



# Department of Finance & Management

## Vantage New User Request Form

Last updated 6/25/2019

Phone: (802) 828-1586  
Fax: (802) 828-2428

**Select one of the following actions:**

Add     Change     Delete

Name: \_\_\_\_\_ Employee #: \_\_\_\_\_

Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Operator E-mail: \_\_\_\_\_

Agency/ Department: \_\_\_\_\_

Operator Work Address: \_\_\_\_\_

Access needed to following Dept. ID's (If all, please state: "All in department")
_____
_____

**By execution and submission of this form, the requester acknowledges that data accessed through Vantage may include personal, sensitive and/or confidential information that may only be used for legitimate business purposes and may not be disseminated or shared with any person beyond that legitimate business purpose. Improper use, sharing or dissemination of such data may subject a State employee to discipline for violation of applicable State of Vermont Personnel Policies.**

Requested by: _____	Date: _____
Title: _____	Phone: _____
Requestor E-mail: _____	
<b>Approved by:*</b> _____	<b>Date:</b> _____
<b>Title:</b> _____	<b>Phone:</b> _____

\* (Signature of agency/department head or agency/department business manager required)

For Department of Finance & Management Use Only – Operator ID: _____	
Approved by: _____	Date Approved: _____

**Send completed form to:**

[FIN.Vantage@vermont.gov](mailto:FIN.Vantage@vermont.gov)

**OR**

**Vantage Budget System Administrator  
Dept. of Finance & Management  
109 State St. 5th Floor  
Montpelier, VT 05609**