Logo, company name

Description automatically generated

**The Association of Administrators of the Interstate Compact on Adoption and Medical Assistance**®

|  |  |
| --- | --- |
| **The ICAMA System: Add/Disable Users** | |
|  | |
| **FROM:** | Click here to enter name of person completing this form. |
|  | |
| **TO:** | **AAICAMA National Office** c/o Scott Boyle: [SBoyle@aaicama.org](mailto:SBoyle@aaicama.org) |
|  | |
| **SUBJECT:** | **To Add or Disable User in the ICAMA System** |
|  | |
| **DATE:** | Click here to enter today’s date. |

The purpose of this form: To Add or Disable Users in the ICAMA System using their state-issued email address. Note: The state-issued email address *is* the User ID.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **State:** | Choose a state. | | Please note that Adds/Disables can be made only by  the ICAMA Compact Administrator. | | | | | | |
| **Name of ICAMA Compact Administrator:** | | | Click here to enter the name of your state’s CA. | | | | | | |
| **Number of IDs (Users) added:** | | | Choose the number of Users to be added. | | | | | | |
| **Number of IDs (Users) disabled:** | | | Choose the number of Users to disable. | | | | | | |
|  | | | | | | | | | |
| Enter *State Email Address*, *First and Last Name*, and choose an access level for each User. | | | | | | | | | |
| **User State Email Address and Full Name** | | | | **Disable** | | **Add** | | **All Access** | **High Level Editor** |
| Click here to enter email and name. | | | |  | |  | |  |  |
| Click here to enter email and name. | | | |  | |  | |  |  |
| Click here to enter email and name. | | | |  | |  | |  |  |
| Click here to enter email and name. | | | |  | |  | |  |  |
| Click here to enter email and name. | | | |  | |  | |  |  |
| Click here to enter email and name. | | | |  | |  | |  |  |
|  | | | | | | | | | |
| **Signature of ICAMA Compact Administrator:** **X**  *(Compact Administrator signature required. Type authorizing name-as-signature here.)* | | | | | | | | Date: **March 11, 2022** | |
| **Name** | |  | | | **Telephone** | | (ext.     ) | | |