FINANCIAL PORTAL ACCESS FORM

I.   SELECT AN ACTION

Add New User	Update Existing User	Delete User

II.   USER INFORMATION   *Required field

First Name*	Last Name*	Middle Initial
Email*	Username (for Update & Delete User only)	
Signature*	Date	

User Type (select one):
    Principal Investigator: Overall responsibility for initiating and submitting online transactions.
    Secondary User: Designated by PI to process transactions in the Financial Portal. Allows the individual to initiate and submit online transactions on behalf of the PI. **COMPLETE SECTIONS III & IV OF THIS FORM.**
    Fiscal Administrator: Designated by FA to approve online transactions in the Financial Portal on behalf of the FA. **COMPLETE SECTION V OF THIS FORM.**

III.   PI AUTHORIZATION FOR SECONDARY USER ACCESS

I authorize the above individual to obtain the specific access in which I have full authority to designate. I accept full responsibility for the actions of the individual. PI Signature is ONLY required for Secondary User access.

PI Signature	PI Name	PI Email Address	(select one) Access All PI Accounts	**Access Specific Accounts

If additional lines are required, please attach separate sheet.
** For access to specific accounts, please attach list of project account numbers.

IV.   FA ACKNOWLEDGMENT FOR **SECONDARY USER** ACCESS

I acknowledge that the above individual will obtain the specific access authorized by the PI.

FA Signature	FA Name	FA Email Address	RCUH FO Code(s)

V.   FA AUTHORIZATION FOR **FISCAL ADMINISTRATOR** ACCESS

I authorize the above individual to obtain the specific access in which I have full authority to designate. I accept full responsibility for the actions of the individual.

FA Signature	FA Name	FA Email Address	RCUH FO Code(s)

Please return completed form to Rick Fujioka at rfujioka@rcuh.com, RCUH Accounting, Burns Hall 4th Floor, Makai Wing, OR fax to (808) 956-0502. If an accessible form is needed, please contact us at rcuh@rcuh.com.