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Effective 10/1/2018

Bureau of the Fiscal Service
U.S. Department of the Treasury

Designation of Security Contacts

Instructions

You may use this form to add or remove up to six Security Contacts for your agency's Pay.gov applications. Both adds and removes may be combined on a single form.
Required information is marked with an asterisk (*).
Note: Incomplete or incorrect forms will be returned to the requestor for correction.

If you are not using Adobe Reader

1. Save the completed form.
2. Click the following link to create an email to Pay.gov: pay.gov.application.requests@clev.frb.org
3. Attach your saved form to the email.
4. Send the email.

If you are using Adobe Reader

1. Save the completed form.
2. Click on the envelope icon near the top of the Adobe Reader screen.

3. The form is automatically attached to the email.
4. In the email To: field, enter the following address: pay.gov.application.requests@clev.frb.org
5. In the Subject: field, enter "Designation of Security Contacts".
6. Send the email.

Pay.gov Agency Short Name*

Pay.gov Agency ID*

Requestor *(Must be an existing Security Contact)*

Name*

Email Address*

Date* (MM/DD/YYYY) **Phone Number*** (XXX-XXX-XXXX)

Application Names*

Instructions: Check the All Applications box i*f the Security Contact(s) added or removed are for all your agency's applications. Otherwise you must enter at least one application name and its corresponding ALC.*

☐ **Check to select all your agency's applications**

Name	**ALC** (XXXXXXXX-XX)

Security Contacts

List the individuals to be added or removed as Security Contacts.

Security Contacts are authorized to request the addition, deletion, or modification of Pay.gov user IDs assigned to persons for the listed agency application. Security Contacts agree to abide by the terms and conditions listed in the Notices and Agreements posted at https//pay.gov.

Name	**Email Address**	**Phone Number** *(XXX-XXX-XXXX)*	**Add**	**Remove**
			☐	☐
			☐	☐
			☐	☐
			☐	☐
			☐	☐
			☐	☐