Request System Access, Change or Termination

Process

[IRMS EXTERNAL ACCESS SECURITY](#)

Effective Date

07/05/2006

Purpose

The Request System Access, Change or Termination task provides specific instructions for requesting the External Representative's system access be created, changed or terminated. The External Entity's Security Administrator typically performs this task by submitting Form SA-IRMS-E to TAX. The Special Notes and Procedures will assist you in manually requesting the External User's access be granted, changed or terminated.

Special Notes

- The External Entity's Security Administrator must complete Form SA-IRMS-E to grant, change, or terminate access to IRMS.

Procedure

Responsibility
External Security Administrator

Steps
1. Access the TARP Forms repository and access Form SA-IRMS-E.
2. Complete the form based on the nature of your request.
   - New access or modify existing access
   - Name, address, or telephone change
   - Terminate access
   A. If requesting that the User's access be created,
      1. Complete the form.
      2. Obtain the User's signature.
      3. Go to Step 3.
   B. If requesting that the User's access be changed or terminated, complete the form identifying the User information.
3. Sign the form.
4. Fax the form to the fax number indicated on the form.
5. Follow your agency's Policies and Procedures for documenting and storing paper documents for future reference.

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