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### **Accessing Allocation Accounts through the FACTS II Headquarters Reviewer Role**

The headquarters reviewer role allows the parent agency to view data and print reports for allocation accounts that are reported in FACTS II by another agency. Upon logging on to the FACTS II application, the Headquarters Reviewer will see a list of preparer IDs associated with his department as well as the preparer IDs for the allocation accounts. For example, the Headquarters Reviewer from Labor will be able to access allocation account 12 16 07 1234 that is reported by Agriculture user DROSSI in FACTS II by selecting DROSSI from the list of preparers.

Anyone requesting the FACTS II Headquarters Reviewer role must complete the FMS Enterprise System Access (ESAAS) form which is available on the internet at <http://fms.treas.gov/goals/forms.html>.

#### Contacts

Questions about the FACTS II Headquarters Reviewer role or the FMS ESAAS form may be directed to the following:

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