



Office of the Comptroller  
Mainframe Access Form  
State Agencies

**Account Information** (all fields are required unless otherwise indicated; please print except for where signature is required)

First Name (ex: John)	
Last Name (ex: Doe)	
Phone Number (ex: 217-555-1212)	
Email Address (ex: john.doe@illinois.gov)	
Agency Code(s) (ex: 360)	
Agency Name(s) (ex: Comptroller)	
User ID (ex: IOC9999) [only required for change/disable/delete/reset]	

**Action** (required)

- |   |                                      |
|---|--------------------------------------|
| <input type="checkbox"/> ADD USER       | <input type="checkbox"/> CHANGE USER |
| <input type="checkbox"/> DISABLE USER   | <input type="checkbox"/> DELETE USER |
| <input type="checkbox"/> RESET PASSWORD |                                      |

**Access** (required)

- |  |   |
|--|---|
| <input type="checkbox"/> SAMS/WH01 Inquiry                           | <input type="checkbox"/> SAMS C-14 Entry                  |
| <input type="checkbox"/> SAMS Purchase Order (PO) Entry/Approval     | <input type="checkbox"/> SAMS Payment Voucher (PV) Review |
| <input type="checkbox"/> SAMS Individual Vendor Certification (NVEN) | <input type="checkbox"/> HSIS Hardship Inquiry            |
| <input type="checkbox"/> OCIS Contract Offset Inquiry                | <input type="checkbox"/> Other (specify below)            |

**Specifications** (optional)


**Requestor** (required)

- same as above

First Name (ex: John)	
Last Name (ex: Doe)	
Phone Number (ex: 217-555-1212)	
Email Address (ex: john.doe@illinois.gov)	

<b>Signature</b> (required)		<b>Date</b>	
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**Approval** (required) **[IMPORTANT NOTE: approval for inquiry access may be supervisor; approval for PO or NVEN entry requires agency head approval]**

First Name (ex: John)	
Last Name (ex: Doe)	
<b>Signature</b> (required)	<b>Date</b>

**IOC Systems Administration Approval & Processing Notes** (required)

<b>Director Signature</b> (required)		<b>Date</b>	
User ID Assigned	<input type="checkbox"/> User Notified	Notes	