



**U.S. DEPARTMENT OF LABOR  
EMPLOYMENT AND TRAINING ADMINISTRATION  
Financial Reporting Access Document**

**Instructions:** This information is used to issue a password and PIN to access the **Financial Reporting System**. Please fill out this information and either press the Submit by Email or Print button to submit the information by Fax (202-693-3362) or email to the following two people:

[Logan.Shantay@dol.gov](mailto:Logan.Shantay@dol.gov) and [Malone.Avery@dol.gov](mailto:Malone.Avery@dol.gov) .

Once this information is recieved an email message will be sent directly to the Primary contact person with the password, PIN and instructions.

Thank you.

**GRANT AGREEMENT #:**

**GRANT RECIPIENT NAME:**

**Primary Contact:** This individual is responsible for certifying the accuracy of the financial report by entering the PIN. The PIN is an electronic signature. All information is required below. The password/PIN will be emailed to the Email address provided below.

**PRIMARY CONTACT NAME:**

**CONTACT PHONE:**

**EMAIL ADDRESS**

**CONTACT FAX:**

**Secondary Contact:** This individual is responsible for entering the data on the report.

**SECONDARY CONTACT NAME:**

**CONTACT PHONE**

**QUESTIONS:**

Questions concerning the password/PIN for ETA's **Financial Reporting System** should be directed to Shantay Logan and Avery Malone. This form may be faxed to 202-693-3362. Questions concerning the ETA-9130 should be directed to your Federal Project Officer (FPO).

Questions on the completion of the form **SF-1199A** or PMS Subaccounts should be directed to:

Pamela Wilkerson 202-693-2602 or Julia Murray on (202) 693-2821.

Questions concerning your grant/agreement should be directed to your FPO.