Office of Financial Management
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BudgetWorks Portfolio - Security Request Form

1. Complete User Identification Information

All fields are required for new system users. Login ID can be created by OFM or the agency in the following format: first 3 characters of the Agency's Code, two numbers reserved for future use, first name of user, last initial of user, no spaces (Ex: 10500firstnamelastinitial). **Note:** Existing users do not need a new login ID.

Login ID:	Effective Date: (mm/dd/yyyy):
Agency Code Number:	Agency Name:
First Name:	Last Name:
Phone:	Email Address:
Requested by:	Requestor Phone:

2. Select Systems, Security Level, and Action

Systems	Security Level						Action	
	Budget Ops	Edit Access	Division Access	Facility Access	Read Only	Release Data to OFM	Add Access	Delete Access
Agency Budget System (ABS)	☐	☐	■	■	☐	■	☐	☐
Capital Budget System (CBS)	☐	☐	☐	☐	■	■	☐	☐
Results through Performance Management (RPM)	☐	☐	■	■	☐	■	☐	☐
Salary Projection System (SPS)	☐	☐	■	■	■	☐	☐	☐
The Allotment System / Allotment Management and Review (TALS-AMR)	☐	☐	■	■	☐	☐	☐	☐
Agency User to Receive TALS Publication Emails	■	■	■	■	■	■	☐	☐

For **Enterprise Reporting** access, go to: Enterprise Reporting Access Request

☐ Check if user has left the agency and all access should be denied

3. Submit form

Please have your agency approving authority send the completed form to HereToHelp@ofm.wa.gov. If you are not sure who your agency approving authority is, please contact your agency budget manager.