

Budget Formulation and Management (BFM) Security Access Form (SAF)

Please fill out this form to request a new or to modify an existing BFM application access account. When the form is completed, it should be signed by the employee and the CFO and submitted to DFA IT (email form to FCDSU.help@state.nm.us)

ATTN: No employee account will be set up until this form has been received by DFA IT.

NEW Account MODIFY Existing Account. DELETE Account

Employee Name: _____

Title: _____

Phone: _____

Email: _____

Business Unit: _____

SHARE Username*: _____

*Use HCM username if not in SHARE

Data Access (Check one or both):

- Financials and Personnel
- Performance Measures

Security Level (check one):

- Level 1: Initial Entry
- Level 2: Manager Review
- Level 3: Final Review and Submission

*Please choose highest necessary security level. Level 3 will have access to level 1 and level 2 functionality and Level 2 will have access to level 1 functionality.

Employee Signature: _____

Date _____

Authorized (i.e. CFO) Signature: _____

Date _____