

# COMMONWEALTH BUSINESS PARTNER ACCOUNT REQUEST/APPROVAL FORM

## INSTRUCTION FOR COMPLETING THE FORM

**Business Partner Access** is defined as the communication and interaction of approved persons to enter (access) commonwealth Information Technology (IT) resources from a non-commonwealth site via either dialup or a hard circuit connection.

This access right is a **privilege** given to selected, approved, and authorized business partners (Contractors, Benefit Provider, Vendor) for the expressed purpose of transacting commonwealth related activity and functions.

<b>Information Requested:</b>	<b>Explanation:</b>
<b>Legal Entity Name</b>	Legal Entity associated with the person requesting access.
<b>Legal Entity FEIN</b>	The tax ID (FEIN or SSN) for the Legal Entity.
<b>Legal Entity Street Address City, State, Zip</b>	Full address of the Legal Entity.
<b>Legal Entity Contact Person's Name</b>	The main point of contact for the Legal Entity.
<b>Legal Entity Contact Person's Email</b>	The email address for the contact listed above.
<b>Legal Entity Contact Person's Phone</b>	The phone number for the contact listed above.
<b>PELICAN-ELN User's Name</b>	The full name of the individual requesting access.
<b>Location Name/Service Site</b>	The name of the Location where the person requesting access performs their day-to-day activities. If this is the <i>same</i> as the Legal Entity, leave it blank. If additional Location/Service Sites are needed for this user, duplicate the page and add information for each new Location including relevant user information.
<b>Location FEIN</b>	The tax ID (FEIN or SSN) for the Location if the Location is contracted by the Legal Entity to operate the program. If the Location only provides space for the Legal Entity to operate the program, enter the Legal Entity tax ID.
<b>Location Street Address City, State, Zip</b>	Street address of the user's work location which may be different from the street address for the Legal Entity.
<b>PELICAN-ELN User's Email</b>	The email address of the individual requesting access, including area code.
<b>PELICAN-ELN User's Phone</b>	The phone number of the individual requesting access.
<b>User Roles</b>	Please select ONE security role that the user will need to perform their functions. Please refer to definitions of user roles on the next page.
<b>Work Sampling/Ounce Online Access</b>	Check the appropriate box if access is required. Please refer to the definitions of roles on the next page.
<b>ELN Programs</b>	Please select all programs that apply for the user.
<b>Approving Manager</b>	An individual at the Legal Entity must sign this form to approve access for the requester.

## INSTRUCTION FOR ASSIGNING SECURITY ROLES

**\*PLEASE NOTE: Complete one Account Request Form per Legal Entity and/or Location/Service Site.** If the employee is related to more than one Legal Entity or Location/Service Site, separate forms must be completed and submitted for each site.

PELICAN-ELN Role	Explanation
<b>Legal Entity User</b>	This role allows access to <i>all</i> locations within a Legal Entity's scope. To protect child, teacher, and program confidentiality, do not assign this role to multiple users.
<b>Location/Service Site User</b>	This role allows access to the information for one location participating under a specific Legal Entity.

Work Sampling/ Ounce Scale Online Role	Explanation
Determine whether the User needs access to Ounce Scale Online or Work Sampling Online. If the User serves infants and/or toddlers, select a role for Ounce Scale Online. If the User serves preschoolers, select a role for Work Sampling Online. Users serving children in both age groups will need access to both assessment systems.	
<b>Program Administrator Only</b>	This role allows access to <i>all</i> locations within a Legal Entity's scope.
<b>Program Administrator/Teacher</b>	This role allows access to the information in all Locations within a Legal Entity's scope <b>AND</b> allows access to report child outcome data as a teacher or therapist.
<b>Site Administrator Only</b>	This role allows access to the specified Location under a Legal Entity.
<b>Site Administrator/Teacher</b>	This role allows access to a specific Location under a Legal Entity <b>AND</b> allows access to report child outcome data as a teacher or therapist.
<b>No WSO Access – Uploading via TSI Bridge</b>	If the Location utilizes the TSI bridge for WSO, check this box.

**Completed Forms:** Completed forms must be mailed or faxed to:

PELICAN-ELN Access Request  
Office of Child Development & Early Learning  
Departments of Education and Public Welfare  
333 Market Street, 6<sup>th</sup> floor  
Harrisburg, PA 17126-2675

Fax: 717-346-9330 or 717-787-1529

Completed forms are retained by OCDEL for audits and verification.

**Deletions:** Requests for account deletion must be mailed or faxed to OCDEL.