**Who should submit the eCommerce Access Request eForm?**

**Tell Me**

1. In most cases, the supervisor completes and submits the eForm on behalf of the staff person for whom the access is being requested.
2. A staff person may submit their own request form. That typically occurs if they are functioning as the supervisor over the merchant area, or their supervisor has requested that they complete the form on their own behalf.
3. As long as the individual for whom the access is requested meets the requirements for card processing (verified by the eCommerce Office) and is approved for the access by the departmental merchant contact, the request may proceed.

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**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?