



CBAS FILE DROP WEB PORTAL ACCOUNT ACTION REQUEST



This form is used to add, change, or disable user access to the CBAS File Drop Web Portal.

INSTRUCTIONS

1. Indicate action requested by checking the appropriate box.
2. Complete Section A to identify the user.
 - a. Note: Each user must have a unique email address.
3. If a change to an existing user account is being requested, complete Section B.

Email the form to the CDA CBAS Branch at: CBASCD@aging.ca.gov.

New User Account

Change to Existing User Account

Disable User Account

SECTION A. User Information	
User Name:	Click here to enter text.
User Title:	Click here to enter text.
Email address:	Click here to enter text.
Center Name:	Click here to enter text.
NPI:	Click here to enter text.

SECTION B. Changes to Existing Accounts	
User Name:	Click here to enter text.
Email address:	Click here to enter text.