

**State of Washington
Department of Enterprise Services
Information Services Division**

SECURITY ADMINISTRATOR(S) FOR DES'S FINANCIAL TOOLBOX

Information about the Financial Toolbox is available here.

AGENCY #: _____ AGENCY NAME: _____

The following individuals are designated as Security Administrator(s) for the Financial Toolbox. They are authorized to assign security for individuals within this agency.

___ <i>Add</i>	First Name: _____	Last Name: _____
___ <i>Delete</i>	E-Mail: _____	
	*Logon ID: _ _ _ _ _ _ _ _	Phone Number _ _ _ _ _ _ _ _ _ _
<hr/>		
___ <i>Add</i>	First Name: _____	Last Name: _____
___ <i>Delete</i>	E-Mail: _____	
	*Logon ID: _ _ _ _ _ _ _ _	Phone Number _ _ _ _ _ _ _ _ _ _
<hr/>		
___ <i>Add</i>	First Name: _____	Last Name: _____
___ <i>Delete</i>	E-Mail: _____	
	*Logon ID: _ _ _ _ _ _ _ _	Phone Number _ _ _ _ _ _ _ _ _ _

*The Financial Toolbox User ID must be the AFRS User ID. This is required to interface batches to AFRS. The Financial Toolbox utilizes AFRS Batch Type Security (to verify the User can input the Batch Type) by linking the Financial Toolbox User ID to the AFRS User ID.

APPROVAL OF AGENCY DIRECTOR OR DESIGNEE:

Signature _____	Date _____
Printed Name _____	Phone Number _____
Title _____	Mail Stop _____

APPROVAL OF NETWORK/DESKTOP ADMINISTRATOR OR DESIGNEE:

Financial Toolbox data are transmitted through the Agency's network. If there are concerns about the volume or type of data being transmitted, contact Tom Gigestad of DES Information Services at 360.407.8033.

Signature _____	Date _____
Printed Name _____	Phone Number _____
Title _____	Mail Stop _____

Send **original** form to: *Financial Toolbox Security Administrator
DES-Information Services Division
PO Box 41433
Olympia, WA 98504-1433*

DES USE ONLY: Security entered by: _____	Date: _____
If new agency, verify: Folder set up: _____	Initiate backup GDG: _____

DES financial systems do not collect personal information from system users. The systems' files/products may contain personal information about citizens. The safeguarding/disposition of AFRS files/products must comply with executive order 00-03, 4/15/00; row 42.17.310; and the federal privacy act of 1974.