

Service Usage Management System (SUMS)

Request to Add/Delete/Change Access

In order to access **SUMS** each individual must be granted access by the user agency **and** the OIT Billing Services Unit. To gain access, please complete the following information:

Agency:

Full Name:

User ID:

This is the user Standard Sign-On (ex: first.lastname@das.ohio.gov)

Email :

Phone:

Title:

Group:

(Five digit OAKS Number: example DAS01)

Check One: Add a new user/ Change Information/ Delete a user

___ / ___ / ___

Approved by User Agency Access Administrator:

Name:

Title:

Phone Number:

Email:

Email completed form to the Customer Service Center at csc@ohio.gov. You will be notified by email when the person is added/changed/deleted from access to the system.