



## IPAC User Request Form

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

User - check one box:

- New Request
- Update
- Revoke Access

**Section I – IPAC User Information** (all fields are required except Mail Stop)

Name (First, Middle Initial<sup>1</sup>, Last) \_\_\_\_\_

Master ALC<sup>2</sup> \_\_\_\_\_

Internet Email Address \_\_\_\_\_

Complete Work Phone \_\_\_\_\_

Agency Name \_\_\_\_\_

Street \_\_\_\_\_

Mail Stop (optional) \_\_\_\_\_

City, State Zip Code \_\_\_\_\_

Country \_\_\_\_\_

**Section II – Access requested**

For IPAC and TRACS, provide the ALC(s) for which access is required; provide the Payroll Office number for access to RITS. For each ALC or Payroll Office, circle the user role(s) for which access is to be granted. If applicable, more than one role may be selected per application.

ALC or PAYROLL OFFICE	APPLICATION	ROLE(S)					
	IPAC	IPAC Reports	IPAC User	IPAC Supervisor	Bulk File Submitter	IPAC Bulk Automation	Online 3 <sup>rd</sup> Party
	TRACS	TRACS Reports	Bulk File User	TRACS Bulk Automation	TRACS System Log		
	RITS	RITS Accountant	RITS Payroll Clerk	RITS Payroll Admin	Bulk File Submitter	RITS Bulk Automation	RITS System Log

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

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

\_\_\_\_\_  
Email Address

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

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

IAA Name and Signature:	Date Reviewed:
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<sup>1</sup> Middle initial is required – use 1<sup>st</sup> letter of last name as the middle initial if the user does not have a middle name.

<sup>2</sup> Master ALC – user’s primary ALC.

User: Return completed IPAC User Request Form, along with the IPAC End User Responsibility Information Form, to your IAA for processing.



## IPAC User Request Form

(Continuation page if additional role designations are required)

Name (First, Middle Initial, Last) \_\_\_\_\_

ALC or PAYROLL OFFICE	APPLICATION	ROLE(S)					
	IPAC	IPAC Reports	IPAC User	IPAC Supervisor	Bulk File Submitter	IPAC Bulk Automation	Online 3 <sup>rd</sup> Party
	TRACS	TRACS Reports	Bulk File User	TRACS Bulk Automation	TRACS System Log		
	RITS	RITS Accountant	RITS Payroll Clerk	RITS Payroll Admin	Bulk File Submitter	RITS Bulk Automation	RITS System Log
	IPAC	IPAC Reports	IPAC User	IPAC Supervisor	Bulk File Submitter	IPAC Bulk Automation	Online 3 <sup>rd</sup> Party
	TRACS	TRACS Reports	Bulk File User	TRACS Bulk Automation	TRACS System Log		
	RITS	RITS Accountant	RITS Payroll Clerk	RITS Payroll Admin	Bulk File Submitter	RITS Bulk Automation	RITS System Log
	IPAC	IPAC Reports	IPAC User	IPAC Supervisor	Bulk File Submitter	IPAC Bulk Automation	Online 3 <sup>rd</sup> Party
	TRACS	TRACS Reports	Bulk File User	TRACS Bulk Automation	TRACS System Log		
	RITS	RITS Accountant	RITS Payroll Clerk	RITS Payroll Admin	Bulk File Submitter	RITS Bulk Automation	RITS System Log
	IPAC	IPAC Reports	IPAC User	IPAC Supervisor	Bulk File Submitter	IPAC Bulk Automation	Online 3 <sup>rd</sup> Party
	TRACS	TRACS Reports	Bulk File User	TRACS Bulk Automation	TRACS System Log		
	RITS	RITS Accountant	RITS Payroll Clerk	RITS Payroll Admin	Bulk File Submitter	RITS Bulk Automation	RITS System Log

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along with the IPAC End User Responsibility Information Form, to your IAA for processing.

## 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>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	<p>Same access rights as the IPAC Reports role, plus</p> <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	<p>Same access rights as the IPAC Reports role, plus</p> <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</li> <li>• Review bulk file status information (including confirmation / rejection information)</li> <li>• Display messages</li> <li>• Review reports / data files</li> <li>• Purge reports / data files</li> </ul>
IPAC Bulk Automation <sup>1</sup>	<ul style="list-style-type: none"> <li>• Submit bulk IPAC transactions</li> </ul>
Online 3 <sup>rd</sup> Party	<ul style="list-style-type: none"> <li>• Used by only select ALCs that enables an ALC to submit transactions on behalf of other sender and receiver ALCs.</li> <li>• Access to the following reports: <ul style="list-style-type: none"> <li>Agency special requirements</li> <li>IPAC transactions</li> <li>IPAC transaction download</li> <li>Predecessor / successor ALCs</li> <li>Third party submitter</li> <li>Treasury reporting requirements</li> </ul> </li> </ul>

<sup>1</sup> Bulk Automation role is for users that submit transactions via host-to-host transfer (either using Secure Transport software or other software capable of establishing an https connection that responds to a security challenge). When selecting the bulk automation role, no other role can be selected.

## 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>
Bulk File User	<ul style="list-style-type: none"> <li>• Pick-up pass-thru files</li> </ul>
TRACS Bulk Automation <sup>1</sup>	<ul style="list-style-type: none"> <li>• Retrieve bulk TRACS data</li> </ul>
TRACS System Log	<ul style="list-style-type: none"> <li>• View system related processing information</li> </ul>

## 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</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>
RITS Bulk Automation <sup>1</sup>	<ul style="list-style-type: none"> <li>• Submit bulk 2812s</li> </ul>
RITS System Log	<ul style="list-style-type: none"> <li>• View system related processing information</li> </ul>

<sup>1</sup> Bulk Automation role is for users that submit transactions via host-to-host transfer (either using Secure Transport software or other software capable of establishing an https connection that responds to a security challenge). When selecting the bulk automation role, no other role can be selected.



## IPAC END USER RESPONSIBILITY INFORMATION

The *Financial Management Service (FMS)* is granting me access to the IPAC system. I will use this access in a responsible way and only to accomplish legitimate *IPAC* business. I will not disclose my password to other people nor will I knowingly or carelessly make it possible for other people to access the IPAC system using my Logon ID and Password. I am responsible for all actions that are taken under my Logon ID. I further understand that my assigned Logon ID and password serve as my electronic signature for all activity while active in the IPAC system.

I am aware of my responsibility for complying with the *IPAC* policies and safeguards.

I understand that computer programs, software, listings and the information in the IPAC system to which I will have access are valuable assets of *FMS* and are considered proprietary. I am aware that this information may be protected by copyright and other laws, and is the property of *FMS*.

If I no longer require this access or a change in access requirements occurs, I will promptly notify my manager or *IPAC Agency Administrator*.

I understand that unauthorized access or disclosure of *IPAC system* information will be subject to management review and action.

USER NAME: \_\_\_\_\_

USER SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**RETURN THIS FORM TO YOUR *IPAC Agency Administrator***