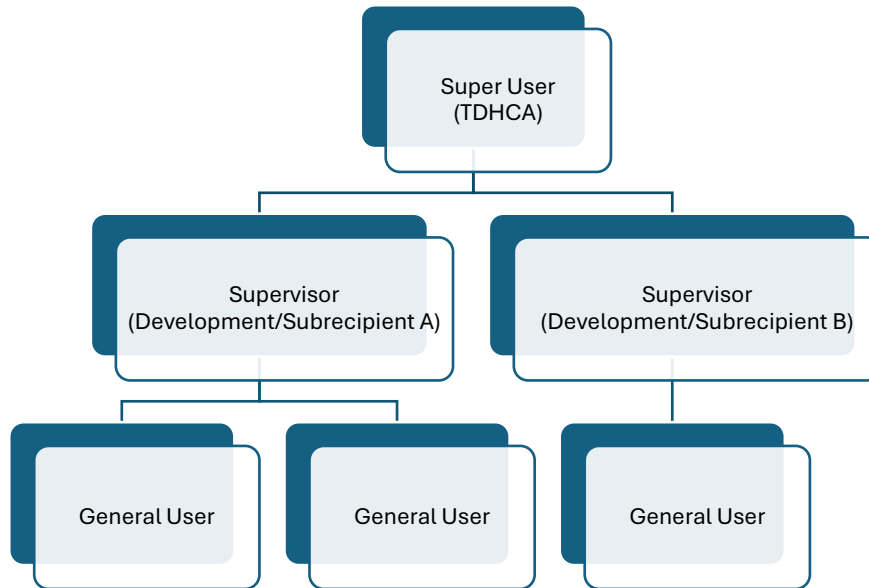


SAVE Supervisor Account Request Form

The Systematic Alien Verifications for Entitlements (SAVE) system has organizational levels and different user roles to manage users and review case submissions. There are three main roles within SAVE as depicted here:



Each role (**Super User, Supervisor, User**) has different functions within SAVE.

Super User: Located at TDHCA and is responsible for managing the agency's hierarchy, supervisor/user roles, and accounts.

Supervisor: Located at the Development/Subrecipient level and is responsible for managing the Development/Subrecipient's use of SAVE and its General Users. Initiates cases. View, complete and close verification cases. Add/delete Supervisors and General Users.

General Users: Located at the Development/Subrecipient level. Initiates cases. View, complete and close verification cases.

Please provide the information below for the individual at your Development/Subrecipient you'd like to set up as the SAVE Supervisor.

Name of Development/Subrecipient:

First Name:

Last Name:

Phone #:

Email:

After completing the five required fields above, please send this form to gavin.reid@tdhca.texas.gov.

For any questions concerning this form, please contact Gavin Reid at 512-936-7828 or gavin.reid@tdhca.texas.gov.