	CURRENT INFORMATION	CHANGE	Effective Date is 5-day Minimum
SeGOV User Registration Change Form Request Update email Managed User Information			
OU			To be completed by OIS Account Administration
Last Name			Mandatory - cannot change users from a change form. New SeGOV user requires full registration.
Middle Initial			Mandatory
First Name			Mandatory
SeGOV UserID Account			Mandatory (starts with "b-")
Phone Number			Mandatory
email Address			Mandatory
User IP Address			Mandatory
FEIN			Mandatory
Active/Suspend			Mandatory - select value from Drop-Down List
Environment			Mandatory - select value from Drop-Down List
Type of Connection			Select type of Connection from List: (FTP, SFTP, FTPS or Browser)
Full Name Description			Mandatory, Enter Entity Name
Business Partner Address			Enter Business Parter Address One
			Business Parter Address Two
			City, State, Zip
Expires			Follow standard 60 day expiration of all passwords
Reason for Change			Mandatory. New users CANNOT be registered as a change. Users that need to be SUSPENDED need to be identified as such. Enter DPWmoveitprogram folder name (from SeGOVUserRegistrationForm) and DPWmoveitsubfolder (from SeGOVUserRegistrationForm) for all suspended accounts. If adding SeGOV folders to a current SeGOV UserID, list all of the DPWmoveitprograms and DPWmoveitsubfolders that the SeGOV UserID needs.

User IP Address	Please consult your Technical person or Internet Service Provider. We need to know the IP address that will come through the OA Firewall at the Commonwealth.
FEIN	This is the Federal Tax ID assigned to the entity.
Environment	Default is Production, please indicate if test or both are required.
FTP Accounts	FTP Accounts will be issued machine service accounts that begin with b-srv These accounts will be manually created in Active Directory with DPWmoveitsubfolder being added by BIS Account Administration Help Desk. DPWmoveitprogram attribute is FTP.