



**SAN FRANCISCO
HUMAN SERVICES AGENCY**

Department of Benefits
and Family Support

Department of Disability
and Aging Services

Office of Early Care
and Education

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

To Request CARBON Access and Logins

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. Per City requirements, we will need a letter of authorization designating users who should have access to CARBON and to electronically submit and sign for invoices, budget revision requests, program reports, and view other information that is in the system.

The letter must be on company letterhead, signed by the Executive Director, Financial Officer, or other authorized employees, and list the 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 send it to:

carbonauthorizationletter@sfgov.org

Please use the sample authorization letter on the next page as a guide to request access.



London Breed
Mayor

Trent Rhorer
Executive Director

Sample Authorization Letter

ON EMPLOYER LETTERHEAD

DATE

This letter serves as evidence of the signature of *NAME*, *TITLE*, of *EMPLOYER* 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