:** \_\_\_\_\_

**TennCare Approval:**

**Approved by:** \_\_\_\_\_ **Associated request:** \_\_\_\_\_

**SFTP/SFTP2 (circle) ID:** \_\_\_\_\_ **ACL Group :** \_\_\_\_\_

**AD account:** \_\_\_\_\_ **JVPN Group:** \_\_\_\_\_

**For JVPN users only:** grid card: \_\_\_\_ phone app: \_\_\_\_ key exchange: \_\_\_\_

**Worked by:** \_\_\_\_\_ **Completion Date:** \_\_\_\_\_