Department of Accounts
CARS FINDS Security Authorization Request Form Instructions

Complete the name, agency, phone number, extension (if applicable) and e-mail address of the CARS Security Officer (CSO).

Name: _____ , CARS Security Officer
Agency: _____ ▼
Phone Number: _____ Extension: _____
E-mail Address: _____

Select Add, Change or Delete for the *Function*. **For Deletes**, complete all of the fields through *User Information* and the *Signatures* area.

Complete the *User Information* section with data for the CARS FINDS user to whom the User ID will be assigned. All User Information fields are required to be completed.

User Information

TSO Logon ID: _____
First Name: _____ Last Name: _____
Agency: _____ ▼

Complete the *Access* section if the *Function* selected is Add or Change. Data is not required for Deletes. Select the appropriate access for the user's job responsibility. Refer to CAPP Topic 70705 for details on various access levels.

Access

Update Online Reports: _____ ▼ *
Access 1099 Reporting: _____ ▼

* DOA suggests limiting full access for "All User Stored Reports" to two staff members at your agency.

Complete the *Access Agencies* area with at least one agency selected from the first drop-down box if the *Function* selected is Add or Change. Data is not required for Deletes.

Access Agencies

Complete the *Signatures* area. The Employee's signature is not required if the function selected is Delete. Digital signatures are accepted on the form. If an agency is not able to include a digital signature, the Employee and CSO will key their name and date (mm/dd/yyyy) in the designated areas. The CSO should obtain the actual signatures on the form processed and returned by DOA and file for audit purposes.

Please do not key data in the *DOA Use Only* area.

After all information has been entered, the CSO should 1) print the form for agency records by clicking **Print Form** and 2) submit the form by clicking the **Submit to DOA** button. If a required field is not completed when the Submit button is clicked, an error message(s) will appear identifying the field(s) that needs data or correction. Correct the field and click Submit again. If all required fields are completed, the CARS FINDS Security Authorization Request Form will be attached to an e-mail and sent to DOA (gacct@doa.virginia.gov). CARS FINDS Security Authorization Request Forms processed by DOA staff will be returned via e-mail to the CSO who sent the request. Returned forms should be kept for agency records.