U.S. Department of the Interior

Bureau of Ocean Energy Management (BOEM)

Bureau of Safety and Environmental Enforcement (BSEE)

# TIMS Web User Access Request Form

**(This form must be printed on one page only, front and back)**

**USER INFORMATION:**

New User __          Add Company for User __          Delete User ___

**Name:** _____ _____ __ _____ _____

             Prefix          First Name        MI         Last Name        Suffix

**Title**: _____

**Address**:    **Employer Name**:   _____

               **Division**:   _____

               **Street**:   _____

               **City:**  _____  **State:** _____

               **ZIP:** _____  **Country:** _____

               **Phone Number:** _____  **Fax Number:** _____

               **Email:** _____

## CERTIFICATION

1. I understand that using the BOEM/BSEE TIMS Web system means I will be using BOEM/BSEE Computer Systems, Electronic Mail, Internet connections and associated equipment, software and data. These resources are to be used for official government business only and in conjunction with Department of the Interior and all related bureau policies. Law prohibits any other use of these items (18 USC Section 641 Violations of the law can result in loss of system access.

2. If I am aware of a security breach (password sharing, hacking), I will immediately notify the Enterprise IT Service Desk.

3. I will select my own password and I will NOT share my password or username with anyone. If I no longer need access to the TIMS Web system for any reason, I will contact my company's administrator to expire my entitlements and to submit a new form to BOEM to delete my username from the system.

4. I will handle sensitive data appropriately and understand that this information is not to be exchanged, divulged or otherwise compromised in any way unless necessary for official government business. I agree not to disclose information covered by the Privacy Act to unauthorized personnel.

5. I have read the TIMS Web disclaimer and agree to the conditions specified in the document.

__ **I consent and will adhere to the above terms and conditions.**

User Signature: _____       Date**:** _____

Initial the appropriate authorization. Only one block must be initialed.

## USER AUTHORIZATION

**Please <u>initial</u> if user is employed by a BOEM Qualified Company.**

_____    I authorize this user to have access to the company's data based on entitlements granted by the company's TIMS Web administrator.

## AGENT AUTHORIZATION

**Please <u>initial</u> if user is employed by a third party company acting as an agent.**

_____    I authorize this user as an agent user who has access to the company's data based on entitlements granted by the company's TIMS Web administrator or by the agent company's TIMS Web administrator.

## NEW COMPANY QUALIFICATION

**Please <u>initial</u> if this account is being created for a new company qualification.**

_____    I authorize this user to have access to submit a new company qualification for the below companies only. **Note:** a BOEM Company Number will not be required in the list below.

## SURETY COMPANY AUTHORIZATION

**Please <u>initial</u> if this account is being created for Surety company.**

_____    I authorize this user to have access based on entitlements granted by the Surety company's TIMS Web Administrator and certify that I have Power of Attorney rights for the Surety as shown in the attached Power of Attorney document.

List all companies that user will submit data for. These must be BOEM qualified companies for which the representative below has BOEM signature authority or a Surety company for which the representative is designated as having Power of Attorney on the attached POA document.

**BOEM Company Number**
(Leave blank for Surety companies)

**Company Name**
(Must match that on BOEM Qualification File
or the attached Surety POA)

_____    _____

_____    _____

_____    _____

Representative Name**:** _____
                                        (print)
Representative Title: _____
Representative Signature: _____    Date: _____