Central Budget Management System - PFC/PNFC Entity Access Form

Please complete the form on screen then submit to the CBMS Service Centre. Finance will then seek authorisation from your Chief Finance Officer.

1. User Information

Access Request

New User   Existing User | User ID:

☐ Add Access   ☐ Remove access   ☐ Change user details

First Name: Last Name:

Telephone: Mobile:

Email:

Entity:

Entity Postal
Address:

Access can only be provided to the user's entity specified above.

2. Token Details

Type of Token   Hard (physical)   Soft (Smartphone app)

3. Module Access

Annual Estimates   Reporting   ☐ Data Entry   Authorise

Annual Actuals   Reporting   ☐ Data Entry   Authorise

4. Authorisation

☐ I agree to the User Responsibilities for accessing and using CBMS and that training must be successfully completed before access is granted.

Select the Submit button below to submit and send the form to the CBMS Service Centre. Finance will then seek authorisation from your Chief Finance Officer. It is the entity user's responsibility to ensure that the CFO approves the form in a timely manner.