AD-1143 Instructions

The AD-1143, **Foundation Financial Information System (FFIS) and FFIS Data Warehouse User Registration/Change Request**, should be used to apply for new user accounts to the FFIS, FDW, and Secure Remote systems. This form should also be used to modify or delete existing user accounts.   When completing the form, follow the directions attached to the form and note the following additional instructions:

1. The form should be written or typed in clear large enough to read writing. Submitting illegible hard to read forms slows down processing.

2. Box 1 - If you only need access to generate reports in the data warehouse select the second box only. (By doing so, the security setup process will be shorter than usual.)

3. Box 2 - User's SSN, is **not** optional. Without this information, the form cannot be processed.

4. Box 12 - List the fourth through the seventh digits of your accounting code(s). If additional space is needed, use Box 24.
(Many applicants don't enter this information and this slows down the processing.)

5. Box 21 - If you already have an existing NFC front-end ID, AP number, and/or FFIS/FDW ID.

6. Box 13 - It is important for the user and in (Boxes 25 and 26) for the manager/supervisor to sign the form.

7. Box 24 - Provide any special instructions which may assist in processing your form. For example, if you are requesting access similiar to a co-workers, please advise in this box.

8. Faxing the form to **443-583-0091** will help expedite the process. An alternative fax number is **301-734-8064.**

9. Processing the form may take up to two weeks. The processing is not solely completed in FMD. When processing is complete, the FMD Security Administrator will e-mail you a special notification security package with instructions on accessing the system.