

Request for TWC-Provided User Access to HHSC Systems

Please Note: We cannot accept forms with corrections or modifications, including strikethroughs, "write-overs," and/or correction fluid.

Section 1: Type of request -- Please mark only one box:

- ADD:** Add a new TIERS user account*
- REACTIVATE:** Reactivate an existing TIERS account that was disabled for inactivity*
- DELETE:** Delete a TIERS user account

*Note: Request requires HHS AUA form

Section 2: User Identifying Information -- Please type or print clearly:

User's Name:	
Agency:	Work Email Address:
TWC: <input type="checkbox"/>	
WDA: <input type="checkbox"/> <--Specify Board # _____	Phone Number:
	(Include area code and extension, if any)

Section 3: Signatures -- Please add the appropriate signatures. If the user is an internal TWC employee, then only the user's supervisor needs to sign:

User's Supervisor's Signature Date WDA TWIST Administrator's Signature Date

Section 4: Contact Information -- Authorized Administrator/Supervisor should email (scan), fax, or mail completed forms to:

Mail to: TIERS ACCESS ADMINISTRATION TWC-ITIS, ROOM 0330 101 E. 15th Street Austin, TX 78778-0001	Or: Email: tiersaccess@twc.state.tx.us Fax: (512) 463-6394
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Section 5: TWC Security Coordinator Use Only:

TWC Security Coordinator Signature Date

Comments: