

# ben deposits

## 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](http://www.upenn.edu/computing/pennkey) for further instructions on PennKey.
2. You must have a current "upenn.edu" e-mail address in the University's on-line directory at: <https://www.upenn.edu/directories>.
3. You must pass both the BEN Deposits Knowledge Building and the BEN Deposits Application training courses. These courses are web-based and available via Knowledge Link <http://knowledgelink.upenn.edu>.
4. You must submit a completed BEN Deposits Access Request 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: \_\_\_\_\_

University 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.*

<u>Org/Parent Org</u>	<u>Action</u>	<u>Security Access</u>
1. _____	<input type="checkbox"/> Add <input type="checkbox"/> Remove <input type="checkbox"/> Update	<input type="checkbox"/> View and Edit Own Deposits Only <input type="checkbox"/> View All Deposits Within Org* <input type="checkbox"/> View and Edit All Deposits Within Org*
2. _____	<input type="checkbox"/> Add <input type="checkbox"/> Remove <input type="checkbox"/> Update	<input type="checkbox"/> View and Edit Own Deposits Only <input type="checkbox"/> View All Deposits Within Org* <input type="checkbox"/> View and Edit All Deposits Within Org*
3. _____	<input type="checkbox"/> Add <input type="checkbox"/> Remove <input type="checkbox"/> Update	<input type="checkbox"/> View and Edit Own Deposits Only <input type="checkbox"/> View All Deposits Within Org* <input type="checkbox"/> View and Edit All Deposits Within Org*

*\*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 \_\_\_\_\_

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>

**After the School/Center Access Administrator has signed, please send the completed form to:**

Financial Systems & Training  
318 Franklin Building  
3451 Walnut Street  
Philadelphia, PA 19104-6284

**Or e-mail both pages of the completed and scanned form to:**  
[benadmin@lists.upenn.edu](mailto:benadmin@lists.upenn.edu)

**For Financial Systems & Training purposes only:**

**BEN Deposits Access completed (initials, date):** \_\_\_\_\_