

## Individual User Registration Reminder – CIS to eCIS Transition ODP Announcement 19-154

### **AUDIENCE:**

Administrative Entities (AEs), County Joinder Organizations, Delegated Administrators,  
Individual Users for ODP Program Offices

### **PURPOSE:**

To remind organizations to register individual users in the CIS to eCIS transition.

### **DISCUSSION:**

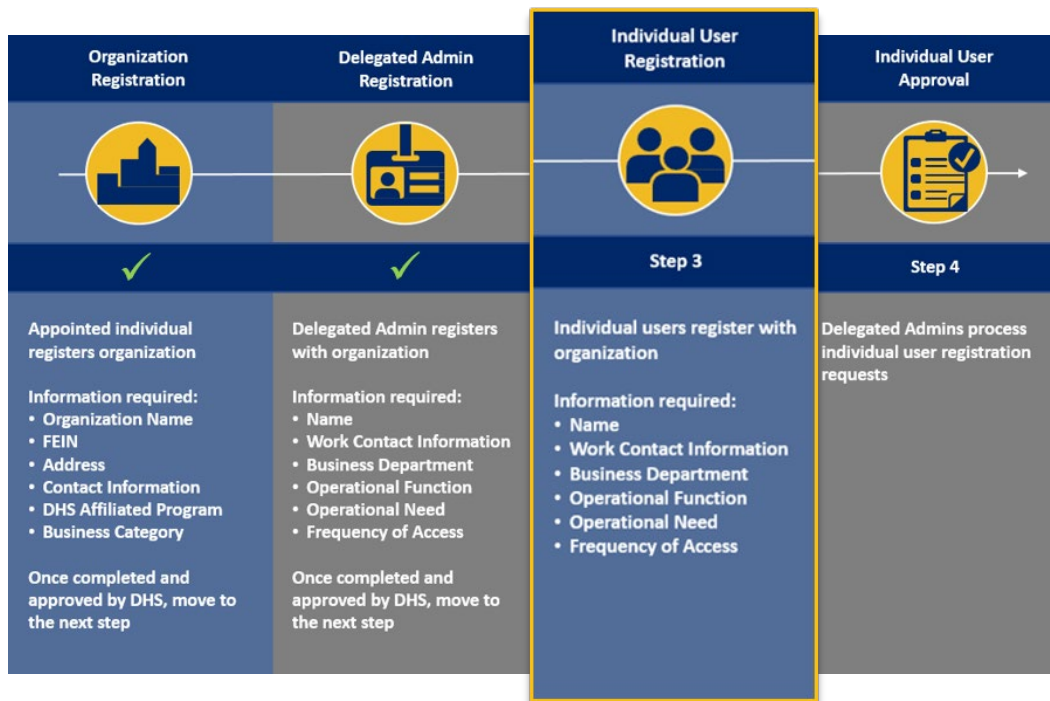
#### **Registration reminder for Business Partner Users**

As a reminder, CIS users in your organization must [register](#) to maintain access to DHS information as it is migrated to the new eCIS system. Please advise your users to follow the registration [instructions](#) provided.

This is Step 3 in a four-step process that must be completed promptly to ensure no lapse in access.

#### **When to use eCIS**

Once your users have registered, they must access eCIS for information from pilot counties beginning February 18, 2020. New eCIS user roles will also be activated on this date. You will still need to continue using CIS for information from all other counties until the transition to eCIS is complete on April 20, 2020. More information on the transition to eCIS and pilot counties can be found on the [eCIS Registration Information](#) page.



### Next Steps

Once a user has registered, a Delegated Admin must review and then deny or approve their request. If you are a Delegated Admin, follow the instructions in the Delegate Administrator Only section of the Registration Guide to aid you in the approval process.

For more information, please visit the [eCIS Registration Information page](#) or contact your Department of Human Services point person.