



Office of Contract Management

Updated 12/9/25

To Request CARBON Access and Logins

New and current contractors/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 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, and their authorization level (see below). Please scan your original authorization letter and email to:

carbonauthorizationletter@sfgov.org

Types of Vendor Access

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

This user has read-only access to Scope of Services and can edit & submit Budgets. They cannot update Contract Information. They can edit but not submit invoices. They can also edit & submit program reports.

Fiscal

This 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

This 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.



View Only

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

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 listed access levels:

Name	Title	Email	Phone	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** – wet or electronic – by Executive Director or Chief Financial Officer)