**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 #  |   |   |