**GPS Systems Checklist**

|  |  |  |
| --- | --- | --- |
| **Databases** | **Date Requested** | **Date Verified** |
| Compass |  |  |
| GFS (GDA#) |  |  |
| GSAP |  |  |
| Lotus Notes |  |  |
| GBS Applications |  |  |
| Confluence |  |  |
| GPES Support Procedures |  |  |
| FLOW |  |  |
| GIPIC |  |  |
| Renaissance/ BFC (email w/password?) |  |  |
| Web Portal |  |  |
| Web Folder |  |  |
| Employer Access (through Vacation Planner) |  |  |
| JIRA |  |  |
| GAD |  |  |
| CCPulse |  |  |
| Commission Site (#, mo#) |  |  |
| Revision Database (Access 97) |  |  |
| Electronic Enrollment |  |  |
| **Name added** | **Date Requested** | **Date Verified** |
| Company Phone Book / Cube Location change |  |  |
| **Drives to Install** |  |  |
| \\global\_server\grp\_uw---- Scanned Sold |  |  |
| UCT Quote Renewal and Close: grp\_und(\\file009):\Group Insurance Underwriting\Underwriting Operations\UCT Quote Renewal and Close |  |  |
| GRP\_FIN |  |  |
| GIAS |  |  |
| SVCEMODEL |  |  |
| GRP\_PUB |  |  |
| PUBLIC |  |  |
| Have them write down their serial # |  |  |