

**U.S. Treasury Department/Financial Management Service
Instructions for Connect:Direct Access Request Form**

ACTION REQUESTED

- Grant Access:** Add new Accessor ID
- Revoke Access:** Access no longer required
- Change Access:** Used to make any change to the user information or the access requirements (such as a change in node name). Please include the ACCESSOR ID and the name of the individual responsible for the account when making any change.
- ACCESSOR ID:** Please provide us with your ID, preferably a batch ID. If this is a UNIX ID, please provide the ID used by the person/resource submitting the Connect:Direct process. Also, please specify the case of each letter within the ID as UNIX is case sensitive.
- NAME:** Name of the individual responsible for the ID. This must be a government point of contact.
- ORGANIZATION:** Name of the government organization to the most specific level.
- SSN:** Social Security Number of the individual responsible for the ID. The SSN is a requirement for receiving access to an FMS resource. SSNs will be accessible only to the FMS Enterprise Security Branch responsible for controlling access to FMS' resources.
- PIN:** This is a Personal Identifier, which will be used by FMS Help Desk personnel to identify you if you should call in requiring assistance. FMS requests your Mother's Maiden name for the PIN.

ACCESS REQUIREMENTS:

- SENDING NODE:** Enter your Node Name (e.g. – NDM.SSA)
- RECEIVING NODE:** Select the appropriate site (s) that will be receiving the transmission.
- BATCH FILE TRANSFER TO:** Please enter the name of the receiving application.
- TECHNICAL POC:** Please identify a technical individual (Connect:Direct) that we may contact should we encounter difficulties with transmissions. This individual can assist with completing the ACCESSOR ID and Sending node portion of this form.
- SIGNATURE:** The signature of the individual responsible for the ID. FMS will also contact this individual on a periodic basis to validate and recertify the account.