



Please complete this form electronically before print and signing

You may use this form to request a new Finance Enterprise user account, request to remove a user's access to Finance Enterprise, or request additions or removals of a user's access to financial accounts inside of Finance Enterprise. The form must be signed and turned in by the listed Budget Officer/Account/Project Director, or Authorized Signer.

REQUESTER'S INFORMATION

Requester's Name, Phone Number, Email Address, User's Name (if this form is not for the requester), Phone Number, Email Address

Type of Account Access to Grant: Account/Project Director, Authorized Signer, Approved User (View Access to Accounts)

Finance Enterprise User Account:

- N/A, Create Finance Enterprise account for requester (or user, if listed) above, Remove user's Finance Enterprise account (will completely remove user's access to Finance Enterprise)

Account(s) to Add/Change/Remove Requester or User's Access to

Please list project/account name(s) and account number(s) that the above-mentioned wishes to have access to. If you do not know the account number you are requesting access for, please contact us at 310-243-3306 and we will assist.

PROJECT/ACCOUNT NAME

ACCOUNT NUMBER

Table with 2 columns: PROJECT/ACCOUNT NAME, ACCOUNT NUMBER. Includes radio buttons for Add Access and Remove.

SIGNATURES

Please note that the form must be signed by the Budget Officer/Account/Project Director and delivered by them.

Requester's Signature, Date, Toro Auxiliary Partners Approval, Date

Budget Officer/Account/Project Director Signature, Date