



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: _____

Please list the agency project(s) in HMIS that the user needs access to?

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

License and Training Information

Is this request to purchase a new HMIS license or a request to re-assign a vacant license?

Net New License
*(\$330 license fee and
\$250 set up fee)*

License Type

Business Objects Reporting Tool
(Requires Manager Approval)

Replace an existing user license

Past username: _____

Did you contact HMIS to deactivate the past users' account? Yes No

If no, please submit an HMIS User Disable Form.

Training

New user will be registered for the next available HMIS training and will be granted access once all required training has been completed

Please submit this form via the HMIS/CES Document Submission Portal [Submit Here.](#)

For questions, please email HMIS-Support@ventura.org