



**\*\*Please TYPE or legibly PRINT your information\*\***

## User Request Form

User – check one box:

- New Request
- Update
- Revoke

**Section I – User Information** (all fields are required)

TWAI ID \_\_\_\_\_  
 Name (First, Middle Initial, Last) \_\_\_\_\_  
 Master ALC \_\_\_\_\_  
 Email Address \_\_\_\_\_  
 Complete Work Phone \_\_\_\_\_

**Section II – Access requested**

For IPAC and TRACS, provide ALC(s) for which access is to be granted. For RITS, provide payroll office for which access is to be granted.

**For each ALC or Payroll office, please circle the user role(s) based on your application needs and functions.**

ALC or PAYROLL OFFICE	MODULE	ROLE(S)			
	IPAC	IPAC Reports	IPAC User	IPAC Supervisor	Bulk File Submitter
	TRACS	TRACS Reports			
	RITS	RITS Accountant	RITS Payroll Clerk	RITS Payroll Admin	Bulk File Submitter
	IPAC	IPAC Reports	IPAC User	IPAC Supervisor	Bulk File Submitter
	TRACS	TRACS Reports			
	RITS	RITS Accountant	RITS Payroll Clerk	RITS Payroll Admin	Bulk File Submitter

\_\_\_\_\_  
Name and Title of Supervisor

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Telephone #

\_\_\_\_\_  
Date

**FOR AA USE ONLY: (Complete this section when you have completed a review of the request)**

_____ Administrator Name	_____ Administrator Signature	_____ Telephone #	_____ Date
-----------------------------	----------------------------------	----------------------	---------------

**User:** Return completed User Request Form to your AA. **AA:** Sign completed User Request Form and Fax to the Treasury Support Center at 314-444-7346.

## IPAC System User Roles and Functions

### IPAC

User Role	Function Performed
IPAC Reports	<ul style="list-style-type: none"> <li>• Display messages</li> <li>• Access to the following reports:               <ul style="list-style-type: none"> <li>Agency special requirements</li> <li>ALC Information</li> <li>ALC Information Download</li> <li>Headquarters transactions</li> <li>Headquarters transaction download</li> <li>IPAC and zero dollar transactions</li> <li>IPAC transaction download</li> <li>Parent / child relationships</li> <li>Predecessor / Successor ALCs</li> <li>Sender required fields</li> <li>Treasury reporting requirements</li> </ul> </li> <li>• Review reports / data files</li> <li>• Purge reports / data files</li> </ul>
IPAC User	Same access rights as the IPAC Reports role, plus <ul style="list-style-type: none"> <li>• Process payment, collection, adjustment and zero dollar transactions</li> <li>• Complete incomplete transactions</li> <li>• View status of agency special requirements request\</li> <li>• Add/edit SGL information to transactions received / sent</li> </ul>
IPAC Supervisor	Same access rights as the IPAC Reports role, plus <ul style="list-style-type: none"> <li>• Request an update to agency billable status</li> <li>• View agency billable status</li> <li>• Request an update to agency special requirements</li> <li>• View status of agency special requirements request</li> <li>• Request establishment of a parent / child relationship</li> <li>• Update agency information</li> </ul>
Bulk File Submitter	<ul style="list-style-type: none"> <li>• Submit bulk IPAC transactions via IPAC on-line</li> <li>• Review bulk file status information (including confirmation/ error/rejection information)</li> <li>• Display messages</li> <li>• Review reports / data files (future release)</li> <li>• Purge reports / data files</li> </ul>

### TRACS

User Role	Function Performed
TRACS Reports	<ul style="list-style-type: none"> <li>• Display messages</li> <li>• Access to TRACS Reports</li> <li>• Review reports / data files</li> <li>• Purge reports / data files</li> </ul>

**User:** Return completed User Request Form to your AA. **AA:** Sign completed User Request Form and Fax to the Treasury Support Center at 314-444-7346.

## RITS

User Role	Function Performed
RITS Accountant	<ul style="list-style-type: none"><li>• Display messages</li><li>• View list of all health benefit codes</li><li>• Access to the following reports:<ul style="list-style-type: none"><li>Computer generated 2812 or 2812A</li><li>Enrollment codes</li><li>Holiday schedule</li></ul></li><li>• Review reports / data files</li><li>• Purge reports / data files</li></ul>
RITS Payroll Clerk	Same access rights as the RITS Accountant role, plus <ul style="list-style-type: none"><li>• Manage 2812</li></ul>
RITS Payroll Admin	Same access rights as the RITS Accountant role, plus <ul style="list-style-type: none"><li>• Manage 2812</li><li>• Maintain payroll office / pay cycle</li></ul>
Bulk File Submitter	<ul style="list-style-type: none"><li>• Submit bulk 2812s via RITS on-line</li><li>• Display messages</li><li>• Access to confirmation / rejection report</li><li>• Review reports / data files</li><li>• Purge reports / data files</li></ul>

**User:** Return completed User Request Form to your AA. **AA:** Sign completed User Request Form and Fax to the Treasury Support Center at 314-444-7346.