



**DEPARTMENT OF  
BUDGET & MANAGEMENT**

*MARTIN O'MALLEY*  
Governor

*ANTHONY BROWN*  
Lieutenant Governor

*T. ELOISE FOSTER*  
Secretary

*DAVID C. ROMANS*  
Deputy Secretary

**OPSB PEP Entry System Authorization**

**(PLEASE PRINT)**

<b>Select Only One:</b>	<b>NEW</b>	<b>CHANGE</b>	<b>INACTIVATE</b>
Effective Date:			
ACF2 Logon-ID:		Agency Mailing Address:	
Last Name:			
First Name:			
Agency:		Phone:	
Signature:		Email:	
*Agency Code(s):			
PEP ACCESS (Check access needed)		READ: Ability to read a record	
READ	ADD	UPD	DLT
PF9			
		ADD: Ability to add a new record	
		UPD: Ability to update existing record	
		DLT: Ability to delete existing record	
		PF9: Ability to add record for employee not on personnel file (i.e. retired)	
Agency Authorizing Official's Signature:			Date:
<b>OPSB AUTHORIZATION:</b>			
Signature:			Date:
IT Security Authorization:			Date:

**\* Designate the Agency Code(s) for which you will have Responsibility to Enter, Review, or Modify Personnel Transactions**

**Please Send to DBM – OPSB Executive Director  
301 W. Preston Street  
Baltimore, MD 21201**

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~Effective Resource Management~

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