

U.S. Department of the Interior  
Bureau of Safety and Environmental Enforcement (BSEE)

**eWell and TIMS Web User Access Request Form**

(This form must be printed on one page only, front and back)

I am requesting the following general user additions or changes:

- New User
- Add Company
- Delete User
- Existing eWell User Requesting TIMS Web account

I am requesting the following External Reviewer Role:

- OSRP External Reviewer

User information: (leave User ID blank for new users)

eWell User ID: \_\_\_\_\_ TIMS Web User ID: \_\_\_\_\_

Name: \_\_\_\_\_  
Prefix First Name MI Last Name Suffix

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

Address: Employer Name: \_\_\_\_\_  
Division: \_\_\_\_\_  
Street: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_  
ZIP: \_\_\_\_\_ Country: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
Email: \_\_\_\_\_

**CERTIFICATION**

1. I understand that using the BSEE/BOEM TIMS Web system and eWell system means I will be using BSEE/BOEM Computer Systems, Electronic Mail, Internet connections and associated equipment, software and data. These resources are to be used for official government business only and in compliance with Department of the Interior and bureau policies. Law prohibits any other use of these items (18 USC Sec. 641). Violations of the law can result in loss of system access and criminal penalties.
2. If I am aware of a security breach (password sharing, hacking), I will immediately notify the BSEE Enterprise IT Service Desk.
3. I will select my own password and I will NOT share my password or username with anyone. If I no longer need access to the TIMS Web system and eWell system for any reason, I will ask my company administrator to terminate my entitlements and submit the required form to BOEM to delete my username from the system.
4. I will handle sensitive data appropriately and understand that this information is not to be exchanged, divulged or otherwise compromised in any way unless necessary for official government business.
5. I have read the eWell and BSEE TIMS Web disclaimer and agree to the conditions specified in the document.

I consent and will adhere to the above conditions.

User Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Initial the appropriate authorization. Only one block must be initialed.

### USER AUTHORIZATION

Please **initial** if user is employed by a BOEM-Qualified company.

\_\_\_\_ I authorize this user to have access to the company's data based on entitlements granted by the company's TIMS Web administrator.

### AGENT USER AUTHORIZATION

Please **initial** if user is employed by a third party company acting as an agent.

\_\_\_\_ I authorize this user as an agent user who has access to the company's data based on entitlements granted by the company's TIMS Web administrator or by the agent company's TIMS Web administrator.

### NON-BOEM-QUALIFIED COMPANY AUTHORIZATION

Please initial if this account is being created for an External Reviewer (e.g., other Federal or State government agency) or a company that is not BOEM qualified (e.g. State-only operators or Service providers), conducting offshore operations under contract for a BOEM-qualified company, or is a State Lease holder with no Federal leases, or providing information to BSEE on a voluntary basis.

\_\_\_\_ I authorize this user to have full access to all my company's data and information stored in the BSEE TIMS Web database.

List all companies for which the user will view or submit data. These must be BOEM-qualified companies for which the representative below has BOEM signature authority, a Non BOEM-Qualified company under contract to a BOEM-qualified company, or a Surety company for which the representative is designated as having Power of Attorney (POA) on the attached POA document.

#### BSEE/BOEM Company Number

(Leave blank for Surety or  
Non BOEM-Qualified Companies

#### Company Name

(Must match that on BOEM Qualification File  
or the attached Surety POA, if applicable)

---

---

---

---

---

---

---

---

---

---

---

---

---

---

Representative Name: \_\_\_\_\_  
(print)

Representative Title: \_\_\_\_\_

Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_