



Office of Information Technology

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)

E-Mail : _____

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 Darcy Kennard at darcy.kennard@oit.ohio.gov . You will be notified by email when the person is added/changed/deleted from access to the system.