

**REQUEST FOR AGENCY ISIS USERID - AFS
ISF020 ELECTRONIC FORM INSTRUCTIONS**

Rev. 12/13

<u>Current USERID:</u>	Current USERID assigned to the user for which a change is requested. If new request, leave blank.
<u>First Name:</u>	Name to be assigned to User Identification (USERID).
<u>Last Name:</u>	Name to be assigned to User Identification (USERID).
<u>Work Telephone:</u>	Work telephone number where user can be reached.
<u>Title:</u>	Title of position USERID occupies.
<u>User's E-mail Address:</u>	Internet E-mail address where correspondence may be sent electronically.
<u>Agency Group Number:</u>	The number designating the agency group the USERID belongs to.
<u>Agency/Dept. Name:</u>	The name associated with the agency number specified.
<u>Supervisor's Name:</u>	Name of the person responsible for supervision over the user's duties.
<u>Work Mailing Address:</u>	Work-mailing address where correspondence may be sent through the United State Postal Service.
<u>Security Profiles:</u>	Select only one of the security profiles from the dropdown list. For a complete listing of security groups and permissions for each profile, refer to the AFS Profile Listing handout.
<u>Billing Outside Agency Group</u>	If Interagency Billings are to be processed for agencies other than the ones listed with the Agency Group for this USERID, check YES. If Interagency Billings will only be processed within this USERID's Agency Group, check NO.
<u>Billings require Buyer Approval</u>	If Interagency Billings will require the buyer's approval, check YES. If Interagency Billings are pre-approved by the buyer, check NO.
<u>BUNDL Mail code(s):</u>	The BUNDL mail codes for which you require view access. If numerous mail codes are required and additional space is needed the comment box may be used. All BUNDL codes should be prefixed with ISF if for AFS. Write "NONE" if BUNDL access is not needed.
<u>Security Administrator:</u>	If this USERID is assigned to the Agency Security Administration or should be allowed to inquire on security records, check YES. Otherwise check NO.
<u>Action (box):</u>	<u>Check only one of the following.</u>
New USERID	Establish USERID <u>and</u> a pre-defined security profile for AFS.
New To AFS	Use existing ISIS USERID to establish a pre-defined security profile for AFS.
Name Change	Change name on USERID.
Chg. Group No.	Change the Agency Group Number for an existing USERID.
Chg. Profile	Change the AFS security profile for an existing USERID. (Completely replaces the previous security profile associated with the USERID).

Add BUNDL Codes	Add BUNDL mail codes for USERID to those previously established. (Mail codes on original form, previously submitted, will remain).
Chg. BUNDL Codes	Change BUNDL mail codes previously established for USERID to those currently on form. (Completely replaces previous mail codes).
Del. USERID	Delete USERID from system.

Urgent This box should only be selected when a processing deadline would not otherwise be met.

This form must be completed by the Agency Security Administrator or Security Administrator Alternate before a USERID will be established, modified, or deleted.

This form must be printed before being submitted via the web. The copy must be signed by the Agency Security Administrator or Security Administrator Alternate and retained by the agency for audit purposes