Requesting Access to a Web UFS Node

1. For **Web UFS Access** expand Finance and select **Web UFS**. Do not choose Web UFS New Node. This is to create a new Web UFS Node ID.
2. Select Request Type (Update or Delete)
3. Click the red X to remove any nodes that are no longer required
4. Under Select Data section, enter the desired unit #, click on unit # and click the "Lookup Node>>>" button. The node ID will populate in the box next to unit #.
   - If this is a new node, "undefined" may display instead of the unit name. It is ok to proceed with the access request)
   - UFS access is per the Web Node not the individual units. It is only necessary to use one unit assigned to the node to lookup node.
   - It is suggested to use an existing unit in the node to lookup node. A "new unit" may not populate the node ID if it was not part of the initial node creation.
   - If "node ID not found" error is indicated and not the node ID, reach out to the UFS Administrator to see if a node exists or if one needs to be created.
5. Select level of Access. (Administrator – Full access to all menu options. CS Vending Warehouse – Vending import. Data Entry – limited access to certain menu options. E-Pay – electronic invoice processing only.)
6. Select UFS Category per the unit's business line and node type.
7. Submit the request for processing.

Note: Only one request for UFS access should be submitted per day. If multiples are submitted / completed in the same day, only the most recent will be fulfilled. This may cause some loss of access.