

Instructions for Completing
CIPPS FINDS Security Authorization Form

Before requesting CIPPS 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 CICS / ACF2 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.
CIPPS 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.
CIPPS Options	Place an X under the "enable" or "disable" column for each of the functions for which access is to be provided or removed. Note that DOA suggests limited authorization to 'Refresh' capability
Employee Name	The employee is to print his/her name, date and sign the form.
Agency Payroll Security Officer (PSO)	The agency assigned Payroll (CIPPS) Security Officer is to print his/her name, date, and sign the form.
DOA CIPPS 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 Denise Halderman at:

Department of Accounts
The James Monroe Building
101 North 14th Street, 2nd Floor
Richmond, Virginia 23219-3638

Fax (804) 225-3499 or (804) 786-9201