



Statewide Master Adjustment System (SWMA) User Account Request Form

Save and submit form with the following file name “OLO”, Form Name, and date. (Ex: For Form SWMA User Account Request for OLO 990000, would be submitted as: 9900-Form SWMA-08-30-2024)

Last Name	First Name	Middle Initial	Title	Email Address	Phone Number	Agency OLO	Action - Choose from Dropdown List	SWMA User Role - Choose from Dropdown List	FLAIR RACF ID

SWMA User Roles:

- Agency Analyst – Can submit, update, and delete adjustments that have not been proofed in SWMA.
- Agency Proofer – Has the same ability as the Agency Analyst. In addition, ability to proof adjustments submitted by the Agency Analyst or other Agency Proofers.
- Authorizing Agency Access Control Custodian - Must be independent from the user requesting access.

Access Control Custodian Approver Name: _____
Access Control Custodian Approver Title: _____
Access Control Custodian Signature: _____
Date: _____