



STATE OF WASHINGTON

## OFFICE OF FINANCIAL MANAGEMENT

*Insurance Building, PO Box 43113 • Olympia, Washington 98504-3113 • (360) 902-0555*

June 9, 2014

**TO:** Agency Fiscal Officers  
**FROM:** Wendy Jarrett, Assistant Director Accounting Division  
**SUBJECT:** AFRS Data Security Project – Access Level 3

Thank you for your continued participation as we move forward on the AFRS data security project. Further information is located here for your reference. <http://www.ofm.wa.gov/resources/dataaccess.asp>.

We have identified users in your agency as not needing access to payment level data for other agencies. This is Access Level 3 and as long as a user does not choose an Enterprise Reporting Standard Report (ER) or write a Web Intelligence (Webi) query that includes vendor fields, this is the same level of access each user has today. If vendor fields are included, reports and queries are limited to your agency's data.

In ER, vendor fields are vendor name and number. In Webi, vendor fields are vendor name, number and address, UBI#, and a couple of ProviderOne fields.

**Access for all users in your agency will default to Level 3 on September 5, 2014. If this level of access will work for every user in your agency, there is no need to do anything else.**

However, if you have a user or users in your agency who need statewide access to payment level data, which is Access Level 1, here is the process to grant that access.

1. Your agency director designates an agency administrator and sends the original [Agency Administrator form](#) to the Department of Enterprise Services (DES).
2. Each user signs a Non-Disclosure Agreement ([NDA](#)), which is retained at your agency.
3. Each user fills out and signs a [User Access form](#), being sure to check the 2nd box (*I request statewide access to vendor payment related data for which my agency is not preapproved*) and fill in the business need.
4. The agency administrator signs, scans, and emails the form to DES.
5. DES emails the form to OFM for approval and, following approval by OFM, assigns requested access.
6. DES emails the user and agency administrator confirming access.

DES and OFM will provide training June – August as requested. If your agency needs further instruction, or if you have any questions, please contact Kim Thompson at 725-0224 or [kim.thompson@ofm.wa.gov](mailto:kim.thompson@ofm.wa.gov).