



**STATE OF ILLINOIS
CHIEF PROCUREMENT OFFICE
ILLINOIS PROCUREMENT GATEWAY REQUEST FOR ACCESS**

New User Delete User Modify User Reason for Delete or Modify: _____

I, _____ (employee name) require access to the Illinois Procurement Gateway (IPG) in order to perform my official duties as they relate to procurement on behalf of _____ (Agency/University name).

I hereby acknowledge that the IPG contains Social Security Numbers, tax information, and other information that is confidential in nature and cannot be used for any purpose other than those required in the performance of my official duties. I further agree that, upon my termination of my employment, I shall not retain copies, notes, or abstracts of the forgoing. I acknowledge that I am bound by the identity protection act, 5 ILCS 179/1 et seq., and by my Agency's Identity Protection Policy established pursuant to the Identity Protection Act. I further acknowledge that improper dissemination of confidential information contained within the IPG may subject me to discipline, up to and including discharge, and may potentially subject me to criminal liability.

Employee Signature: _____ Printed Name: _____ Date: _____

Employee Title: _____ Email: _____ Phone: _____

Agency/University: _____ Bureau/Division: _____

Address: _____ City: _____ Zip: _____

Inactivity in the IPG System of one year or more will result in automatic deactivation. A new form will be required to reactivate user's access.

Agency/University Approval

Note: A designee's signature will be accepted only if the designee has provided documentation of signature authority to the IPG office.

Signature of Agency Head/University Purchasing Director Printed Name Date

Chief Procurement Office Approval

Note: A designee's signature will be accepted only if the designee has provided documentation of signature authority to the IPG office.

Signature of Chief Procurement Officer (or designee) Printed Name Date

**Return Completed Form To: eec.ipg@illinois.gov or Chief Procurement Office
ATTN: Illinois Procurement Gateway
401 S. Spring St., Stratton Bldg. Rm. 515
Springfield, IL 62706**

IPG Administrator Use Only

Access as: View Only Reviewer Administrator User Deactivated: _____

IPG Administrator Signature Printed Name Date