

# AGENCY ACCESS FORM: A STEP-BY-STEP WALKTHROUGH

LAST UPDATED NOVEMBER 2020.

The Agency Access Form provides the necessary information for the Office of Administrative Rules to grant access to the eRules platform. Rulewriters, rule coordinators, and anyone interested in gaining eRules access must complete and submit the Agency Access Form and petition for access using the eRules system. This article walks through the Agency Access Form. For help on petitioning for access, view this [step-by-step video walkthrough](#).

The Agency Access Form can be found [here](#) and on our [Agency Resources](#) page under the *1. Requesting Access to eRules for the First Time* collapsible button in the center.

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## 1. WELCOME PAGE



### Request for eRules Access

Use this form to request eRules 3 access with the Office of Administrative Rules.

A Petition for Access must also be submitted for the same petitioning user. Submit this at <https://adminrules.utah.gov/state/login>.

Last updated November 2020.

Please ensure that the email address below matches that of the petitioning user.

Your email address (**bmangum@utah.gov**) will be recorded when you submit this form. Not you? [Switch account](#)

Next

The Agency Access Form is a Google Form. Please be logged in to your Utah.gov ID before submitting the form. When ready, begin the form by pressing *Next*.

## 2. DEPARTMENT INFORMATION

### Department Information

Select the department to be associated with the petitioning account. Agency head authorization is required for each department selection.

If petitioning for multiple departments, a new form will need to be sent for each, due to separate agency head authorization requirements.

Department \*

Administrative Services ▼

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In the "Department information" section, simply select your department from the drop-down menu. If applying for access to more than one department, a separate Agency Access Form will need to be submitted for each department selection. When you have selected your department, press *Next*.

### 3. AGENCY INFORMATION

#### Administrative Services

Select all necessary agencies to petition for their access. Please ensure that the selected agencies are correct for your usage and that each one has had supervisor approval.

If updating the associated agencies with a user, please only select the new agencies.

#### Agency

- Debt Collection
- Administration
- Finance
- Fleet Operations
- Facilities Construction and Management
- Inspector General of Medicaid Services (Office of)
- Purchasing and General Services
- Archives and Records Service
- Risk Management
- Records Committee
- Administrative Rules (Office of)
- Child Welfare Parental Defense (Office of)
- Records Management Committee

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Verify that the selected department is listed on the section heading. Continue by selecting the agencies in which access is being requested. A minimum of one is required and there is no maximum limit. When the necessary agencies have been selected, press *Next*.

## 4. USER INFORMATION

### User Information

Please enter all required information. Ensure that the information below matches with the same information submitted through the eRules Petition for Access. Different information, such as an email address, can cause delays in granting access.

Name \*

First Last

Brody Mangum

Phone Number \*

Please use (XXXXXXXXXX) as a format, no dashes or parentheses.

8019577154

Job Title \*

Outreach Coordinator

In the "User Information" section, we will collect the necessary information to grant account access. Enter your name, in the FIRST LAST format, under the Name section. No middle names or titles should be added to this section.

Using only numbers (no hyphens or parentheses), enter a phone number under the Phone Number section.

Enter your complete job title under the Job Title section.

## 5. USER INFORMATION, CONT.

Is this user...? \*

New/First time user ▼

Requested Title Access \*

Example: "R15. Administrative Rules (Office of)". Separate multiple titles with a semicolon.

R15. Administrative Rules (Office of)

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Under "Is This User...?" select the following options based on your status:

- New/First Time User: You are a new addition to the department's/agency's list of eRules users.
- Update to Existing User: You have existing eRules access and are updating your account (adding new titles, for example)
- Inactive User: You are attempting to remove your existing eRules access.

Under the "Requested Title Access" section, simply list the title numbers in which you are requesting access. If listing multiple titles, separate these with a semicolon.

Verify that the entirety of the "User Information" section is completed. Once done, press *Next*.

## 6. AGENCY HEAD INFORMATION

### Agency Head Authorization

It is a requirement for each agency head to review and authorize any submission of this form submitted from within their office.

By entering the agency head's name, job title, and submission date below, you are verifying that the undersigned agency head has reviewed and approved this eRules Access submission and has asserted that the petitioning user act as a representative of the agency.

Agency Head Name \*

First Last

Michael Broschinsky

Agency Head Job Title \*

Director, Office of Administrative Rules

Submission Date \*

Click on the calendar icon and then "Today" to quickly select today's date.

Date

10/30/2020



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Submit

"Agency Head Information" is the final section and gathers the required agency head approval and contact information. Enter your agency head's name, in the FIRST LAST format, under the Agency Head Name section. Enter your agency head's job title under the Agency Head Job Title section. Finally, either type or select (using the calendar icon) the date of submission. Verify that all information was added to this page and press *Submit*.

If you have any further questions, please contact the Office of Administrative Rules at [rules@utah.gov](mailto:rules@utah.gov).