



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

Staff Name: _____ E-mail: _____

Phone: _____

What projects will the user be entering into?

Enter Data As Access:

1. _____
2. _____
3. _____
4. _____
5. _____

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)*

License Type

Basic User license

Advanced Reporting Tool (ART)
(Requires Manager Approval)

Training

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

Replace an existing user license

Past user name: _____

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

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