



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 Knowledgelinek.
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.

Org/Parent Org

Action

Security Access

1. _____ Add Remove Update

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

2. _____ Add Remove Update

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

3. _____ Add Remove Update

- View and Edit Own Deposits Only
- View All Deposits Within Org*
- 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 _____

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