Office of the State Treasurer
ARIS Change Request Form – Add/Deactivate/Modify USER *(CTAS Agencies)*

Agency ID Number:_____   **Effective Date:**_____

Agency Name:_____

☐ **NEW USER**   ☐ **DEACTIVATE USER**   ☐ **UPDATE USER – ADD FUNCTIONS**   ☐ **UPDATE USER –REMOVE FUNCTIONS**

(Check only the functions that need to be added)   **(Check only the functions that need to be removed)**

☐ **UPDATE EMAIL/PHONE#**

Section 1. Add/Deactivate/Update User:

1. Name:_____ Email:_____Phone#:_____

2. Permission Level: ☐ **User** - (allows user to initiate transactions & review only their transactions & pull reports)
   (Select One)   ☐ **User – Reports Only** - (only authorized to pull reports. Don't select any transaction functions)
                ☐ **Agency Admin** - (allows user to initiate transactions, review all transactions for agency & pull Reports)
                ☐ **Agency Audit** - (view only access for agency transactions – No Reports)

3. Budget Unit: ☐ Z - CTAS

4. If adding or updating a user, please check which functions this user should have access:
   (NOTE: If user is only needing to pull reports (User- Reports Only) – please do not check any functions)

   ☐ **CTAS – GBA**   ☐ **CTAS – Transfer to Allotment Acct (A)**   ☐ **Controlled Disbursement**
   ☐ **CTAS – GTA**   ☐ **CTAS – Transfer from Allotment Acct (A)**   **(DCH Only "A" Budget)**
   ☐ **CTAS – State Tax Payment** ☐ **30-60-90 Expenditure Projections**
   ☐ **CTAS – Revenue Collections**

Section 2. (Required) AUTHORIZATION - The above changes are authorized by:
(Cannot be signed by the same person listed on form.)

_____   _____   _____
Signature   Title   Date

_____   _____   _____
Printed Name   Phone#   Email

Please email signed PDF form to ARIS_Request@treasury.ga.gov

For OST Only:	Initials	Date
Added/Removed/Updated ARIS		
Verified Information in ARIS		

Revised 02/03/2023