

**Financial Certification Website
Certification of Locality Reconciliation to Cardinal Reports
Security Maintenance Form**

I hereby request to have security to the Financial Certification Website set up for my locality as specified below. I certify that this locality maintains a system of internal control over on-line access to the Financial Certification Website adequate to prevent unauthorized access to or changes in the data contained therein, and that the use of this form constitutes an integral part of that internal control system.

Name: _____ , _____
Locality: _____
Phone Number: _____ **Extension:** _____
E-mail Address: _____ **Date Submitted:** _____

Function: _____

User Information

User ID: _____ **User Type:** _____
First Name: _____ **Last Name:** _____
Locality: _____
Phone Number: _____ **Extension:** _____
E-mail Address: _____

Security Access

Certifications: _____
Reports: _____
Deposits: _____

Access Localities

Department of Accounts Use Only

The security maintenance specified above:

- Meets requirements specified in the CAPP Manual.
- Does not meet CAPP Manual requirements and will be returned to locality.

Data Entry by: _____ Date: _____
DOA Review: _____ Date: _____