

System Enhancement Request (SER):

System Enhancement Request (SER): To ensure a complete SER entry, this template provides a preview of the data entry fields and can be printed prior to entering in the Customer Portal.

***System Enhancement Request Name**

***Detailed Description:**

Request for (Auto populates the submitters name however it can be changed)

***SER Application Name** (Select from drop down list)

Comments

Requested Start: (enter MM/DD/YYYY or select from the calendar)

Requested Finish: (enter MM/DD/YYYY or select from the calendar)

Additional people required to be notified about this request

Attach documents by selecting the paperclip at the bottom of the Approval to Sign a Contract screen.

Your System Enhancement Request will be assigned a ticket # that begins with ENCH, example ENCH0011087.