



External INES User Access Request Form

This form must be used to request New INES User Access or Changes to Nominated Contact or Users Access details for External Users of the 2007–2013 INES Web Application.

It is the responsibility of the signatory of the CFO / Non-CFO / ITM Agreement with DWP, to complete and sign this request form for;

- The initial notification of a Nominated Contact and User(s) details.
- Any subsequent changes to the Nominated Contact details.
- Notification of a new Nominated Contact details.

For any of the above bullet points, all Parts of the form must be completed and signed by the signatory.

It is the responsibility of the Nominated Contact to complete and sign this request form for;

- Adding a New User(s) details.
- Updating existing User(s) access or details.
- Removing User(s) access.

For any of the above bullet points, Parts I, III and IV of the form must be completed and signed by the Nominated Contact.

On completion, CFO / Non-CFOs should post this form to their ESF Team in the Government Office. ITM Projects should post the form to their ITM Unit.

Part I: Organisation Details

Name of Organisation	
Business Phone No.	
Email	
Address 1 st Line:	
Address 2 nd Line:	
Town or City:	
County:	
Post Code:	

Part II: Nominated Contact details

A Nominated Contact may also be a User. If this is the case, re-enter their details as User 1 in Part III of this form.

NOMINATED CONTACT	
Delegated Authority is given to the Nominated Contact to act on my behalf to: Add a New, Update and Remove User(s) to INES, and also to undertake the responsibility of notifying the Managing Authority of any changes in relation to these Users access.	
First Name	
Surname	
Business Phone	
E-mail address	

Part III: Access request for User(s) to INES

USER 1	
Request (select)	<input type="checkbox"/> New User <input type="checkbox"/> Update User <input type="checkbox"/> Remove User
First Name	
Surname	
Business Phone	
E-mail address	
INES Access (see Annex 1)	<input type="checkbox"/> Read only <input type="checkbox"/> Read, Edit and Submit
USER 2	
Request (select)	<input type="checkbox"/> New User <input type="checkbox"/> Update User <input type="checkbox"/> Remove User
First Name	
Surname	
Business Phone	
E-mail address	
INES Access (see Annex 1)	<input type="checkbox"/> Read only <input type="checkbox"/> Read, Edit and Submit
USER 3	
Request (select)	<input type="checkbox"/> New User <input type="checkbox"/> Update User <input type="checkbox"/> Remove User
First Name	
Surname	
Business Phone	
E-mail address	
INES Access (see Annex 1)	<input type="checkbox"/> Read only <input type="checkbox"/> Read, Edit and Submit

Part IV: Authorising Signature

Full Name	
Signature	
Name of Organisation	
Position (<i>select</i>)	<input type="checkbox"/> Signatory of Agreement <input type="checkbox"/> Nominated Contact
Date	

External INES User Access

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Submitting External INES Access Forms

Responsibility of the signatory of the CFO / Non-CFO / ITM Agreement with DWP

The person signing the Agreement will need to sign a completed User Access request form for any of the following circumstances:

- Initial notification of User(s)
- Initial notification of a Nominated Contact
- New Nominated Contact or Changes to Nominated Contact details.

The completed form should be sent to the Government Office or ITM unit.

Responsibility of the Nominated Contact

A Nominated Contact will have received Delegated Authority from the signatory of the ESF Agreement to notify the Managing Authority of any changes to User Access about;

- Adding a New User(s)
- Updating existing User(s) access or details
- Removing User(s) access

It is the responsibility of the Nominated Contact to receive INES password details that should be passed securely to the user for access to INES.

The Nominated Contact should post the completed form to; MA: Systems, INES SUPPORT, ESFD, Room N2, Moorfoot, Sheffield, South Yorkshire, S1 4PQ.

INES User Access, Roles and Permissions

The following INES User Access, Roles and Permissions are available.

Read only

This permission allows access for the User to Read data.

Read, Edit and Submit (RES)

These permissions allow access for the User to; Read data, Edit data and text and also Submit Claims and Profiles.