**Request for Authorizations: Institutions**

**The University of Texas System Administration**

**Office of Employee Benefits- Information Systems Group**

**The Authorization Contact should email the completed form to** **Jaclyn Beisman and Jim Moore****. All fields are required. If you have any questions regarding this form please call or email Jaclyn Beisman at 512-579-5078 or Jim Moore at 512-322-3706, email** **Jaclyn Beisman and Jim Moore**

**BenefitFocus Access to Marketplace**

Choose an item.

**Legacy (Mainframe Applications)**

[ ]  View/Update Eligibility Records (SGELIG)

[ ]  View Integrated Financial Information System (SGIFIS)

[ ]  View Wellness Tobacco Fund (Limited SGIFIS Access)

**Vendor**

[ ]  Dearborn National Benefits Manager (SSO Required) Policies;Docs;EOIs;Claims

**Requester Information:**

**Institution:** Choose an item.

**Authorization Contact:**

**Department:**

**Phone:**

**Date of Request:**

**New User Information:**

**Name:**

**User ID (not PeopleSoft id):**

**University of Texas at Austin Electronic Identity (UT EID only for Legacy apps):**

**Benefits ID:**

**Email:**

**Phone:**

***Note: It is the responsibility of the authorization contact listed above to notify*** ***Jaclyn Beisman and Jim Moore*** ***immediately if the new user terminates employment, or transfers and no longer requires these authorizations.***

**For Internal Use Only:**

Date Access Granted:

OEB-IS Contact: