



Palm Beach County Community Services

Please Print Clearly.

Submit form via email to TAPS Administrator at pmedina@pbcgov.org and/or gdonadio@pbcgov.org (for fiscal)

Step 1 – Select Reason for Form Submission:

- New User
 Revision
 Termination (Notify immediately; fill in Name/Agency or County Dept.)

Step 2 – Select County or Agency Access and Workflow (reporting functions will automatically be given for all types chosen):

- County Fiscal User:
 Reviewer
 Approver
- Agency Fiscal User:
 Creator
 Reviewer
 Submitter
- County Client Data Gatherer User
- Agency Client Data Gatherer User

Step 3 – Complete table below with contact information:

Employee Name			
Agency Name/County Dept.			
Location Address			
City	State	Zip	
Telephone	Fax		
E-Mail			

Step 4 – Provide Authorized Signatures:

Employee Signature: _____

By signing this agreement, you are acknowledging that you understand your agency/County Department's Policies & Procedures regarding access, storage, and maintaining the confidentiality of client-level data and have received documentation and/or training in data security practices and safeguard.

Print Name: _____ Title: _____ Date: _____

Supervisor Signature: _____

By signing this agreement, you are indicating that the requested access for the above user is appropriate given their role, and that the user has received training in Policies & Procedures regarding access, storage, and maintaining the confidentiality of client-level data and has received documentation and/or training in data security practices and safeguards.

Print Name: _____ Title: _____ Date: _____

CSC USE ONLY:

Date: / /	User Name:	E-Mail Sent: <input type="checkbox"/>
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