Request for TWC-Provided User Access to HHSC Systems

Please Note: We cannot accept forms with corrections or modifications, including strikethroughs, "write-overs," and/or correction fluid.

Section 1: Type of request -- Please mark only one box:

☐ **ADD:** Add a new TIERS user account*

☐ **REACTIVATE:** Reactivate an existing TIERS account that was disabled for inactivity*

☐ **DELETE:** Delete a TIERS user account

*Note: Request requires HHS AUA form

Section 2: User Identifying Information -- Please type or print clearly:

User's Name:	
Agency: TWC: ☐ WDA: ☐ <--Specify Board #_____	Work Email Address: Phone Number: (Include area code and extension, if any)

Section 3: Signatures -- Please add the appropriate signatures. If the user is an internal TWC employee, then only the user's supervisor needs to sign:

_____ _____ _____ _____

User's Supervisor's Signature | Date | WDA TWIST Administrator's Signature | Date

Section 4: Contact Information -- Authorized Administrator/Supervisor should email (scan), fax, or mail completed forms to:

Mail to:
TIERS ACCESS ADMINISTRATION
TWC-ITIS, ROOM 0330
101 E. 15th Street
Austin, TX 78778-0001

Or:

Email: tiersaccess@twc.state.tx.us

Fax: (512) 463-6394

Section 5: TWC Security Coordinator Use Only:

_____ _____

TWC Security Coordinator Signature | Date

Comments: