



State of Georgia
Governor's Office of Planning & Budget
Governor's Legislative Information System (GLIS)

Request for Access to GLIS – Agency Users

The Agency Head, or Agency Legislation Coordinator, must individually sign and approve a request form for any person within the agency requesting access to GLIS. Those that are not signed will be returned to the Agency Legislation Coordinator unprocessed. Before any Requests from Agency Users will be processed, the agency must have submitted an Agency Agreement signed by the Agency Head.

For each requested agency user, the following information is required:

This is a Microsoft Word Form that can be completed in Word, and then printed already filled-in.

Full Name of User <i>(example: William D. Smith)</i>	Requested Name for User ID <i>(example: Bill Smith)</i>
Agency / Department Name/Organization Code	Parent Agency, if an Attached Agency
Division	Title
Telephone	E-mail Address (Full Internet Address)
Type of Access to Data	Role within Agency
<input checked="" type="checkbox"/> View OPB Data <input checked="" type="checkbox"/> View our Agency Data <input type="checkbox"/> Add and/or Update our Agency Data <input type="checkbox"/> Enter Notes from Committee Meetings	<input type="checkbox"/> Legislation Coordinator <input type="checkbox"/> Attend Committee Meetings <input type="checkbox"/> Prepare Written Analyses of Bills <input type="checkbox"/> Review / Approve Analyses of Others
Signature of GLIS User	
X _____ Date	
Signature of Agency Head or Legislation Coordinator	
X _____ Date	

Completed forms should be delivered to Tracie Wheaton at OPB (voice 404-463-5544 / fax 404-656-7916/ e-mail: tracie.wheaton@opb.state.ga.us).

Every attempt will be made to assign the User Name requested. However, User Names must be unique within GLIS and User Names will be assigned on a first come, first served basis. The User Name assigned and the initial Password will be forwarded by e-mail to the User and the Legislation Coordinator.