

**CORPORATE SYSTEMS ACCESS REQUEST FORM**

**1. SYSTEM/APPLICATION NAME**

Select all applicable systems.

- Automated Cash Reconciliation Worksheet System (ACRWS)
- Corporate Property Automated Information System – Personal Property
- Corporate Property Automated Information System – Real Property
- Financial Statements Data Warehouse (FSDW)
- Miscellaneous Income (MINC)
- Reporting of IPAC Transactions for Agriculture (RITA)

**USER INFORMATION**

<b>2. USER'S NAME</b> ( <i>Last, first, middle initial</i> )		<b>3. USER'S TITLE OR CONTRACTOR</b>	
<b>4. USER'S MAILING ADDRESS WITH ZIP CODE</b>		<b>5. AGENCY</b>	<b>6. OFFICE</b>
<b>7. USER'S E-MAIL ADDRESS</b>		<b>8. USER'S PHONE NUMBER</b>	<b>9. MANAGER'S PHONE NUMBER</b>

**ACTION REQUESTED**

<b>NAME CHANGE</b>	<b>10. OLD NAME</b> ( <i>Last, first, middle initial</i> )	<b>11. NEW NAME</b> ( <i>Last, first, middle initial</i> )
<b>ACCESS</b>	<b>12. REQUEST TYPE</b> <input type="checkbox"/> Add User <input type="checkbox"/> Modify User Profile <input type="checkbox"/> Delete User	<b>13. USER ID'S</b> (Include AD or eAuth User ID, if applicable. Use spreadsheet if more space is needed)

**AUTOMATED CASH RECONCILIATION WORKSHEET SYSTEM (ACRWS) ACCESS**

**14. USER'S ACRWS ROLE (Select all that apply)**

<p><b>AGENCY USER ROLES</b></p> <p><input type="checkbox"/> Browse</p> <p><input type="checkbox"/> Agency Security Administrator</p>	<p><b>FMS USER ROLES</b></p> <p><input type="checkbox"/> Reviewer</p> <p><input type="checkbox"/> Importer</p> <p><input type="checkbox"/> Manager</p> <p><input type="checkbox"/> Super User</p>	<p><b>FMS SECURITY USER ROLE</b></p> <p><input type="checkbox"/> Security Administrator</p>
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**15. USER'S ACRWS ALC (Select all that apply)**

ALC	Agency
<input type="checkbox"/> 12250001	AMS
<input type="checkbox"/> 12403400	APHIS
<input type="checkbox"/> 12403600	GIPSA
<input type="checkbox"/> 12401000	FAS
<input type="checkbox"/> 12400300	ARS
<input type="checkbox"/> 12401800	ERS
<input type="checkbox"/> 12402200	NIFA
<input type="checkbox"/> 12060000	FSA
<input type="checkbox"/> 12370001	FSIS
<input type="checkbox"/> 12400700	RD
<input type="checkbox"/> 12400800	RMA
<input type="checkbox"/> 12401100	FS
<input type="checkbox"/> 12401600	NRCS
<input type="checkbox"/> 12402000	NASS
<input type="checkbox"/> 12402300	OIG
<input type="checkbox"/> 12403000	FNS
<input type="checkbox"/> 12400303	OSEC
<input type="checkbox"/> 12400401	OES
<input type="checkbox"/> 12400402	OCE
<input type="checkbox"/> 12400403	NAD
<input type="checkbox"/> 12400404	OBPA
<input type="checkbox"/> 12400405	HS
<input type="checkbox"/> 12400406	OCFO
<input type="checkbox"/> 12400407	OCIO
<input type="checkbox"/> 12400505	DA
<input type="checkbox"/> 12400606	OC
<input type="checkbox"/> 12400707	OCR
<input type="checkbox"/> 12401010	OGC
<input type="checkbox"/> 12407878	OAO
<input type="checkbox"/> 12400002	DASO
<input type="checkbox"/> 12401240	FMS
<input type="checkbox"/> 12409900	FBC

**CORPORATE PROPERTY AUTOMATED INFORMATION SYSTEM - PERSONAL PROPERTY ACCESS**

**16. USER'S CPAIS-PP ROLE**

<p><b>ACM ROLES</b></p> <input type="checkbox"/> Auditor <input type="checkbox"/> ACM Manager <input type="checkbox"/> User Access Restoration <input type="checkbox"/> Personal Property Security Manager	<p><b>PPA ROLES</b></p> <input type="checkbox"/> COD/PAB Financial Manager <input type="checkbox"/> Financial Manager Change Depreciation	<p><b>PPM ROLES</b></p> <input type="checkbox"/> Asset ID Custodian (FS and ARS Only)      Correct Staging <input type="checkbox"/> Bulletin Board Custodian <input type="checkbox"/> BOC Custodian <input type="checkbox"/> In Service Date Custodian <input type="checkbox"/> OPPM Personal Property Manager <input type="checkbox"/> Personal Property Manager <input type="checkbox"/> Useful Life Custodian
<p><b>GENERAL ROLE</b></p> <input type="checkbox"/> Read Only		
<p><b>17. ROLE(S) BEING REMOVED</b></p>		<p><b>18. SIGNATURE OF ACM MANAGER FOR ALL USERS (Sign and date)</b></p>

**CORPORATE PROPERTY AUTOMATED INFORMATION SYSTEM - REAL PROPERTY ACCESS**

**19. USER'S CPAIS-RP ROLE**

<p><b>UMA ROLES</b></p> <input type="checkbox"/> UMA Manager Real <input type="checkbox"/> UMA User Real	<p><b>RPA ROLES</b></p> <input type="checkbox"/> RPA Stream Manager <input type="checkbox"/> RPA Disposal Manager <input type="checkbox"/> RPA Local Manager	<p><b>RPM ROLES</b></p> <input type="checkbox"/> RPM Lease Manager <input type="checkbox"/> RPM Property Manager <input type="checkbox"/> RPM Work Item Manager <input type="checkbox"/> RPM Occupancy Manager <input type="checkbox"/> RPM Colocation Manager <input type="checkbox"/> FRPP Administrative Manager <input type="checkbox"/> GSA Bill Manager <input type="checkbox"/> RPM HUD Manager
<p><b>SUPER USER ROLES</b></p> <input type="checkbox"/> CPAIS Headquarters Manager <input type="checkbox"/> CPAIS RPA Headquarters Manager	<p><b>GENERAL ROLE</b></p> <input type="checkbox"/> CPAIS Read Only	
<p><b>20. ROLE(S) BEING REMOVED</b></p>		<p><b>21. SIGNATURE OF UMA MANAGER FOR ALL USERS (Sign and date)</b></p>

**FINANCIAL STATEMENTS DATA WAREHOUSE (FSDW) ACCESS**

**22. USER SYSTEM-WIDE PRIVILEGES (Select all that apply) (\* agency users can only be assigned this role)**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Cannot See Advanced Search | <input type="checkbox"/> Can Create Report Model Rules           | <input type="checkbox"/> Can Create List       |
| <input type="checkbox"/> Is Administrator           | <input type="checkbox"/> Footnotes Administrator                 | <input type="checkbox"/> Can View All Agencies |
| <input type="checkbox"/> Is Security Admin          | <input type="checkbox"/> Can Create Backend Adjustments*         | OIG Reporter Read Only*                        |
| <input type="checkbox"/> Batch Administrator        | <input type="checkbox"/> Can Create Front End Adjustments*       |  |
| <input type="checkbox"/> Can See Debug Query        | <input type="checkbox"/> Can Create Bulkfile Required Attributes |  |
| <input type="checkbox"/> Can Create POD Overrides   | <input type="checkbox"/> Can Create Front End Inference          |  |

**23. USER AGENCY (VIEW) (Select all that apply)**

- |                               |                               |                               |                               |                               |                               |
|-------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|
| <input type="checkbox"/> AM00 | <input type="checkbox"/> ER00 | <input type="checkbox"/> FX00 | <input type="checkbox"/> NR00 | <input type="checkbox"/> EC00 | <input type="checkbox"/> SE00 |
| <input type="checkbox"/> AR00 | <input type="checkbox"/> FB00 | <input type="checkbox"/> FS00 | <input type="checkbox"/> BP00 | <input type="checkbox"/> CF00 | <input type="checkbox"/> RM00 |
| <input type="checkbox"/> RC00 | <input type="checkbox"/> FA00 | <input type="checkbox"/> GP00 | <input type="checkbox"/> CR00 | <input type="checkbox"/> IT00 | <input type="checkbox"/> RB00 |
| <input type="checkbox"/> AP00 | <input type="checkbox"/> CE00 | <input type="checkbox"/> HS00 | <input type="checkbox"/> CM00 | <input type="checkbox"/> ES00 | <input type="checkbox"/> RD00 |
| <input type="checkbox"/> CC00 | <input type="checkbox"/> FI00 | <input type="checkbox"/> NS00 | <input type="checkbox"/> NA00 | <input type="checkbox"/> GC00 | <input type="checkbox"/> RU00 |
| <input type="checkbox"/> DA00 | <input type="checkbox"/> FN00 | <input type="checkbox"/> NI00 | <input type="checkbox"/> AO00 | <input type="checkbox"/> IG00 |                               |

**24. USER HOME AGENCY (SELECT ONLY ONE)**

- |                               |                               |                               |                               |                               |                               |
|-------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|
| <input type="checkbox"/> AM00 | <input type="checkbox"/> ER00 | <input type="checkbox"/> FX00 | <input type="checkbox"/> NR00 | <input type="checkbox"/> EC00 | <input type="checkbox"/> SE00 |
| <input type="checkbox"/> AR00 | <input type="checkbox"/> FB00 | <input type="checkbox"/> FS00 | <input type="checkbox"/> BP00 | <input type="checkbox"/> CF00 | <input type="checkbox"/> RM00 |
| <input type="checkbox"/> RC00 | <input type="checkbox"/> FA00 | <input type="checkbox"/> GP00 | <input type="checkbox"/> CR00 | <input type="checkbox"/> IT00 | <input type="checkbox"/> RB00 |
| <input type="checkbox"/> AP00 | <input type="checkbox"/> CE00 | <input type="checkbox"/> HS00 | <input type="checkbox"/> CM00 | <input type="checkbox"/> ES00 | <input type="checkbox"/> RD00 |
| <input type="checkbox"/> CC00 | <input type="checkbox"/> FI00 | <input type="checkbox"/> NS00 | <input type="checkbox"/> NA00 | <input type="checkbox"/> GC00 | <input type="checkbox"/> RU00 |
| <input type="checkbox"/> DA00 | <input type="checkbox"/> FN00 | <input type="checkbox"/> NI00 | <input type="checkbox"/> AO00 | <input type="checkbox"/> IG00 |                               |

**25. AGENCY SECURITY ADMINISTRATOR (Select all that apply)**

- |                               |                               |                               |                               |                               |                               |
|-------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|
| <input type="checkbox"/> AM00 | <input type="checkbox"/> ER00 | <input type="checkbox"/> FX00 | <input type="checkbox"/> NR00 | <input type="checkbox"/> EC00 | <input type="checkbox"/> SE00 |
| <input type="checkbox"/> AR00 | <input type="checkbox"/> FB00 | <input type="checkbox"/> FS00 | <input type="checkbox"/> BP00 | <input type="checkbox"/> CF00 | <input type="checkbox"/> RM00 |
| <input type="checkbox"/> RC00 | <input type="checkbox"/> FA00 | <input type="checkbox"/> GP00 | <input type="checkbox"/> CR00 | <input type="checkbox"/> IT00 | <input type="checkbox"/> RB00 |
| <input type="checkbox"/> AP00 | <input type="checkbox"/> CE00 | <input type="checkbox"/> HS00 | <input type="checkbox"/> CM00 | <input type="checkbox"/> ES00 | <input type="checkbox"/> RD00 |
| <input type="checkbox"/> CC00 | <input type="checkbox"/> FI00 | <input type="checkbox"/> NS00 | <input type="checkbox"/> NA00 | <input type="checkbox"/> GC00 | <input type="checkbox"/> RU00 |
| <input type="checkbox"/> DA00 | <input type="checkbox"/> FN00 | <input type="checkbox"/> NI00 | <input type="checkbox"/> AO00 | <input type="checkbox"/> IG00 |                               |

**26. CREATE FRONT END ADJUSTMENTS (Select all that apply)**

- |                               |                               |                               |                               |                               |                               |
|-------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|
| <input type="checkbox"/> AM00 | <input type="checkbox"/> ER00 | <input type="checkbox"/> FX00 | <input type="checkbox"/> NR00 | <input type="checkbox"/> EC00 | <input type="checkbox"/> SE00 |
| <input type="checkbox"/> AR00 | <input type="checkbox"/> FB00 | <input type="checkbox"/> FS00 | <input type="checkbox"/> BP00 | <input type="checkbox"/> CF00 | <input type="checkbox"/> RM00 |
| <input type="checkbox"/> RC00 | <input type="checkbox"/> FA00 | <input type="checkbox"/> GP00 | <input type="checkbox"/> CR00 | <input type="checkbox"/> IT00 | <input type="checkbox"/> RB00 |
| <input type="checkbox"/> AP00 | <input type="checkbox"/> CE00 | <input type="checkbox"/> HS00 | <input type="checkbox"/> CM00 | <input type="checkbox"/> ES00 | <input type="checkbox"/> RD00 |
| <input type="checkbox"/> CC00 | <input type="checkbox"/> FI00 | <input type="checkbox"/> NS00 | <input type="checkbox"/> NA00 | <input type="checkbox"/> GC00 | <input type="checkbox"/> RU00 |
| <input type="checkbox"/> DA00 | <input type="checkbox"/> FN00 | <input type="checkbox"/> NI00 | <input type="checkbox"/> AO00 | <input type="checkbox"/> IG00 |                               |

**27. FRONT END ADJUSTMENTS APPROVAL LEVEL (Select all that apply)**

- |      |      |      |      |      |      |
|------|------|------|------|------|------|
| AM00 | ER00 | FX00 | NR00 | EC00 | SE00 |
| AR00 | FB00 | FS00 | BP00 | CF00 | RM00 |
| RC00 | FA00 | GP00 | CR00 | IT00 | RB00 |
| AP00 | CE00 | HS00 | CM00 | ES00 | RD00 |
| CC00 | FI00 | NS00 | NA00 | GC00 | RU00 |
| DA00 | FN00 | NI00 | AO00 | IG00 |      |

**28. USER PODs (VIEW) (Select all that apply)**

- |                               |                               |                               |                               |                               |                               |                               |
|-------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|
| <input type="checkbox"/> ACCC | <input type="checkbox"/> GABP | <input type="checkbox"/> GAES | <input type="checkbox"/> GAGC | <input type="checkbox"/> GANR | <input type="checkbox"/> GPFA | <input type="checkbox"/> PDRD |
| <input type="checkbox"/> FMMI | <input type="checkbox"/> GACF | <input type="checkbox"/> GAFA | <input type="checkbox"/> GAGP | <input type="checkbox"/> GANS | <input type="checkbox"/> GPRD |                               |
| <input type="checkbox"/> GAAG | <input type="checkbox"/> GACM | <input type="checkbox"/> GAFB | <input type="checkbox"/> GAHS | <input type="checkbox"/> GARD | <input type="checkbox"/> GSFN |                               |
| <input type="checkbox"/> GAAM | <input type="checkbox"/> GACR | <input type="checkbox"/> GAFI | <input type="checkbox"/> GAIG | <input type="checkbox"/> GARM | <input type="checkbox"/> PDCC |                               |
| <input type="checkbox"/> GAAO | <input type="checkbox"/> GADA | <input type="checkbox"/> GAFN | <input type="checkbox"/> GAIT | <input type="checkbox"/> GASE | <input type="checkbox"/> PDCE |                               |
| <input type="checkbox"/> GAAP | <input type="checkbox"/> GAEC | <input type="checkbox"/> GAFS | <input type="checkbox"/> GANA | <input type="checkbox"/> GPCC | <input type="checkbox"/> PDFA |                               |
| <input type="checkbox"/> GAAR | <input type="checkbox"/> GAER | <input type="checkbox"/> GAFX | <input type="checkbox"/> GANI | <input type="checkbox"/> GPCE | <input type="checkbox"/> PDFN |                               |

**29. PODs – CREATE BACK END ADJUSTMENTS (Select all that apply)**

- |                               |                               |                               |                               |                               |                               |                               |
|-------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|
| <input type="checkbox"/> ACCC | <input type="checkbox"/> GABP | <input type="checkbox"/> GAES | <input type="checkbox"/> GAGC | <input type="checkbox"/> GANR | <input type="checkbox"/> GPFA | <input type="checkbox"/> PDRD |
| <input type="checkbox"/> FMMI | <input type="checkbox"/> GACF | <input type="checkbox"/> GAFA | <input type="checkbox"/> GAGP | <input type="checkbox"/> GANS | <input type="checkbox"/> GPRD |                               |
| <input type="checkbox"/> GAAG | <input type="checkbox"/> GACM | <input type="checkbox"/> GAFB | <input type="checkbox"/> GAHS | <input type="checkbox"/> GARD | <input type="checkbox"/> GSFN |                               |
| <input type="checkbox"/> GAAM | <input type="checkbox"/> GACR | <input type="checkbox"/> GAFI | <input type="checkbox"/> GAIG | <input type="checkbox"/> GARM | <input type="checkbox"/> PDCC |                               |
| <input type="checkbox"/> GAAO | <input type="checkbox"/> GADA | <input type="checkbox"/> GAFN | <input type="checkbox"/> GAIT | <input type="checkbox"/> GASE | <input type="checkbox"/> PDCE |                               |
| <input type="checkbox"/> GAAP | <input type="checkbox"/> GAEC | <input type="checkbox"/> GAFS | <input type="checkbox"/> GANA | <input type="checkbox"/> GPCC | <input type="checkbox"/> PDFA |                               |
| <input type="checkbox"/> GAAR | <input type="checkbox"/> GAER | <input type="checkbox"/> GAFX | <input type="checkbox"/> GANI | <input type="checkbox"/> GPCE | <input type="checkbox"/> PDFN |                               |

**30. PODs – BACK END ADJUSTMENTS APPROVAL LEVEL (Select all that apply)**

- |      |      |      |      |      |      |      |
|------|------|------|------|------|------|------|
| ACCC | GABP | GAES | GAGC | GANR | GPFA | PDRD |
| FMMI | GACF | GAFA | GAGP | GANS | GPRD |      |
| GAAG | GACM | GAFB | GAHS | GARD | GSFN |      |
| GAAM | GACR | GAFI | GAIG | GARM | PDCC |      |
| GAAO | GADA | GAFN | GAIT | GASE | PDCE |      |
| GAAP | GAEC | GAFS | GANA | GPCC | PDFA |      |
| GAAR | GAER | GAFX | GANI | GPCE | PDFN |      |

**MISCELLANEOUS INCOME (MINC) ACCESS**

**31. USER'S MINC ROLE**

AGENCY USER ROLE	FMS USER ROLES	FMS SECURITY USER ROLE
N/A	<input type="checkbox"/> Analyst <input type="checkbox"/> Senior Analyst <input type="checkbox"/> Supervisor <input type="checkbox"/> Productions Operations <input type="checkbox"/> View Only	<input type="checkbox"/> Security Administrator

**REPORTING OF IPAC TRANSACTIONS FOR AGRICULTURE (RITA) ACCESS**

**32. USER'S RITA ROLE (Select one)**

<b>AGENCY USER ROLE</b>	<b>FMS USER ROLES</b>	<b>FMS SECURITY USER ROLE</b>
<input type="checkbox"/> Agency	<input type="checkbox"/> Admin <input type="checkbox"/> ICS Oper Admin <input type="checkbox"/> FMFI Processed <input type="checkbox"/> NoAccess <input type="checkbox"/> GESD Admin <input type="checkbox"/> ICS Oper Tech <input type="checkbox"/> Read Only <input type="checkbox"/> TRACS <input type="checkbox"/> Tech <input type="checkbox"/> Leads	<input type="checkbox"/> FMS Security

**33. USER'S RITA ALC (Select one)**

ALC	Agency	Group	Group ALC List	
<input type="checkbox"/>	12250001	AMS	AM	12250001
<input type="checkbox"/>	12403400	APHIS	AP	12403400
<input type="checkbox"/>	12403600	GIPSA	GP	12403600
<input type="checkbox"/>	12401000	FAS	FX	12401000
<input type="checkbox"/>		MRP1		12250001, 12403400, 12403600, 12401000
<input type="checkbox"/>	12400300	ARS	AR	12400300
<input type="checkbox"/>	12401800	ERS	ER	12401800
<input type="checkbox"/>	12402200	NIFA	NI	12402200
<input type="checkbox"/>		REE ALL		12400300, 12401800, 12402200
<input type="checkbox"/>	12060000	FSA	FA	12060000
<input type="checkbox"/>	12370001	FSIS	FI	12370001
<input type="checkbox"/>	12400700	RD	RD	12400700
<input type="checkbox"/>	12400800	RMA	RM	12400800
<input type="checkbox"/>	12401100	FS	FS	12401100
<input type="checkbox"/>	12401600	NRCS	NR	12401600
<input type="checkbox"/>	12402000	NASS	NS	12402000
<input type="checkbox"/>	12402300	OIG	IG	12402300
<input type="checkbox"/>	12403000	FNS	FN	12403000
<input type="checkbox"/>	12400303	OSEC	SE	12400303
<input type="checkbox"/>	12400401	OES	ES	12400401
<input type="checkbox"/>	12400402	OCE	EC	12400402
<input type="checkbox"/>	12400403	NAD	NA	12400403
<input type="checkbox"/>	12400404	OBPA	BP	12400404
<input type="checkbox"/>	12400405	HS	HS	12400405
<input type="checkbox"/>	12400406	OCFO	CF	12400406
<input type="checkbox"/>	12400407	OCIO	IT	12400407
<input type="checkbox"/>	12400505	DA	DA	12400505
<input type="checkbox"/>	12400606	OC	CM	12400606
<input type="checkbox"/>	12400707	OCR	CR	12400707
<input type="checkbox"/>	12401010	OGC	GC	12401010
<input type="checkbox"/>	12407878	OAO	AO	12407878
<input type="checkbox"/>		DASO1 All 13	DASO	12400303, 12400401, 12400402, 12400403, 12400404, 12400405, 12400406, 12400407, 12400505, 12400606, 12400707, 12401010, 12407878
<input type="checkbox"/>	12409900	FPAC	FB	12409900
<input type="checkbox"/>		FPAC Group		12409900, 12400800, 12401600, 12060000
<input type="checkbox"/>	12360003	CCC	CC	12360003
<input type="checkbox"/>	12360031	CCC	CC TRACS	12360031
<input type="checkbox"/>	12400001	USDA-CAS	GESD	12400001
<input type="checkbox"/>		FMS	ALL ALCs	

**SPECIAL INSTRUCTIONS**

34. SPECIAL INSTRUCTIONS

**USER ACKNOWLEDGEMENT**

*I have read and acknowledged the rules of behavior from employee/contractor onboarding. I understand that any violation of these rules may result in disciplinary action, removal from the agency/USDA, and/or criminal prosecution. These rules are read and acknowledged annually.*

35. USER'S SIGNATURE

36. DATE

**BACKGROUND INVESTIGATION**

37. STATUS

- Initiated
- Completed

38. DATE (Initiated or completed)

39. PRINT MANAGER'S NAME

**MANAGEMENT AUTHORIZATION**

**Authorizing Manager** – *I certify this user has received security instructions for the systems and/or applications indicated, and I approve his/her access to these systems and/or applications and the associated user profiles.*

40. MANAGER'S SIGNATURE

41. DATE

**SECURITY AUTHORIZATION**

42. SECURITY ADMINISTRATOR'S SIGNATURE

43. DATE

44. SECURITY ADMINISTRATOR'S NOTES

45. FMS/SSCD CPAIS ACCESS REVIEW SIGNATURE

# FMS-1143 FORM INSTRUCTIONS

## **BLOCK NO.**

1 Select all applicable systems.

## **USER INFORMATION**

- 2 Enter name.  
3 Enter job title or "Contractor", if not a USDA employee.  
4 Enter address where the user can be contacted by mail.  
5 Enter agency name or code/number.  
6 Enter office, i.e., Financial Management, Procurement Operations.  
7 Enter e-mail address.  
8 Enter telephone number.  
9 Enter manager's telephone number.

## **ACTION REQUESTED**

- 10 Enter "old" name, when requesting a name change.  
11 Enter "new" name, when requesting a name change.  
12 Select the appropriate action to be taken. If requesting a modification to your profile, specify the previous profile or job assignment and the new profile or job assignment in block 25.  
13 Enter AD or eAuth User ID, if applicable. If the "Delete User" or "Modify User Profile" option is selected, include existing User ID. If the "Add User" option is selected, the provisioning authority will assign the User ID.

## **AUTOMATED CASH RECONCILIATION WORKSHEET SYSTEM ACCESS (ACRWS) ACCESS**

- 14 Select the appropriate roles. Select all that apply.  
15 Select the appropriate ALC's. Select all that apply.

## **CORPORATE PROPERTY AUTOMATED INFORMATION – PERSONAL PROPERTY SYSTEM ACCESS**

- 16 Select the appropriate action to be taken.  
17 If requesting a modification of your user CPAIS-PP roles, specify all roles being removed.  
18 ACM Manager's signature. If the "ACM Manager" role is being requested, this must be approved at a Department level.

## **CORPORATE PROPERTY AUTOMATED INFORMATION – REAL PROPERTY SYSTEM ACCESS**

- 19 Select the appropriate action to be taken.  
20 If requesting a modification of your user CPAIS-RP roles, specify all roles being removed.  
21 UMA Manager's signature. If the "UMA Manager" role is being requested, this must be approved at a Department level.

## **FINANCIAL STATEMENTS DATA WAREHOUSE (FSDW) ACCESS**

- 22 Select system-wide privilege.  
23 Select user agency.  
24 Select a home agency.  
25 If you are a Security Admin, select your agency or agencies.  
26 Select the agency in which you will create front end adjustments for.  
27 Select the agency and the approval level for your agency.  
28 Select your agency PODs.  
29 Select the agency POD in which you will create back end adjustments for.  
30 Select the agency POD and the approval level for your POD.

## **MISCELLANEOUS INCOME (MINC) ACCESS**

- 31 Select appropriate User Role.

## **REPORTING OF IPAC TRANSACTIONS FOR AGRICULTURE (RITA) ACCESS**

- 32 Select appropriate User Role.  
33 Select appropriate ALC.

## **SPECIAL INSTRUCTIONS**

- 34 Include any additional information needed to complete access. Specify the security profile or job assignment, any comments, or special instructions. For CPAIS: Provide organization number(s) for which access is being requested. If access is needed for all organizations within an agency, list agency name and "ALL".

## **USER ACKNOWLEDGEMENT**

- 35 User's signature.  
36 Date user signed form.

## **BACKGROUND INVESTIGATION (THESE FIELDS MUST BE FILLED OUT OR SECURITY ADMIN WILL NOT COMPLETE REQUEST)**

- 37 Select whether the background investigation has been initiated or completed. This applies to both USDA employees and contractors.  
38 Provide date the background investigation was initiated or completed.  
39 Name of user's manager.

## **MANAGEMENT AUTHORIZATION (THESE FIELDS MUST BE FILLED OUT OR SECURITY ADMIN WILL NOT COMPLETE REQUEST)**

- 40 Manager's signature.  
41 Date manager approved the requested action.

## **SECURITY AUTHORIZATION (THESE FIELDS MUST BE FILLED OUT OR SECURITY ADMIN WILL NOT COMPLETE REQUEST)**

- 42 Security Administrator's signature.  
43 Date Security Administrator completed user's request.  
44 Security Administrator can use this space to include any notes related to the completion of the request. The agency's Security Administrator will retain each completed form for audit purposes.  
45 FMS/SSCD signs based upon review of form.