

Procedures for Completing
CARS FINDS Security Authorization Form

Before requesting CARS FINDS access review CAPP Topic 70700.

Field	Instruction
Employing Agency	Enter the official name of the agency who employs the employee being provided security.
Agy No.	Enter the three-digit agency number of the employing agency.
Action	X the box that applies
TSO Logonid	Enter the CARS Agency logon id assigned to the employee for whom access is being granted.
Update Online Reports	X the appropriate box. 'All User Stored Reports' allows the individual to modify any stored report parameters found for the agency. 'Individual Stored Rpts Only' limits modification to those reports originated by the individual employee. 'Individual Stored Rpts Only' will be the default if no box is checked. Note that DOA suggests limited authorization for 'All User Stored Reports' update capability.
CARS Access Agencies	Enter the three-digit agency number for each agency to which the employee is to have access. The maximum number of agencies allowed is 50.
Access 1099 Reporting	Place an X beside "Yes" or "No" indicating if the employee should have access to the 1099 reporting function within FINDS. The default is 'No' if nothing is marked.
Employee Name	The employee is to print his/her name, date and sign the form.
Agency CARS Security Officer (CSO)	The agency assigned CARS Security Officer is to print his/her name, date, and sign the form.
DOA CARS Security Officer	Leave blank. For completion by DOA.
DOA DBS Security Officer	Leave blank. For completion by DOA.

Once the form is completed, mail or fax the form to the attention of Melinda Pearson at:

Department of Accounts
The James Monroe Building
101 North 14th Street, 3rd Floor
Richmond, Virginia 23219-3638

Fax (804) 225-4250