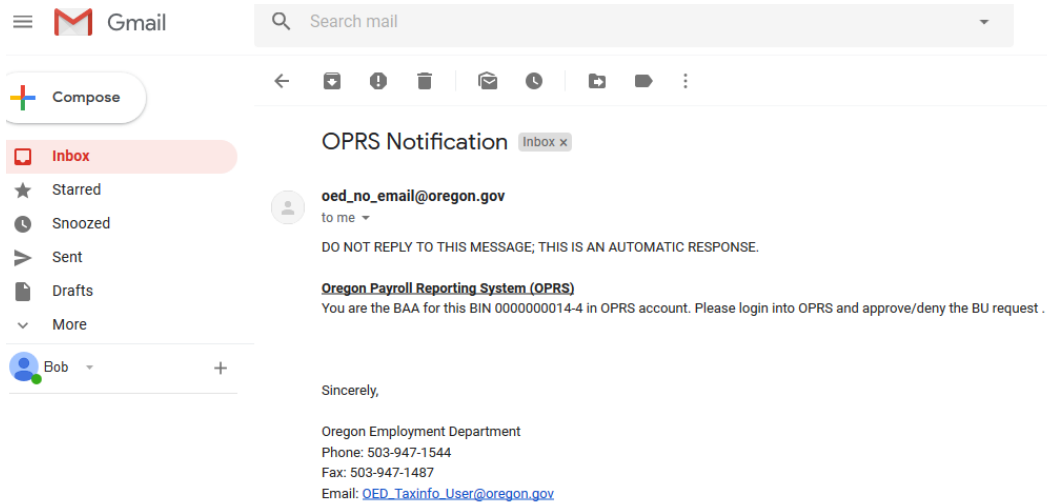


- As a Business Access Administrator you are able to approve, deny and remove Business User access
- When an individual requests access as a Business User to a specific BIN, the request will be sent to the BAA for review via email



- When you receive the request you can go to the affiliations tab under my profile and you can view the details of the request to determine whether the request should be approved or denied
- Under the View By section change to 'My Users' to see the requests

My Profile

Personal Information Security Settings Add BINs **Affiliations**

Search Affiliated BINs

BIN: Status: All Per Page: 10 View By: My users

Username: User Phone: User Email:

Download GO Reset

BIN	EMPLOYER NAME	BUSINESS ACCESS ADMINISTRATOR (BAA)	USERNAME	USER EMAIL	USER PHONE	AFFILIATION STATUS	DATE	ACTIONS
000000014-4	TEST BIN FOR FOCUS GROUP	Nitin Thakkar	CKENT1	ckent147258@gmail.com	5034445555	PENDING	February, 15 2019 09:04:09	

Showing 1 to 1 of 1 entries Previous 1 Next

- Under the actions drop down you can view BIN details for the request as well as approve or deny

BIN Detail: 0000000014-4

BIN	0000000014-4						
EMPLOYER	TEST BIN FOR FOCUS GROUP						
ADMIN	Nitin Thakkar , Bob Smith, Cassie Svejkovsky						
USER	Clark Kent						
USERNAME	CKENT1						
USER EMAIL	ckent147258@gmail.com						
USER PHONE	5034445555						
AUDIT	<table border="1"> <thead> <tr> <th>STATUS</th> <th>BY</th> <th>DATE</th> </tr> </thead> <tbody> <tr> <td>PENDING</td> <td></td> <td>February, 15 2019 09:04:09</td> </tr> </tbody> </table>	STATUS	BY	DATE	PENDING		February, 15 2019 09:04:09
STATUS	BY	DATE					
PENDING		February, 15 2019 09:04:09					

Close

- Viewing BIN details gives you an audit trail of previous affiliations as well as details on the requestor
- If you approve the request the Business User will be given access to the BIN and be able to prepare and file payroll reports as well as view previously filed reports

Please Confirm...

Are you sure you want to APPROVE CKENT1 for BIN 0000000014-4?

Cancel Confirm

BIN	EMPLOYER NAME	BUSINESS ACCESS ADMINISTRATOR (BAA)	USERNAME	USER EMAIL	USER PHONE	AFFILIATION STATUS	DATE	ACTIONS
0000000014-4	TEST BIN FOR FOCUS GROUP	Nitin Thakkar	CKENT1	ckent147258@gmail.com	5034445555	APPROVED	February, 15 2019 09:12:23	

Showing 1 to 1 of 1 entries

Previous 1 Next

- If the request is denied the BU will receive an email letting them know their request to affiliate was denied
- Additionally, when a BU no longer needs access to a BIN the BAA is able to remove their access to that BIN
- Affiliations that are not responded to within 5 days will expire and a new request would need to be submitted