

Data Access Levels – Please indicate the required access levels below.

NOTE:

For State Agencies:

Single Agency access please indicate as: Multiple Agency/Department access please indicate as:
 Example: Bus Unit 37101 Dept ID 3170100004 Example: Bus Unit 31701 Dept IDs 3170100004 and 3170100008

For External Agencies:

Please indicate Department Code or multiple department codes
 Example: 9955700000 or 9944300000 and 9944300001

END NOTE

Agency Level <input type="checkbox"/>	Department Level <input type="checkbox"/>	Multiple Agencies <input type="checkbox"/>	Multiple Departments <input type="checkbox"/>
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List the *Departments, Divisions* and/or *Agencies* to which the user will need access.
**Note: List your 10-digit department ID and not your 8-digit agency position number.*

If needed, agencies, departments, and/or divisions can be listed on a separate page.

Reason for access (Required for Multiple Agency access only):

BENEFITS – ABC		
<input type="checkbox"/> State Agency Benefits Coordinator (Keying Access)	<input type="checkbox"/> External Agency Benefits Coordinator (Keying Access)	<input type="checkbox"/> Benefits Inquiry Only (View-only/Reports access)
BENEFITS RESTRICTED – Central State Agencies Only		
<input type="checkbox"/> Central Flex Specialist	<input type="checkbox"/> OBF Benefits Billing Specialist	<input type="checkbox"/> Legislative Benefits Coordinator
<input type="checkbox"/> Central TCRS Specialist		
BENEFITS RESTRICTED – Central Benefits and Treasury Only		
<input type="checkbox"/> Flex Accounting Query	<input type="checkbox"/> Deferred Comp Admin	
BENEFITS RESTRICTED – CORE AGENCY BENEFITS ADMIN. ONLY		
<input type="checkbox"/> Central Benefits Analyst	<input type="checkbox"/> Central Benefits COBRA Specialist	<input type="checkbox"/> Central Benefits AETP Specialist
<input type="checkbox"/> Central Benefits Administrator 1	<input type="checkbox"/> Central Benefits Billing Specialist	<input type="checkbox"/> Central Benefits Retro Specialist
<input type="checkbox"/> Central Benefits Administrator 2	<input type="checkbox"/> Central Base Benefit Administrator	<input type="checkbox"/> Central Benefits Call Center Specialist
<input type="checkbox"/> Benefits Administration Service Center Lead	<input type="checkbox"/> RET Benefits Administrator 1	<input type="checkbox"/> RET Benefits Analyst
BENEFITS RESTRICTED - EDISON ONLY		
<input type="checkbox"/> Edison Benefits Configuration Administrator		