

INSTRUCTIONS FOR:
CashLink Agency Access Authorization Form

CashLink Agency Access Site Manager:

The identity of each individual who inquires and/or downloads CashLink Agency Access information must be authenticated through the validation of a CashLink ID and Password. As the Agency Access Site Manager (or authorized signer for the Site Manager), you are authorized to designate the individuals to be assigned CashLink Agency Access ID's.

Please complete the attached **CashLink Agency Access Authorization Form**, indicating the name(s) and ALC's you want to authorize each person at your Agency Access Site Location. If you will require a CashLink Agency Access ID please make sure to include your name on the Agency Access Authorization Form (and have your authorized signer sign authorizing yourself access). Please use additional forms as necessary if more than three individuals perform CashLink inquires and/or downloads of CashLink Agency Access information.

Each individual you authorize on the attached form(s) should be given a **CashLink Agency Access User Application Form** to be completed and returned back to you in a sealed envelope. All forms must be returned together prior to being assigned a CashLink Agency Access ID and initial password.

Please return the completed forms to:

**CashLink Agency Access Security Administrator
Riggs Technology Center
5700 RiverTech Court RN-210
Riverdale, Maryland 20737-1250**

It is important that this form be returned back to the CashLink Agency Access Security Administrator as soon as possible. No one from your site location can be activated until **all** forms are received for your site location.

You should receive a group packet in about ten (10) business days after receipt of all completed forms at CashLink, with every ones packet of information on how to use New CashLink Agency Access System. You should then distribute the assigned packets to all authorized users at your location. If you do not receive your packet for your agency site and users within this time, please contact us at the number below.

Thank you for your prompt attention to this request. You may refer any questions to the **CashLink Agency Access Security Administrator** at **1-(800)-346-LINK** or **1-(800)-346-5465**, or **(301)-887-6600** for International and Washington, D.C. metropolitan area callers.

CashLink Agency Access Authorization Form

(Please type information)

Page ____ of ____

Full Agency Name* : _____

*List full agency name by U.S. Government Department name + Division or Service name + Branch or Subdivision name.
(Example* : U.S. Department of the Treasury + Financial Management Service + Banking Operations Branch)

Site Manager's Name _____ **City:** _____ **State:** _____

The individual(s) named below are authorized to view and/or download CashLink Agency Access Information for the following ALC(s) (Agency Location Code) and/or RS#(s) (Reporting Symbol). Please issue a CashLink Agency Access ID and Password to each individual:

<u>Action</u> (Circle one below)	<u>Name</u>	<u>ALC(s) and/or RS#(s)</u>
Add/user	_____	_____
Delete/user	_____	_____
Change/ALC	_____	_____
	_____	_____
Add/user	_____	_____
Delete/user	_____	_____
Change/ALC	_____	_____
	_____	_____
Add/user	_____	_____
Delete/user	_____	_____
Change/ALC	_____	_____
	_____	_____

Site Manager's Name/Authorized Signer's Name: _____

Signature of Site Manager/Authorized Signer's Signature: _____

(Print Name of Site Manager or Authorized Signer)

(Sign and Date)

Phone Number: _____
(Commercial # with area code)

(e-mail Address)

Please use additional sheets as appropriate. If additional sheets are used, please number the pages as indicated in the upper right hand corner. Each additional sheet must have an original Site Manager/or Authorized Signer Signature. If no additional sheets are used, number the page 1 of 1.

FOR INTERNAL SECURITY USE ONLY BY RIGGS/FMS

Revised December 9, 1997 - Site Form

Date Received _____

Date Setup _____

Date Mailed _____

Setup By _____

Misc _____

New Site ID _____

Assigned Site Name _____