



Ventura County Homeless Management Information System

New HMIS User/ HMIS User Modification Request Form

(Intended use of this form is to create or modify a user account)

Date: _____

Submit this form if you know your employee will need access to HMIS. Accounts are normally created after we have confirmed there is an allocation, an invoice is sent and training has been completed.

Agency Information

Agency Name: _____ Agency Director: _____

HMIS User Information

New User Name: _____ E-mail: _____

Phone: _____

License and Training Information

Is this a net new license or will the user be taking an existing license?

Net New License
(\$300 license fee and
\$250 set up fee)

Replace an existing user license
Past user name: _____

License Type

- Basic User license
- Advanced Reporting Tool (ART)
(Requires Manager Approval)

Did you contact HMIS to deactivate the past users
account? yes no

Training

Will attend next VCHMIS monthly
training (access will be granted after)

Please submit this form to HMIS Support at HMIS-support@ventura.org. For questions contact us at (805)477-5156.

HMIS Use Only:

_____ Notified Fiscal of license update

_____ Date notified