

**NATIONAL FINANCE CENTER  
CENTRALIZED ENROLLMENT CLEARINGHOUSE SYSTEM (CLER)  
SECURITY ACCESS FORM**

<b>CLER HEALTH BENEFIT</b>							
ACTION <i>(Add, Modify, Delete)</i>	USER ID	USER NAME	USER REFERENCE NUMBER	CARRIER NAME	CARRIER ID NUMBER	LEVEL OF ACCESS <i>(Update, Inquiry)</i>	EMAIL ADDRESS

<b>CLER PAYROLL OFFICE/HUMAN RESOURCE OFFICE PERSONNEL</b>								
ACTION <i>(Add, Modify, Delete)</i>	USER ID	USER NAME	USER REFERENCE NUMBER	DEPARTMENT/AGENCY	PON	POI	LEVEL OF ACCESS <i>(Update, Inquiry, Transmit)</i>	EMAIL ADDRESS

REMARKS

CLER SECURITY OFFICER	CLER SECURITY OFFICER TITLE	EMAIL	CLER SECURITY OFFICER SIGNATURE	DATE
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**PRIVACY ACT NOTICE:** In compliance with the Privacy Act of 1974, the following information is provided: Solicitation of your Social Security Number is authorized by Executive Order 9397 of November 22, 1943 and 5 U.S.C. 301. The primary purpose of requesting the Social Security Number (SSN) is to properly identify the employee. Many employees have similar names and the furnishing of the SSN will enable USDA to identify authorized users of USDA's computer systems. The information will be used by offices and employees who have a need for the information in the performance of their official duties. The information will not be disclosed outside USDA or employing agency. Disclosure of your SSN and other information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of this request.