The link for the Remedy Web Intake is the following:
https://remedy.isc-seo.upenn.edu/arsys/forms/remington.seo.int/UP%3AWebIntake-DisplayOnly-SEO-BENPrinters/BEN-Printers/?mode=Submit

Login with your PennKey User Name and password.

The initial Request Form will display

Contact Information

First Name: MARY ANN
Last Name: WALDT
Phone Number: 215-573-8231
Email: newaldt@sas.upenn.edu

Please Choose a Request

Add BEN Printer
Delete BEN Printer
Modify BEN Printer

Select Type of Request which will expand the Form.
Request to Add Ben Printer

BEN Printer Request Web Intake Form

Complete all the required Fields and view the helper text for each Field to confirm it’s accuracy. Provide any updates if necessary. Submit your Request.

Request has been saved and you should receive an email notification with the Incident #.
Request to Delete Ben Printer

Complete all the required Fields and view the helper text for each Field to confirm it's accuracy. Provide any additional Notes if necessary. Submit your Request.
Request has been saved and you should receive an email notification with the Incident #.
Request to Modify Ben Printer

BEN Printer Request Web Intake Form

This form is to be completed by the Local Support Provider (LSP) responsible for acquiring, setting up, and testing TCP/IP network access for printers in your department.

BEN Website for Desktop and Printer Requirements: http://www.finance.upenn.edu/ben/benfin/desktop_reg/

CHOP Requestors must obtain a proxy IP address by contacting the CHOP Service Desk: 215-590-4357

Please Note: Your firewall rules (if any) have to allow access on port 9100 from secoutp01.isc.seo.upenn.edu

To continue click on the appropriate button, provide all of the requested information and click on Submit.

Enter the Printer ID and any other Fields which pertain to your Request.
View the helper text for each Field to confirm it’s accuracy.
Provide any additional Notes if necessary. Submit your Request.
Request has been saved and you should receive an email notification with the Incident #.

Logout once you have submitted your Request
Any questions or problems please contact ISCCommandCTR@isc.upenn.edu