Maricopa County Treasurer's Office

Financial Services Access Authorization Form

General instructions:

1. Complete this form to request, modify, or disable user access to the Treasurer's Office Financial Systems
2. Print and obtain your Agency Administrator's signature on the form
3. Return a scanned copy via email to trssvc.accounting@maricopa.gov with subject line "Agency Web Access"

Agency/Organization Name: _____

Agency Administrator? ☐ [Check this box if the user requesting access is the Agency Administrator]

User Information **User info changing?** ☐ [Check this box only if previously submitted user information changes]

Full Name: _____

Title: _____

E-mail: _____

Phone Number: _____

Personal Identification Number (PIN): _____ [Select and enter a 4 digit PIN for login access]

User Status / Request Type

User Status: [Select One]

- ◯ New User
- ◯ Modify Access - Add
- ◯ Modify Access - Remove
- ◯ Disable User

Access Type: [Select One]

- ☐ Agency Web - Inquiry
- ☐ Agency Web - File Upload
- ☐ *Warrant Maintenance

* **Note:** Only users requesting Warrant Maintenance access--and outside the County network--will need to request an RSA token. There are five (5) options below to select from.

*RSA Software Token: [Most users select one of the Windows Desktop options]

- ◯ Windows 7 Desktop
- ◯ Windows 10 Desktop
- ◯ MAC Desktop
- ◯ Android Phone
- ◯ iPhone

Authorization

I authorize the user listed above to access the warrant and account information defined.

Agency Administrator Name: _____

Administrator Signature: _____ Date: _____

Requests will be reviewed by Financial Services Director in the order received. He will contact you if there are any questions.
When access is granted, the user will receive an email with their User ID, the URL for Agency Web, and instructions for logging in.