ASAP Organization Enrollment and User ID Request Form for Federal Agencies

Section I - Organization Information

Date: _____ Action: [ ] NEW   [ ] CHANGE Agency Location Codes (ALCs): _____

Federal Agency Name: _____ **Federal Agency Short Name** (10 characters maximum): _____

Mailing Address: _____ **Street Address:** _____

_____ _____

City, State, Zip: _____ **City, State, Zip:** _____

Primary Contact Name: _____ **Secondary Contact Name:** _____

Phone: _____ **Fax:** _____ **Phone:** _____ Fax**:** _____

E-Mail Address: _____ **E-Mail Address:** _____

Section II – Individual User Information

NAME Include First, Middle Initial, and Last Name. Each individual MUST sign in the appropriate space on the reverse side.	PHONE NUMBER	E-MAIL	MAILING ADDRESS (If different from above)	FUNCTIONS						Current Users
				Enter Account	Enter Authorization	Certify Authorization	Payment Request	Inquiry Only	Enrollment Initiator	User's Logon ID
[ ] Add [ ] Change [ ] Delete										
[ ] Add [ ] Change [ ] Delete										

Legend: **Functions: A=Add, C=Change, D=Delete**

Current Users Only: Indicate the existing individual's logon ID in this column for any changes to a user's functions or access.

AGENCY ROLES AND RESPONSIBILITIES:
1. An individual user who has access to certify authorization CANNOT have access to enter authorizations.
2. An individual user who has payment request access CANNOT have access to enter accounts, enter authorizations, or certify authorizations.
3. An individual user who has enrollment initiator access CANNOT have access to certify authorizations, enter authorizations, or payment request.

Section III – Certifying Officer's Signature

_____ _____

Signature **Title**

_____ _____ _____

Name **Phone Number** **Date**

FEDERAL RESERVE BANK OF RICHMOND
USER RESPONSIBILITY STATEMENT

<u>LOGON ID AND PASSWORD:</u>

The Federal Reserve Bank (FRB) of Richmond will e-mail the individual logon ID and mail the temporary password. The password, which is under your sole control, provides protection for you and us. The pattern of your logon ID may be known by others and the logon ID is displayed on the screen when entered, but your password is not displayed and not known by anyone other than you. After initial logon, all ASAP users must access the system at least once within a six-month period to remain active. After nine months of non-use, your logon ID is deleted and new paperwork must be submitted to your servicing Regional Financial Center (RFC) to reissue your ID. If at any time during the log-on process, the individual's logon ID or password should become suspended please contact the FRB Customer Support Hotline at (804) 697-8384.

<u>USER RESPONSIBILITIES:</u>

Once assigned a logon ID and temporary password by the FRB of Richmond, you agree to be responsible for the consequences that result from the disclosure or use of your password. To avoid compromising your password, you agree that you will:

- not make your password known to anyone or put it in written form unsecured.
- prevent others from watching you enter your password and guessing your password (for example, you should not use names of persons, places, or things that are identified with you).
- passwords **MUST** be at least 8 characters, contact your servicing RFC for the proper format.
- log off of the system whenever you leave your computer unattended.

Your password expires after 45 calendar days. We encourage all users to change their passwords timely. In addition, you must report unauthorized use and if you feel that someone may know your password, you should contact the FRB Customer Support Hotline at (804) 697-8384 to have your password changed immediately.

Please acknowledge acceptance of these responsibilities by signing below. I have read the Federal Reserve Bank of Richmond's User Responsibility Statement, agree to its terms, and understand my responsibilities for the use and protection of my logon ID and password and for the consequences that may result from disclosure or use. If I fail to adhere to any of the terms in this statement, the Federal Reserve Bank of Richmond may revoke my logon ID and take other appropriate action.

User's Signature: _____ Date: _____

User's Signature: _____ Date: _____