**Sample Access Request Form - Page 1**

**Required Information:**

- Your name
- Phone number
- Email address

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**AAA DSHS / HCA Systems Access Request**

An Area Agency on Aging (AAA) may request access to various systems, including PRISM and ProviderOne, for its employees or contractors (AAA Users) under its Data Share Agreements (DSA) with DSHS and HCA. This Access Request Form must be signed by the AAA User, the PRISM/ProviderOne Coordinator, and sent to the ALTSA SUI Coordinator at [hsuq@wshca.org](mailto:hsuq@wshca.org). The AAA must also notify the DSHS ALTSA SUI Coordinator using this Access Request Form within five (5) business days whenever an employee (AAA User) who has access rights leaves employment or has a change of duties such that the employee no longer requires access. If the removal of access is emergent, please include that information with the request.

**AAA Subcontractors**

If access is being requested by a AAA subcontractor, the subcontractor must send its completed form to the AAA, who will then send it to the ALTSA SUI Coordinator at [hsuq@wshca.org](mailto:hsuq@wshca.org). The ALTSA SUI Coordinator will accept Access Request forms only from the AAA, not the subcontractor.

The AAA subcontractor must also use this Access Request Form to provide notice to the AAA within five (5) business days whenever a subcontractor employee (AAA User) who has access rights leaves employment or has a change of duties such that the employee no longer requires access. If the removal of access is emergent, please include that information with the request.

DSHS and HCA will grant/remove the appropriate access permissions to the AAA User.

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**AAA User Information**

- Last Name: Testing
- First Name: Test
- Phone Number: N/A
- Area Code: 206
- Individual Email Address: Testing.test@seattle.gov
- Date of Birth: N/A
- Title: Trainer

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**Do not sign here.**

**Authorizing Signature**

Jungmin Lee
2021.07.26 13:07:00
Jungmin Lee
Jungmin.Lee@seattle.gov
Required information

- **Your signature** – at the end of the page