Central Budget Management System - Entity Access Form

1. User Information

New User   Existing User | User ID:

First Name: Last Name:

Telephone: Mobile:

Security
Cleared

A security clearance is a status granted to individuals allowing them access to classified information and resources after completion of a series of thorough background checks.

Email:

Entity:

Entity Postal
Address:

Access

☐ Add Access   ☐ Remove access   ☐ Change user details

2. Token Details

Soft token will be assigned to your account. If a hard token is required please email cbms@finance.gov.au for assessment.

3. Data Access

CBMS homepage only: ☐ This will provide access to the CBMS Training materials, including: eLearning courses, User Reference Material and Online Help

Limited to Control type: ☐ Departmental   ☐ Administered

Portfolio Access:

or

Entity Access:

Other, please specify:

Please **DO NOT** include Third Party Access request here.
Third party access to another entity's programs will be automatically applied to users with access to Drawdowns, Journals & Receipts upon receipt of a signed third party agreement form.

4. Module Access

	Reporting	Data Entry	Authorise	
Annual Estimates	Reporting	☐ Data Entry	☐ Authorise	☐ User Defined Reporting
Monthly Profiles	Reporting	☐ Data Entry	☐ Authorise	(Only permitted if you have requested Reporting for all four components)
Annual Actuals	Reporting	☐ Data Entry	☐ Authorise	
Monthly Actuals	Reporting	☐ Data Entry	Authorise	
Cash Management				
Approp Adjustment	☐ Reporting	Data Entry	☐ Authorise	
Cash Forecast	☐ Reporting	☐ Data Entry		
Drawdowns, Journals & Receipts	☐ Reporting	☐ Data Entry	☐ Authorise	

5. Authorisation

☐ I agree to the user responsibilities outlined in [Fact Sheet 15](#) for accessing and using CBMS and that training must be successfully completed before module access is granted.

Once Access Form is completed
1. Save this form as a PDF;
2. Create an email with the form attached; and
3. Forward the email to cbms@finance.gov.au.

Finance will then seek authorisation from your Chief Finance Officer. It is the entity user's responsibility to ensure that the CFO approves the form in a timely manner.

For assistance, email cbms@finance.gov.au