

**SYNERGIA USER MANAGEMENT FORM v1.39**

For registering the users entitled to access SYNERGIA.

(Please fill in all mandatory fields before printing)

<b>Type of Request: (*)</b>	<input type="checkbox"/> New user	<input type="checkbox"/> Update to existing user data/rights	<input type="checkbox"/> Delete user
<b>User Identification</b>			
<b>Mr or Ms: (*)</b>	<input type="checkbox"/> Mr	<input type="checkbox"/> Ms	
<b>Surname: (*)</b>			
<b>First Name: (*)</b>			
<b>Organisation Name: (*)</b>			
<b>Organisation Type/Department: (*)</b>			
<b>Function: (*)</b>	<input type="checkbox"/> National Customs Officer (NCO)	<input type="checkbox"/> National Helpdesk / First Contact Point (NHD)	
	<input type="checkbox"/> National Project Manager (NPM)	<input type="checkbox"/> National Developer / IT Administrator (NDM)	
	<input type="checkbox"/> ITSM	<input type="checkbox"/> Other : _____	
<b>Location and Contacts</b>			
<b>Complete Postal Address: (*)</b> PO Boxes not allowed			
<b>City: (*)</b>		<b>Postal Code: (*)</b>	
<b>Country: (*)</b>			
<b>Telephone: (*)</b>			
<b>E-Mail: (*)</b>			
<b>Synergia Applications</b>			
<b>Application:</b>	This field is available only in Excel form		
<b>Profiles:</b>	This field is available only in Excel form		
<b>Access Rights</b>			
<b>ARIS Publisher Profile:</b>	<input type="checkbox"/> MCC MS	<input type="checkbox"/> Excise MS	<input type="checkbox"/> Taxation
	<input type="checkbox"/> Trade	<input type="checkbox"/> Excise Trade	<input type="checkbox"/> No Access
<b>CircaBC</b>	<input type="checkbox"/> Write Access	<input type="checkbox"/> Read Access	<b>ECAS uid:</b>
	<input type="checkbox"/> No (more) access		<b>Interest groups:</b>
<b>Wiki</b>	<input type="checkbox"/> Write Access	<input type="checkbox"/> Read Access	<b>ECAS uid:</b>
	<input type="checkbox"/> No (more) access		<b>Interest groups:</b>
<b>Enhanced Test Material (ETM)</b>	<input type="checkbox"/> AEOI DAC1	<input type="checkbox"/> AEOI DAC2	<input type="checkbox"/> EMCS
			<input type="checkbox"/> MOSS
			<input type="checkbox"/> VATREF
<b>Conf. Testing Application (CTA):</b>	<input type="checkbox"/> NCTS	<input type="checkbox"/> ICS	<input type="checkbox"/> MOSS
	<input type="checkbox"/> ECS	<input type="checkbox"/> EMCS	<input type="checkbox"/> DAC4
	<b>Existing CCN user name:</b>		
<b>F5 VPN:</b>	<input type="checkbox"/> TTA	<input type="checkbox"/> No (more) access	
<b>T-REX / REX:</b>	<input type="checkbox"/> REX for Beneficiary countries (non-EU countries)		<input type="checkbox"/> No (more) access
<b>Business Thread:</b>	<input type="checkbox"/> Customs	<input type="checkbox"/> Excise	<input type="checkbox"/> Taxation
	<input type="checkbox"/> Central Systems	<input type="checkbox"/> Distributed Systems	<input type="checkbox"/> ITSM
			<input type="checkbox"/> A4
<b>CS/MIS:</b>	<input type="checkbox"/> NCTS Domain	<input type="checkbox"/> ECS Domain	<input type="checkbox"/> ICS Domain
			<input type="checkbox"/> SPEED Domain
			<input type="checkbox"/> Nat. User
			<input type="checkbox"/> No (more) access
<b>CS/MIS Conformance:</b>	<input type="checkbox"/> NCTS Domain	<input type="checkbox"/> ECS Domain	<input type="checkbox"/> ICS Domain
			<input type="checkbox"/> SPEED Domain
			<input type="checkbox"/> Nat. User
			<input type="checkbox"/> No (more) access
<b>CS/MISE:</b>			<input type="checkbox"/> Nat. User
			<input type="checkbox"/> No (more) access
<b>Synergia Full Web Client access:</b>	<input type="checkbox"/> No	<input type="checkbox"/> Yes	
<b>BO Reporting access:</b>	<input type="checkbox"/> No	<input type="checkbox"/> Report viewer	<input type="checkbox"/> Report designer
<b>Business Justification: (*)</b>			
<b>Expiration Date:</b>			
<b>Approved By (National Project Manager Name and Signature) (*)</b>			

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<b>User Profile</b>	<input type="checkbox"/> Customs BT	<input type="checkbox"/> Excise BT	<input type="checkbox"/> Taxation BT	<input type="checkbox"/> ITSM BT
<b>(Area reserved for TAXUD)</b>	<input type="checkbox"/> Business Thread Forum Moderator	<input type="checkbox"/> ITSM Portal Writer	<input type="checkbox"/> ITSM Portal Publisher	

Please be informed that the ITSM Service Desk can now accept both physical and electronic signature approval (from the Responsible Manager) for any User Access Management requests.

- Complete the form as directed
- Send the form via email to Responsible Manager/ National Project Manager
- Responsible Manager will validate your request and can now forward the email with attached form to ITSM Service Desk.  
(Alternatively you can still use the old method of print/sign and attach to the call)

Please note DG TAXUD is committed to user privacy.

Your personal data provided in this form is processed according to the specific privacy as in:

[https://itsmtaxud.europa.eu/files/live/modules/itsm-portal-templates-set/2.0-](https://itsmtaxud.europa.eu/files/live/modules/itsm-portal-templates-set/2.0-SNAPSHOT/templates/files/txFiles/Specific_Privacy_Policy_Statement_ITSM_v1.00.doc)

[SNAPSHOT/templates/files/txFiles/Specific\\_Privacy\\_Policy\\_Statement\\_ITSM\\_v1.00.doc](https://itsmtaxud.europa.eu/files/live/modules/itsm-portal-templates-set/2.0-SNAPSHOT/templates/files/txFiles/Specific_Privacy_Policy_Statement_ITSM_v1.00.doc)