



**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 button, or press the Print button to submit the information the information by Fax (202-693-3362) to the attention of Shantay Logan and Avery Malone or email to ETApasword.pin@dol.gov. Once this information is received 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. 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: Van Yung on 202-693-2936.

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