



**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**

Department Level <input type="checkbox"/>	Multiple Departments <input type="checkbox"/>	Agency Level <input type="checkbox"/>	Multiple Agencies <input type="checkbox"/>
---	---	---------------------------------------	--

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):

<b>BENEFITS – ABC</b>		
<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)
<b>BENEFITS - ELM</b>		
<input type="checkbox"/> EXT_Agency_Learner		
<b>BENEFITS RESTRICTED – Central State Agencies Only</b>		
<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		
<b>BENEFITS RESTRICTED – Central Benefits and Treasury Only</b>		
<input type="checkbox"/> Flex Accounting Query	<input type="checkbox"/> Deferred Comp Admin	
<b>BENEFITS RESTRICTED – CORE AGENCY BENEFITS ADMIN. ONLY</b>		
<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
<b>BENEFITS RESTRICTED - EDISON ONLY</b>		
<input type="checkbox"/> Edison Benefits Configuration Administrator		