When should an eCommerce Access Request eForm be submitted?

Tell Me

Submit an access request eForm whenever:

1. New access to an eCommerce system is needed for a staff person in conjunction with their job duties.
2. An existing access lapses due to inactivity, and access needs to be reinstated.
3. Access needs to be modified due to changes in systems that need to be accessed.
4. The user's access is to be terminated because the staff person has left the job or their job duties have changed.

Related FAQs

- How do I know which eCommerce access to request for a new user?
- May I still submit the scanned or hard copy of the "EC-AR - Access Request to Reporting Systems?"
- How long does it take for the access request to be granted?
- What reports should be submitted with the Payment Book Receipt ("PBR") for the daily deposit?
- When should an eCommerce Access Request eForm be submitted?