

# SOLVER – User Form



Office of Management and Budget  
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Dover, DE 19901

Phone: 302-739-4206  
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New     Change     Delete

Date: \_\_\_/\_\_\_/\_\_\_\_\_

Department Name: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Employee Email Address: \_\_\_\_\_ @ \_\_\_\_\_

Assigned OMB Budget Analyst: \_\_\_\_\_

<b>Type of User Access:</b>	<input type="checkbox"/> Data Entry	(Must complete User Access Level section)
	<input type="checkbox"/> Agency Approver	(Must complete User Access Level and Hierarchy sections.)
	<input type="checkbox"/> Reporting Only	(Must complete User Access Level and Hierarchy sections.)

### User Access Level:

1.) User ID has Department wide access?    Yes     No     (if No please complete section 2 and/or 3)

2.) User ID needs access to **all** the IPU's within the following 4-digit APUs


3.) User ID needs access to the following IPU's **only**


### SOLVER User Hierarchy:

1.) This user will be the department's Agency Approver (only **one** per department allowed)?    Yes     No

2.) If No, who is the Agency Approver? \_\_\_\_\_

### Additional information (describe changes in detail):

Supervisor/Manager: \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_\_\_

OMB Budget Analyst: \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_\_\_

**\*\* Completed and signed form must be submitted to your OMB budget analyst \*\***