Access Request Form

This is a request to:  □ Add New Access  □ Remove All Access  □ Update Security Access

Please note that in order to gain access to BEN Deposits, the following requirements must be met:

1. You must have a PennKey and password. Please visit www.upenn.edu/computing/pennkey/ for further instructions on PennKey.
2. Your contact information must be current in the University’s on-line directory at: www.upenn.edu/directories/dir-update.html
3. You must pass the BEN Deposits Knowledge Building and BEN Deposits Application Web-based training courses. These courses are available via Knowledgelink.
4. You must submit a completed BEN Deposits Access Form.

Part I. Profile Information  (please print clearly)

Full Name: __________________________________________________

PennCard ID (8 digits):__________________________________________

Organization Name: ____________________________________________  School/Center: ______________________

Campus Address: ____________________________________________  Mail Code: ______________________

University Phone Number: ______________________________________

E-mail Address: ________________________________________________

Part II. Requested Action

List all Organizations (Parent Org if applicable) to which requestor should have access. To provide additional information, please use the "Notes" section located in Part III.

<table>
<thead>
<tr>
<th>Org/Parent Org</th>
<th>Action</th>
<th>Security Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>1._______</td>
<td>□ Add □ Remove □ Update</td>
<td>□ View and Edit Own Deposits Only</td>
</tr>
<tr>
<td></td>
<td></td>
<td>□* View All Deposits Within Org*</td>
</tr>
<tr>
<td></td>
<td></td>
<td>□ View and Edit All Deposits Within Org*</td>
</tr>
<tr>
<td>2._______</td>
<td>□ Add □ Remove □ Update</td>
<td>□ View and Edit Own Deposits Only</td>
</tr>
<tr>
<td></td>
<td></td>
<td>□* View All Deposits Within Org*</td>
</tr>
<tr>
<td></td>
<td></td>
<td>□ View and Edit All Deposits Within Org*</td>
</tr>
<tr>
<td>3._______</td>
<td>□ Add □ Remove □ Update</td>
<td>□ View and Edit Own Deposits Only</td>
</tr>
<tr>
<td></td>
<td></td>
<td>□* View All Deposits Within Org*</td>
</tr>
<tr>
<td></td>
<td></td>
<td>□ View and Edit All Deposits Within Org*</td>
</tr>
</tbody>
</table>

*includes ability to view and edit own deposits
Part III.

NOTES:

Part IV. Approvals

I understand that BEN Deposits access is for my exclusive use in support of my work as an employee of the University of Pennsylvania. I take responsibility for maintaining the confidentiality of University information.

Requestor: ____________________________________________________ Date________________________

Requestor's Business Administrator: ______________________________ Date________________________

Access Administrator: _________________________________________ Date________________________

Financial Training: ____________________________________________ Date________________________

Financial Systems: ____________________________________________ Date________________________

Please send completed forms to the appropriate school/center access administrator for approval. A list of access administrators can be found at http://www.finance.upenn.edu/ben/structure/

To ADD new access, send completed form to:
Financial Training Department
Room 409 Franklin Building – 3451 Walnut Street
Philadelphia, PA  19104-6205

To REMOVE access or to UPDATE security access, send completed form to:
Office of the Comptroller - Financial Systems
318 Franklin Building - 3451 Walnut Street
Philadelphia, PA  19104-6284