

## ePM Program/Project Access Request Form

INSTRUCTIONS: Complete this form and email it to your Program or Project Approving Authority.

Select one:                                      Initial User Access                                      Increase / Decrease in Current User Access

### User Contact Information

Date of Request:                                      Business Phone:  
First Name:    Department:  
Last Name:    Region:  
Business E-Mail Address:

### User Affiliation Details

Check one:    GSA Employee    Federal Employee    Contractor

Federal Agency (NonGSA)/Contractors, please provide company/agency name:

**Note:** To obtain access to ePM, you must have an interim or adjudicated clearance. To obtain access to a project in ePM you must first be a licensed ePM user. In order to receive an ePM license, you must complete a *User Account Request Form* and have it approved. If you have not yet filled out a *User Account Request Form* (different from this form), complete that first.

### Program Approvals

Indicate which program you would like access to. Please select all that apply from the two program categories below. Note that all Program level approvals are read-only by default.

#### Programs for Capitol Projects:

- Region 1
- Region 2
- Region 3
- Region 4
- Region 5
- Region 6
- Region 7
- Region 8
- Region 9
- Region 10
- Region 11

#### Programs for Small Projects:

- Region 1
- Region 2
- Region 3
- Region 4
- Region 5
- Region 6
- Region 7
- Region 8
- Region 9
- Region 10
- Region 11

Program Approving Authority's Name:

### Project Approvals

ePM Project Name(s):

**Note:** If you are assigned to multiple projects under the same Project Approving Authority, and you have the same job functions on each project, you may list multiple projects in the area above. If your projects require different job functions or fall under different Project Approving Authorities, you will need to fill out a new form for each project.

What are your roles on the project? Please select all that apply from the list below.

**GSA Positions / Function**

- Project Manager
- Project Manager (Small Projects)
- Project Manager Staff
- Contracting Officer (CO)
- CO (Small Projects)
- Contracting Officer Representative (COR)
- CO Staff
- Senior Regional Management
- Program Management
- Asset Management
- Professional Services
- Architecture or Engineer (AE)
- Scheduler
- Historic Preservation & Fine Arts
- Cost Estimating Management
- District and Field Offices
- Facilities Support Centers
- Property/ Facility Management
- Realty Specialist
- Realty Staff
- Safety and Environmental Management
- Fire Life Safety
- Office of the Chief Architect
- Program Coordinators
- Program Account Manager
- Budget Analyst
- Regional Account Manager
- Budget Analyst
- Customer Service Representative
- National Account Manager
- Federal Acquisition Service

**External Positions / Function**

- Customer: National
- Customer: Regional
- Customer: Staff
- Architecture or Engineer (AE)
- AE Project Manager
- AE Consultant
- Construction Manager as Agent Staff (CMA)
- Inspector
- Safety
- Site Administrator
- Project Engineer
- Superintendent
- CM Lead
- Cost Manager
- Commissioning Authority
- General Contractor/Construction Manager as Constructor/Design-Builder Staff
- Project Manager
- Superintendent
- Administrative Assistant
- Scheduler
- Cost
- Inspection
- Project Executive
- Subcontractor
- Developer
- Lessor

Project Approving Authority's Name:

**FOR PBS PROJECT/ PROGRAM APPROVING AUTHORITY USE ONLY**

Program / Project Approval Authority Comments or Changes To Requested Access:

**FOR PBS REGIONAL SYSTEM ADMINISTRATOR OFFICE USE ONLY**

Dated received:

Comment: