



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

Employee Signature: _____

Date: _____

Authorized Signature: _____

Date: _____

(i.e.CFO)