



# FMCSA IT Change Request Form

Fax: 617-494-3057

<http://fmcsa-ts.dot.gov/>

*This form is used for previously enrolled users, to request accounts for additional applications, to make changes to existing accounts, and to submit updated user information.*

## • Section 1: Coordinator Authorization •

Coordinator Name

Org ID

Phone

Ext

**Coordinator  
Signature**

**Date**

## • Section 2: User Information •

First Name

Middle

Last

State

Badge / SI number

## • Section 3: Change Request Details •

### a. Account Deactivation

Delete or otherwise remove access to:

All systems

CDLIS

DataQs

Other

EDMS

EMIS

HMPIP

L&I

MCMIS

QC

SAFER

UAS

### c. Account Role Modification

Action

Role

DataQs

Personal email notification

EMIS

MCMIS

### b. Change of Address *(May require a new account)*

Previous City, State

New Org ID

New City, State

New Phone

### d. Status Change

New Name

New Title

*Note: A Name Change Request will not update account login names.  
Please submit an Account Request Form for new login names.*

### e. Other Changes / Comments *(Use space below)*

Please indicate other changes needed. Also, indicate the reason for a deactivation request, and projected timeframe if intended to be temporary.



# FMCSA IT Instructions Change Request Form

<http://fmcsa-ts.dot.gov>

**Do not send these pages with the form.**

## Instructions

Questions can always be directed to

Phone: (617) 494-3003 option 5 or

Email: [FMCTechSup@volpe.dot.gov](mailto:FMCTechSup@volpe.dot.gov)



Click the arrow symbol to jump to that section of the form

### Submission Information:

- This document is a .pdf form.
- It can be completed electronically and printed for signatures.
- It may be faxed, mailed or sent via email for processing to the FMCSA Accounts Management Group.

**Fax number:** (617) 494-3057

**Mailing address:** Attn: Accounts Management  
FMCSA Technical Support, DTS-927  
Volpe National Transportation Systems Center  
55 Broadway  
Cambridge, MA 02142-1093

**Email:** [FMCTechSup@volpe.dot.gov](mailto:FMCTechSup@volpe.dot.gov).

Please include "Accounts Management" in the subject line.

**Note:** As a signature is required for each section, requests must either use digital signatures with Adobe Acrobat or Adobe Approve, or be scanned before sending as email.

Type in the new office location, and [Org ID](#) for the employee. The user's accounts will be updated to reflect the changes.  
**Note:** *CDLIS address changes may require a new CDLIS account request. New accounts are requested on document ARF 11-30-2004.pdf. It is important to comply with this requirement; CDLIS access is logged and tracked according to agency affiliation.*

### • c. Account Role Modification

If the user has an existing system account, additional permissions can be added or removed. Select "Add" or "Remove" from the first dropdown box. Select the role from the dropdown, or type in the role field to designate which role. Please feel free to use the [Other Changes/Comments](#) field to refine the request if needed.

**Note:** *All new accounts should be requested on the ARF 11-30-2004.pdf form.*

The following explains different roles/permissions that are available in DataQs, EMIS, and MCMIS.

### DataQs

Email notifications of data challenge entries and responses are generated automatically and are sent to your organization mailbox. Select "Add" [Personal email notification](#) if you would like notifications to be sent to your personal mailbox in addition.

### EMIS

EMIS roles, if you are not using the form on-line, are:

Basic Role (given to all users by default)  
CaseRite upload  
Audit  
Legal  
Negotiator  
Payment  
PIE Modify

**Choose a role/access level:** The [Basic Role](#) in EMIS (given to all users by default) is proper for State enforcement officials, and most Safety Investigators who need read-only access to Enforcement case records. SIs or other Division and Service Center officials who initiate enforcement cases using CaseRite will need [CaseRite upload](#) access.

SIs who use CaseRite to develop enforcement cases should have at least a Basic EMIS account that includes their SI / Badge number and e-mail address so their activity can be properly included in reports accessed by Service Center and Division enforcement program officials.

Other permissions: [Audit](#), [Legal](#), [Negotiator](#), and [Payment](#) roles are reserved for Service Center staff. [PIE Modify](#) is primarily for headquarters personnel managing Public Interest Exclusion (PIE) cases.

## Section 1 Coordinator Authorization



- The Organization Coordinator's Name, office phone number & extension are required. This is used to contact the OC to review or request additional information.
- The [Org ID](#) is needed to maintain accurate authority for the requested changes.
- The Organization Coordinator is required to sign and date the form in order to authorize the changes.

## Section 2 User Information



- Provide the user's full name, [State](#) and [Badge/SI number](#) on record for the person whose information is changing. In a case of a new name or a location change, please use the user's prior information in these fields.

## Section 3 Change Request Details



### • a. Account Deactivation

Place a check in the box to indicate whether to remove access to [All systems](#) as in a retirement or termination. Use [Other](#) in the case where the system is not listed on this form. Check the individual box to remove access for only that specific system. Account deactivation is important to ensure system security.

### • b. Change of Address

Type in the previous office location. This aids in identifying the user's records.

## MCMIS

MCMIS roles, if you are not using the form on-line, are:

Basic Role (given to all users by default)  
Add MCS-150  
PRISM Staff  
MCSAP Staff  
Trans Border Office  
Division Administrator  
Service Center  
Review SAs and CRs  
Make SA assignments  
Approve SAs  
Make CR assignments  
Approve CRs  
Receive Quality Mgt Report  
Receive Letters  
Data Entry Basic  
Data Entry Supervisor  
Contractor Auditor  
Contractor Auditor Supervisor

**Choose a role/access level:** The [Basic Role](#) in MCMIS (given to all users by default) is allowed to view Registration, Review, Enforcement, Crash, Crash Driver, Inspection, Inspection Driver/Co-Driver Data and to run Reports (including Carrier Profiles).

The [Add MCS-150](#) role is allowed to Add and Modify Carrier Registration Data. [PRISM Staff](#) can update MCSIP steps. [MCSAP Staff](#) may Modify Crash and Inspection assignments and reassignments, and update Status Codes.

[Division Administrator](#) and [Service Center](#) roles are reserved for staff at those offices. [HQ MCMIS Program](#) requests will be reviewed for the most appropriate role. [Contractor Basic](#) and [Contractor Supervisor](#) are roles reserved for FMCSA Information Line employees. [Contractor Auditor](#) and [Contractor Auditor Supervisor](#) are roles reserved for private-sector employees contracted to perform Inspections and Audits.

Please note that permissions [Make SA Assignments](#) [Approve SAs](#) require DA approval. At this time only Federal users are allowed Approve SA role.

If the proper role is not available from the list, please type in or write down the desired role/permission.

- **d. Status Change**

A user may change her (or his) name. To update our records with the new name, type the user's full new name in this field. (Please refer to the user with the name currently on file in Section 2.) New User Login Names are not automatically created. If as a result of a name change you would like to change your login name, please submit the Account Request Form to Tech Support.

A new assignment, such as a change in title may affect the "default" access to some systems. Please add the user's new title in the field. Select from the dropdown or type in the field.

- **e. Other Changes / Comments**

Please use the text box to indicate any other changes needed. Also, indicate the reason for a deactivation request, and a projected timeframe if intended to be temporary.

