

## e-CIS Business Partner Access – Individual User Approval ODP Announcement 20-006

### AUDIENCE:

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

### PURPOSE:

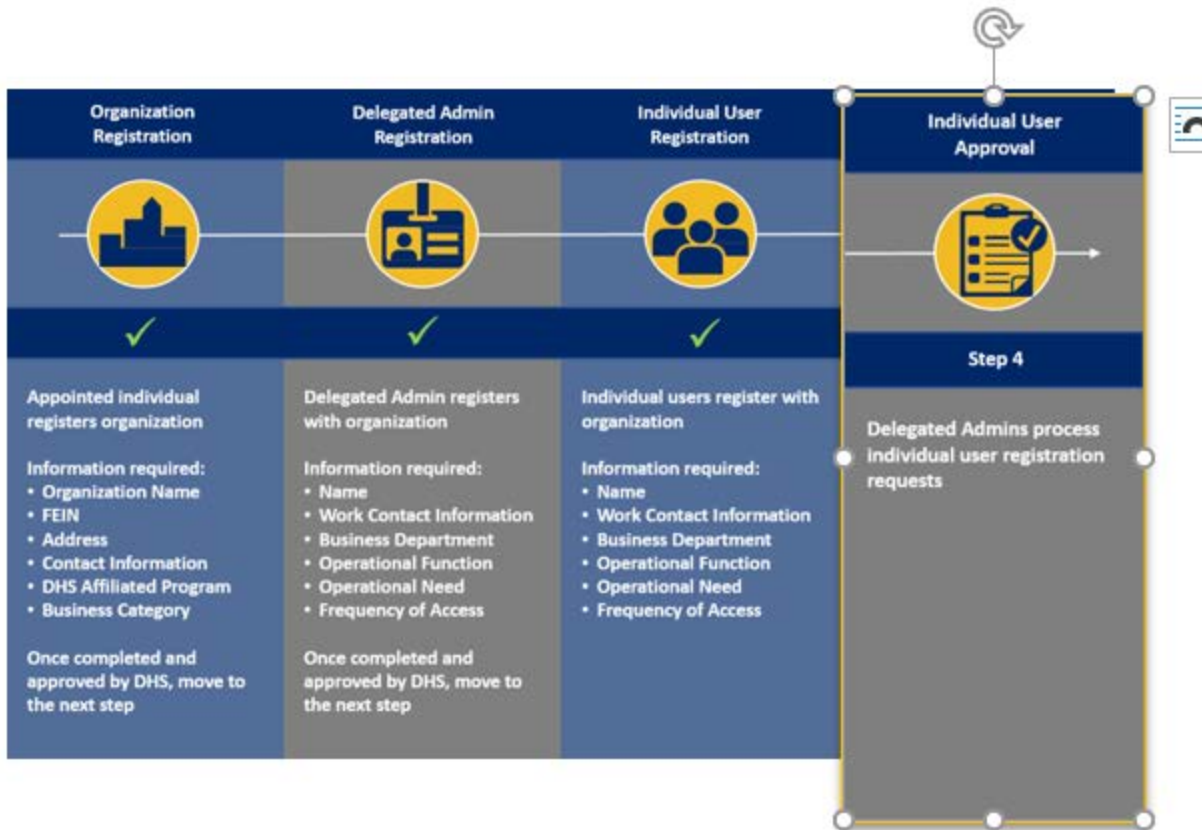
To remind Delegated Admins to approve their organization's CIS users by February 18, 2020 to ensure there is no lapse in access to DHS information as it is migrated to the new eCIS system.

### DISCUSSION:

#### **Registration Approval Reminder**

As a reminder, Delegated Admins must approve their organization's CIS users by February 18, 2020 to ensure there is no lapse in access to DHS information as it is migrated to the new eCIS system. [Instructions for the approval process](#) are available for reference.

If you have users that have not yet registered, please remind them to [register](#) using these [instructions](#).



### Next Steps

Once the Delegated Admin approves each user’s request, a second approval request is sent to DHS for review. Once that request is approved, the process is complete.

### When to use eCIS

Once your organization and its users have registered, **you must access eCIS 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 to use CIS until all information is transitioned to eCIS on April 20, 2020. More information on the transition to eCIS and pilot counties can be found on the [eCIS Registration Information page](#).

### Coming Soon

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