

Office of the State Treasurer

ARIS Change Request Form - Add/Deactivate/Modify USER (Non-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. Indicate which Budget Units this user should have access to:

- A - State Allotment S - Stimulus Funds
 B - Lottery Allotment D - Lottery Allotment
 C - Tobacco Allotment

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)

- | | | |
|---|--|--|
| <input type="checkbox"/> 30-60-90 Expenditure Projections | <input type="checkbox"/> DOAS - RMS (Risk Invoices Only) | <input type="checkbox"/> LRS - Legislative Retirement |
| <input type="checkbox"/> Admin Office of Cts (Courts only) | <input type="checkbox"/> DOAS - Assessment & All other pymts | <input type="checkbox"/> Medicaid Payments (DHS only) |
| <input type="checkbox"/> Agriculture Payments (Soil & Water only) | <input type="checkbox"/> ERS | <input type="checkbox"/> One GA Authority Deposit (DCA Only) |
| <input type="checkbox"/> Allotment Deposit | <input type="checkbox"/> ERS Payments (DPH Only) | <input type="checkbox"/> Return of Surplus |
| <input type="checkbox"/> Audits | <input type="checkbox"/> GA Forestry Payment | <input type="checkbox"/> Revenue Collections |
| <input type="checkbox"/> Cash Request | <input type="checkbox"/> GBA - Payments to GA Bldg Auth | <input type="checkbox"/> SAO - Payments to SAO |
| <input type="checkbox"/> Cash Request - Lottery | <input type="checkbox"/> GEFA - Payments to GEFA | <input type="checkbox"/> SCJRS - Superior Ct Judges Ret Sys |
| <input type="checkbox"/> Cash Request - Stimulus | <input type="checkbox"/> GEFA (DCA Only) | <input type="checkbox"/> Secretary of State Payments |
| <input type="checkbox"/> Cash Request - Tobacco | <input type="checkbox"/> GRTA (DCA Only) | <input type="checkbox"/> State Tax Payment |
| <input type="checkbox"/> DARF - District Attorney's Ret Fund | <input type="checkbox"/> GRTA GA Reg Trans Auth | <input type="checkbox"/> TRS |
| <input type="checkbox"/> Deferred Compensation | <input type="checkbox"/> GTA - Payments to GTA | |
| <input type="checkbox"/> Defined Contributions (DCP) | <input type="checkbox"/> Health Insurance | |
| <input type="checkbox"/> Dept of Law | <input type="checkbox"/> JRS - Judicial Retirement | |

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 Telephone Email

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

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