

# EAMI ACCESS REQUEST FORM

## SECTION I: ACCESS ENVIRONMENT

☐ **PRODUCTION** ☐ **STAGING** (*Staging is used for User Acceptance Testing (UAT)*)

*Select one and provide date:* ☐ **Activate** ☐ **Modify** ☐ **Terminate** **Date:**

## SECTION II: ROLE ASSOCIATIONS

**Accounting** (*Please choose only one*): ☐ Processor ☐ Supervisor

## SECTION III: EMPLOYEE AND MANAGER INFORMATION

**Employee Information:** (*Print or type*)

Print First & Last Name DHCS User ID Employee Title

Signature Date Telephone

Division Section/Unit Email Address

**NOTE:** By signing this form you are acknowledging that you are being granted access to official DHCS controlled data and you understand what your responsibilities are for protecting this data according to DHCS Policy and have completed the annual DHCS Privacy Training.

**Employee's Manager Approval:** (*Print or type*)

Print First & Last Name Title

Signature Date Telephone

**NOTE:** By signing this form you are authorizing access to official DHCS controlled data in EAMI to the above named employee in your program area at the security level identified above. You are also acknowledging your responsibility to enforce DHCS Privacy and Security policy.

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## SECTION IV: EMPLOYEE DIVISION CHIEF OR DESIGNEE APPROVAL

**Division Chief or Designee Approval:** *(Print or type)*

Print First & Last Name

Title

Division Chief or Designee Signature

Date

Telephone

**NOTE:** By signing this form you are authorizing access to official DHCS controlled data in EAMI to the above named employee in your program area at the security level identified above. You are also acknowledging your responsibility to enforce DHCS Privacy and Security policy.

## SECTION V: TO BE COMPLETED BY OFFICE OF HIP\$ A C2 0 3/ , \$ 1 &(

**OHC EAMI Manager or Designee Approval** *(Print or type)*

Print First & Last Name

Title

Signature

Date

Telephone

## SECTION VI: TO BE COMPLETED BY EAMI Production Support Team

**Role Assigned:**

- ☐ Processor
- ☐ Supervisor
- ☐ Admin

Print First & Last Name

Signature

Date Completed