



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 submit a completed BEN Deposits Access Form.
4. You must pass the prerequisite knowledge building course and successfully complete system training. The Financial Training Department will provide additional training details to those individuals that submit an access form.

Part I. Profile Information (please print clearly)

Full Name: _____

PennCard ID (8 digits): _____
(second segment of numbers appearing at the bottom of PennCard)

Organization Name: _____ School/Center: _____

Campus Address: _____ Mail Code _____

University Phone Number: _____ University Fax Number: _____

E-mail Address: _____ @ _____

Part II. Requested Action

List all Centers (2 digits) to which the indicated action should be taken. Attach separate sheet if needed.

Center (2 digits)

Action

Security Access

1. _____ Add Remove Update

- View and Edit Own Deposits Only
- View All Deposits Within Center*
- View and Edit All Deposits Within Center*

2. _____ Add Remove Update

- View and Edit Own Deposits Only
- View All Deposits Within Center*
- View and Edit All Deposits Within Center*

3. _____ Add Remove Update

- View and Edit Own Deposits Only
 - View All Deposits Within Center*
 - View and Edit All Deposits Within Center*
- *includes ability to view and edit own deposits*

Part III. Approvals (No action will be processed without appropriate signatures).

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- Center 1: _____ Date _____

Access Administrator- Center 2: _____ Date _____

Access Administrator- Center 3: _____ Date _____

For each center listed above, please send completed forms to the appropriate school/center access administrator(s) for approval. A list of access administrators can be found at www.finance.upenn.edu/ben/structure/acc_admin.shtml

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

Official Use Only
