

## Maxis Inquiry & MEC2 Request Form

### Employment Services Vendor Access

(Please refer to the "Maxis Inquiry & MEC2 Requesting Access" procedure on the Provider Web Page under "Policies & Manuals")

We are an Employment Services vendor for the Ramsey County MFIP program. Access is required to the following systems checked below so we have correct and updated information to serve our participants.

☐ Maxis Inquiry Access

☐ MEC2 Access

☐ **! The user below has been locked out of Maxis due to inactivity. A temporary password is required to have access restored. This access is necessary for staff to do their work. The Staff has also been informed to change password every 30 days to stay in compliance.**

Staff Name: Mr. ☐ Ms. ☐ Last \_\_\_\_\_ First \_\_\_\_\_ MI \_\_\_\_ No MI ☐

Employee Job Title: \_\_\_\_\_

Agency Name: \_\_\_\_\_

Agency Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Supervisor Phone: \_\_\_\_\_

WFS MIS Liaison Maxis ID: **X1622LD** (This is in lieu of Supervisor ID since some do not have one)

Staff TrainLink ID: \_\_\_\_\_

Maxis Inquiry/MEC2 ID#: \_\_\_\_\_ Current ☐ Previous ☐ Cannot remember ☐  
(if none write "none")

☐ The **DHS Handling MN Information Securely Form** is attached  
(Required for any DHS system access listed and is to be completed on an annual basis)

☐ Completed courses **TES260** and **TES261** for **MEC2**.

☐ Completed classroom training **TES355** for **Maxis Inquiry for ES Workers**.

☐ Registered for **TES355 Maxis Inquiry for ES Workers**, training date: \_\_\_\_\_  
(Once Maxis training is completed staff will email the MIS Help Desk so access may be activated)

*Notification must be given to the Workforce Solutions MIS Help Desk by the agency supervisor or agency data specialist when staff leave an agency so access can be inactivated for all DHS systems.*

Your email as a **data specialist/supervisor/manager** verifies your approval for requested access: \_\_\_\_\_

Date

Questions contact: [ws-mis-helpdesk@ramseycounty.us](mailto:ws-mis-helpdesk@ramseycounty.us)