



GWA SYSTEM ENROLLMENT FORM – SUPERVISOR

*** This form is used for enrollment in the GWA system as a Supervisor Only, or as a Supervisor with User Roles.**

Check one box: New Request Update Revoke
 Name Change
 Email Address Change

Section I – New Supervisor Information

Name: _____
(First, Middle Initial, Last)

Organization/Agency Name: _____

Treasury User ID (If applicable): _____ Work Phone: _____

Work Address: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____

No additional module/roles required – Supervisor Role Only
(If checked, skip sections II & III and complete section IV)

Section II – Supervisor Assigned in GWA for New Supervisor

Complete this section if the new supervisor needs access to any GWA module/roles. **New supervisors must select a supervisor in GWA in order to be set up with other user roles.**

Approver’s Name: _____
(First, Middle Initial, Last)

Treasury User ID (If applicable): _____ Work Phone: _____

Email Address: _____

Section III – GWA Access Requested for the New Supervisor

Circle all roles required and enter the ALC(s) that need to be added with each requested role.

Primary ALC(s)	Module	Roles			
		AR=Agency Reviewer	GR=Government Reviewer		
	ACCTSTMT (Account Statement)	AR=Agency Reviewer	GR=Government Reviewer		
	NET (Non-expenditure transfers)	AR=Agency Reviewer	AP=Agency Preparer	AC=Agency Certifier	AA=Agency All
	BPD (Borrowing from Treasury)	AR=Agency Reviewer	AP=Agency Preparer	AC=Agency Certifier	AA=Agency All
	BPDR (Borrowing from Treasury Reversals)	AR=Agency Reviewer	AP=Agency Preparer	AC=Agency Certifier	AA=Agency All
	BPDW (Borrowing from Treasury Write-offs)	AR=Agency Reviewer			
	Aprop (Appropriations)	AR=Agency Reviewer			
	TDO Payments (replacing RFC Agency Link)	AR=Agency Reviewer	RFCV=RFC Viewer		
	Partial 224	P 224P Preparer	P 224V Viewer	P 224A Administrator (Restricted)	

Section IV – Approval

Approver's Name: _____
(First, Middle Initial, Last)

Email Address: _____ **Work Phone:** _____

Signature: _____ **Date:** _____

This form is in compliance with the Privacy Act of 1974 (Section 552a, 5 U.S.C., Section 301, 5 U.S.C., Section 3105, 44 U.S.C., 18 U.S.C. 3056), and the Treasury Departmental Offices Directive DO 216. The information you provide on this form will be used principally to aid in the completion of your access request to Financial Management Service (FMS) systems. All or part of this information may be furnished to Federal, State, local and public agencies in the event a violation of law is disclosed. Completion of this form is voluntary; however, failure to complete the form requested will result in no consideration for access to FMS systems.

Although no penalties are authorized if you do not provide the requested information, failure to supply information will result in you not receiving access to FMS systems.

GWA Enrollment Form - For Supervisors
 Updated: 03/01/10

***Fax this signed registration form to the Treasury Support Center at (866)-707-6575
 For assistance, contact the Treasury Support Center at (877)-440-9476***