



To Request CARBON Access and Logins

Department of Benefits
and Family Support

Department of Disability
and Aging Services

P.O. Box 7988
San Francisco, CA
94120-7988
www.SFHSA.org

New and current contractors and grantees are required to use our web-based Contracts Administration, Reporting, and Billing Online (CARBON) system to administer their contract/grant. Per City requirements, we will need a letter of authorization designating users who should have access to CARBON to electronically submit invoices, budget revisions, program reports, and view other information that is in the system.

The letter must be on agency letterhead and signed by the Executive Director or Chief Financial Officer. It should list each person's name, title, email address, phone number, and their authorization level (either: signatory, both fiscal and program, fiscal only, program only, or view only).

Please scan your original authorization letter and email to carbonauthorizationletter@sfgov.org

Please view the types of vendor access below and use the sample authorization letter on the next page as a guide to request access.

Types of Vendor Access

Signatory

The user has full access to the system. They can edit and submit most forms in the system. This includes the Budget, all invoices, and all program reports. They have read-only access to the Scope of Services.

Fiscal/Program

Under Contract Documents, this user has read-only access to Scope of Services and can edit and submit Budgets. They cannot update Contract Information. The user can edit but not submit invoices. They can also edit and submit program reports.

Fiscal

Under Contract Documents, the user can edit and submit Budgets. They have read-only access to Contract Information and Scope of Services. The user can edit but not submit invoices.

Program

Under Contract Documents, the user has read-only access to Scope of Services. They cannot edit the Contract Information or Budgets. The user can edit and submit program reports. The user is unable to view any invoices.

Vendor Viewer

The user has read-only access to all parts of CARBON.



London Breed
Mayor

Trent Rhorer
Executive Director

Sample Authorization Letter

ON AGENCY LETTERHEAD

DATE

This letter serves as evidence of the signature of *NAME*, *TITLE*, of *AGENCY* to request access to HSA's Contracts Administration, Reporting, and Billing Online (CARBON) system to view and submit information regarding our contracts.

The following people should have the following access levels:

Name	Title	Email	Phone	Access Level				
				Signer	Fiscal & Program	Fiscal	Program	View Only

Full justification and backup records for any information submitted electronically, including supporting documentation for invoices and program reports, are maintained in our office.

Sincerely,

NAME

TITLE

(must be **signed** Executive Director or Chief Financial Officer)