

AGENCY NAME: _____

FIMS NUMBER: _____ YES NO COVERED BY THE DIVISION OF PERSONNEL?

AUTHORIZATION NUMBER: _____ AUTHORIZATION NAME: _____

1. LOGIN ID: _____ Enter the User's System (Mainframe) Logon ID – Example: xx#xxxx
2. USER LAST NAME: _____ Enter the User's Last Name
3. USER FIRST NAME: _____ Enter the User's First Name
4. ADDRESS 1: _____ Enter the User's Work Mailing Address
5. ADDRESS 2: _____ Enter the User's Work Mailing Address Second Line, if necessary
6. CITY: _____ Enter the User's Work City
7. STATE: _____ Enter the Organization's Work State
8. ZIP CODE: _____ Enter the User's Work Zip Code
9. TELEPHONE: _____ Enter the User's Work Telephone Number
10. FAX: _____ Enter the User's Work Fax Number
11. EMAIL: _____ Enter the User's Work Email Address
12. CICS PRINTER ID: _____ Enter the User's CICS Printer ID (region RA)

USE THE CODES IN THE RIGHT COLUMN FOR EACH OF THE ACCESS FIELDS BELOW – USE ONLY ONE CODE FOR EACH FIELD.

_____ HRIS (I, U, N)	_____ TENURE (I, U, N)
_____ PIMS (Y, N)	_____ TSO LOGON (Y, N)
_____ WV-11 APPROVAL AUTHORITY (Y, N)	_____ REPORTS (Y, N)

ACCESS CODES:	
I = Inquire	Y = YES
U = Update	N = No

NOTE: For access to the posting system, you must complete the [Job Posting Access Authorization Form](#), which is also available on the Division of Personnel's website under the "[Forms, Sample Documents, Etc.](#)" link.

REQUESTED BY (TYPED OR PRINTED):

NAME: _____ TITLE: _____

SIGNATURE: _____ DATE: _____

STOP HERE AND SEND YOUR FORM TO:

WV Division of Personnel
Employee Information/Transaction Processing
State Capitol, Building 6, Room 416
1900 Kanawha Boulevard, East
Charleston, West Virginia 25305

**NOTE:
INTERDEPARTMENTAL MAIL
MAY BE USED**

FOR OFFICE OF TECHNOLOGY USE ONLY:

AuthOrg _____	WF _____	Cv _____
Ex _____	TPX _____	Connect _____

COMPLETED BY: _____ DATE: _____