



Agency FileNet Role Request Form

Instructions:

- Complete this form and return by clicking the “Submit Form” button or by email to BSCFinance@ogs.ny.gov.
- Users requiring FileNet access for a “Credit Card Liaison”, must be listed as a Credit Card Liaison. Please contact BSCCustomerCare@ogs.ny.gov for assistance.
- To add roles, check each box for the FileNet role needed. To remove roles, check each box of the FileNet role and the “Remove FileNet Access” box.
Agency workflows will have separate security roles created for AP Invoices and PO change notices.
- If you need assistance with agency liaison contact roles, please contact BSCCustomerCare@ogs.ny.gov.

Agency BU	First Name	Last Name	Email	Employee ID	NYSIDS ID	Phone	Credit Card Liaison	AP Invoice Approver/Reviewer	PO Change Notice Reviewer/Approver	Remove FileNet Access
XYX01	Sally	Smith	Sally.Smith@ogs.ny.gov	N01234567	sallysmith1	518-123-1234	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>