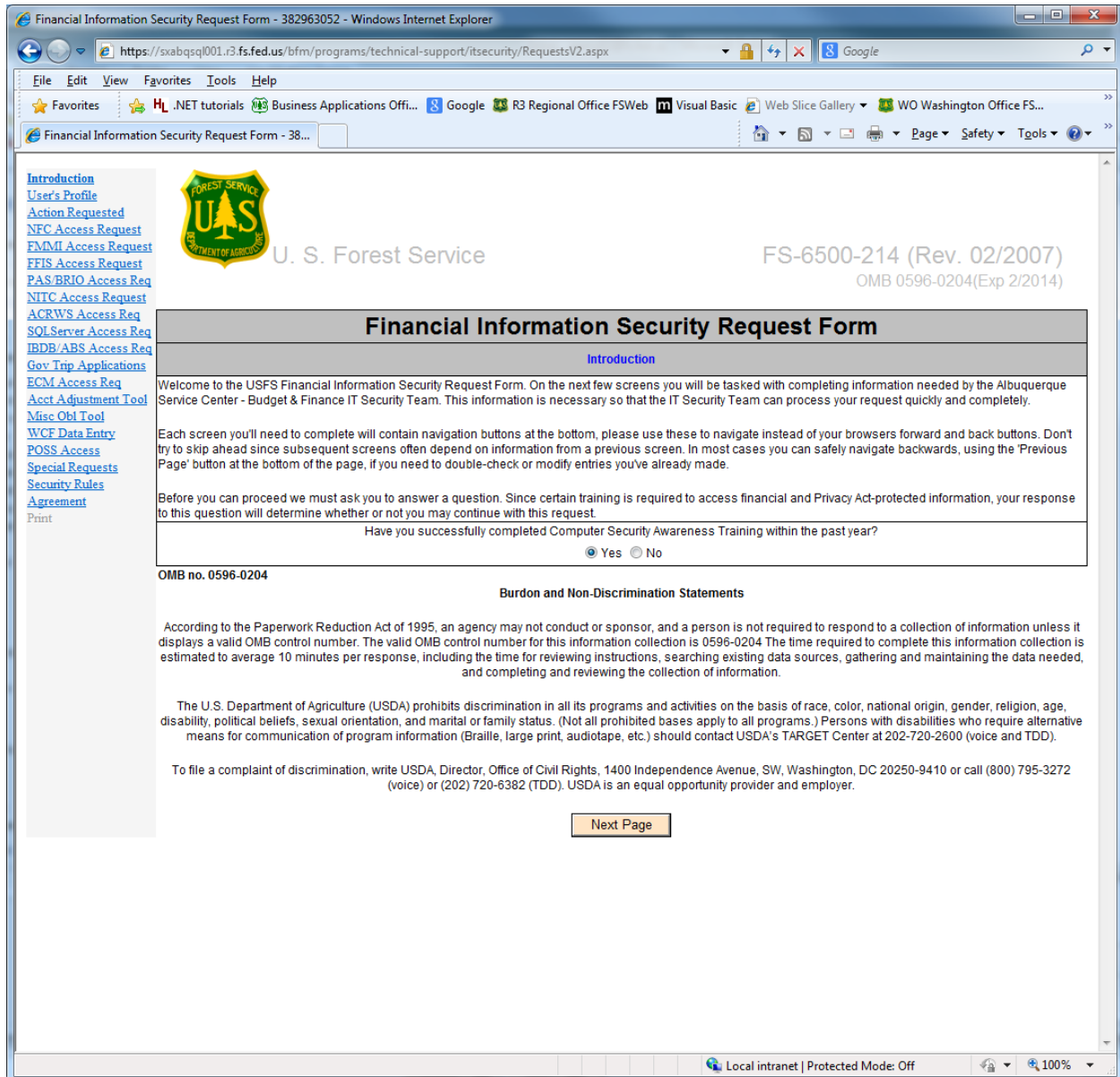


This document contains screen shots of the process a user would follow to obtain access to the FMMI financial system that USDA uses.



User verifies taking mandatory computer security awareness training within the last year and can read the Burdon and Non-Discrimination Statements prior to clicking on Next Page.

USDA Forest Service – Financial Information Security Request Form – FS-6500-214

Financial Information Security Request Form - 382963052 - Windows Internet Explorer

https://sxabqsl001.r3.fs.fed.us/bfm/programs/technical-support/itsecurity/RequestsV2.aspx

U. S. Forest Service

FS-6500-214 (Rev. 02/2007)  
OMB 0596-0204(Exp 2/2014)

### Financial Information Security Request Form

FAX each individual request to the ASC at the number provided at the end of this form with "Security Access Request" in the title of the FAX.

**User's Profile**

Please enter your Lotus Notes Shortname, if you have one: rperry02 Please change incorrect data.

Name: Rick Perry Please include middle initial if applicable Date of Request: 1/22/2014

Email: rperry02@fs.fed.us Telephone: 801-302-1299

Title: Information Technology Specialist

Agency, Region, Unit (i.e. 11, 13, 28):	Agency	Region/Station/Area	Forest/Unit
	11	25	02

Federal Employee Social Security Number:  Required only when requesting access to a USDA system (i.e. GovTrip)

Check if you are on Detail Please enter expiration date:

Type of Access:  
 Permanent Access  Temporary Access  Emergency Access NOTE: Expiration date must be completed for all users requesting temporary or emergency access.

User puts in their "Lotus Shortname", which is their active directory log on ID, and the form is auto populated with information from the Lotus Domino employee directory database. User verifies information and adds any data that is not included and click Next Page. If they do not have a Lotus Shortname, they can manually fill out the form, and click Next Page.

USDA Forest Service – Financial Information Security Request Form – FS-6500-214

Action Requested						
System	Add	Modify/Reinstate	Remove	NA	User ID (if current user)	
NFC	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>		
FMMI	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
FFIS/IAS	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>		
For PAS-Brio, user must access http://pas.fs.fed.us prior to submitting form						
PAS-BRIO	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>		
NITC	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>		
ASR	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>		
FTRS Billing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>		
PeopleSoft	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>		
ASC SQL Server	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>		
ACRWS	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>		
FPPS	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>		
FPPS with Datamart	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>		
IBDB/ABS	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>		
Billing/Dunning Web Site	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	rperry02	
ECM	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>		
GovTrip	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	N/A	
Accounting Adjustment Tool	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>		
Miscellaneous Obligation Submission Tool	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>		
WCF Data Entry	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>		
POSS	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>		
Claims Information System (Field Users)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>		
Claims Information System (ASC Staff)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>		
TSA Reporting Center	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>		

Previous Page    Next Page

The user selects which system that they need to be added to, need to modify their current access in or need to be deleted from. They include their user ID if they know it, and then select Next Page.

Financial Information Security Request Form - 625745976 - Windows Internet Explorer

https://svxabqsl001.r3.fs.fed.us/bfm/programs/technical-support/itsecurity/RequestsV2.aspx

File Edit View Favorites Tools Help

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 Print

U. S. Forest Service

FS-6500-214 (Rev. 02/2007)  
 OMB 0596-0204(Exp 2/2014)

**FMMI Access Request**  
 Complete this section if FMMI Add or Modify was selected on page 2.

**Role**

Please select a role:

**Type of FMMI Profile**

Please select a FMMI profile:

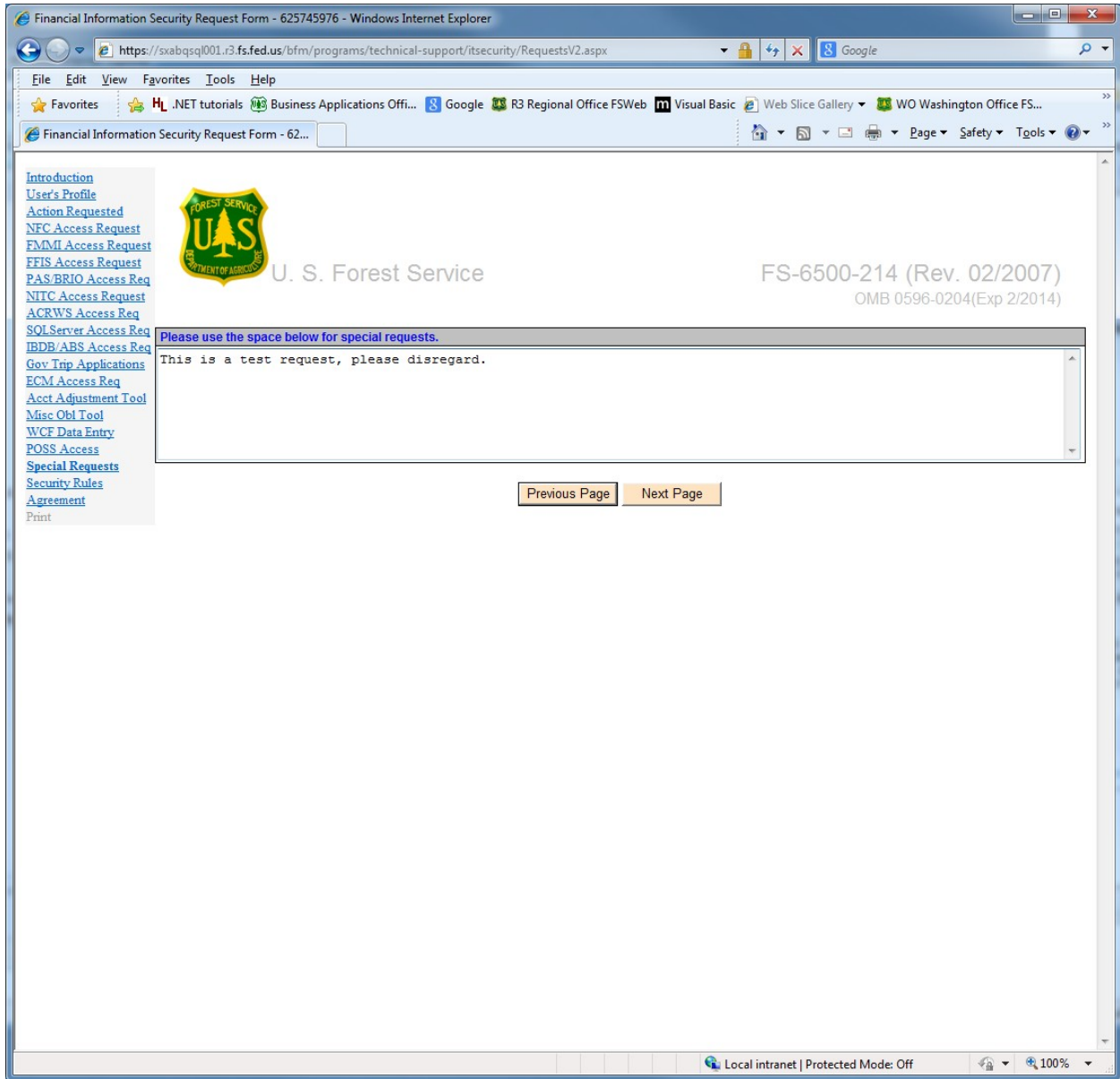
FMMI Profile Description:

**FMMI Profile Description**

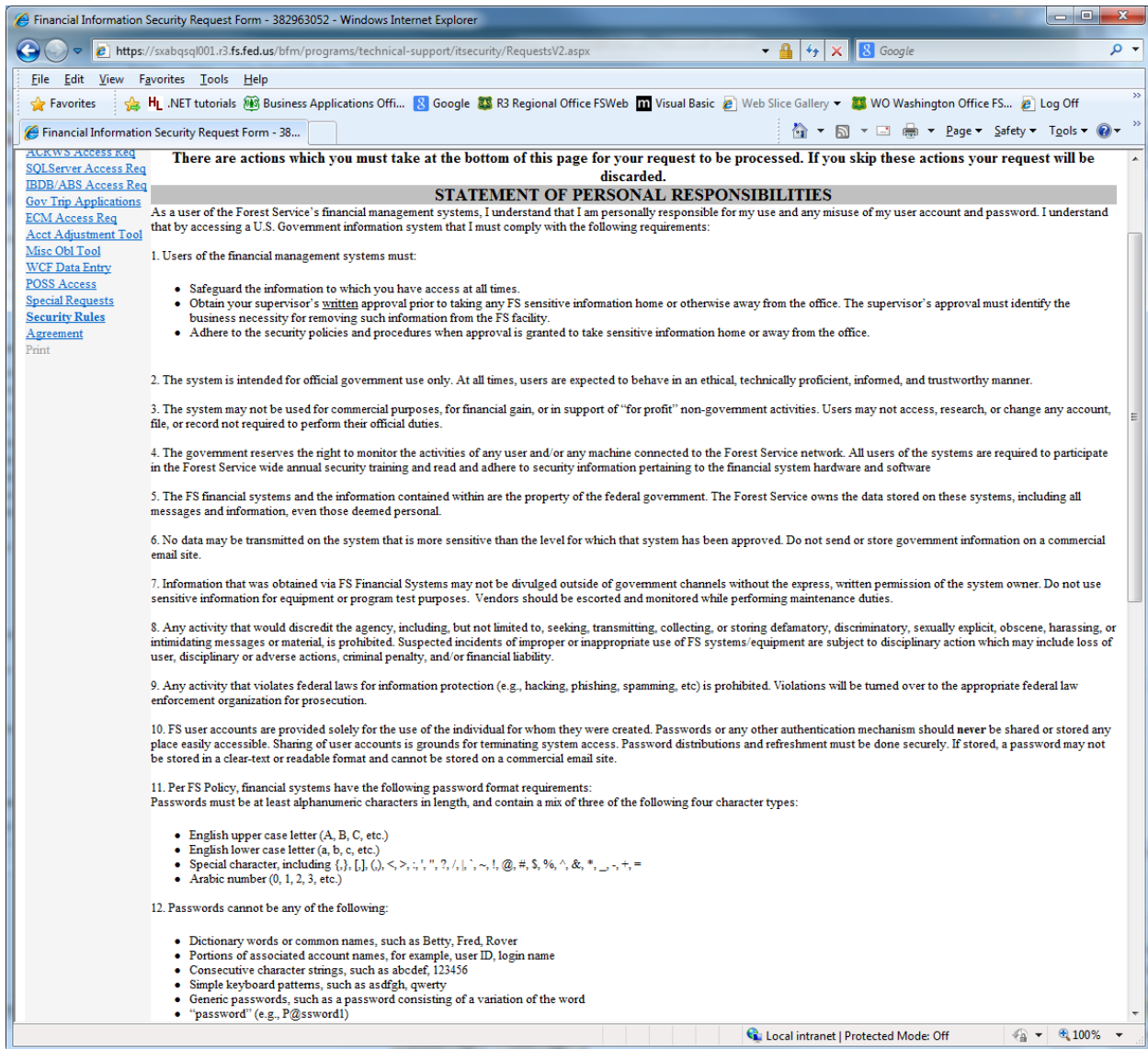
The profile selected will be issued. For a list of FMMI Profiles, please see the 'FMMI Profiles' section of the Tech Support and Security page. For modifications to profiles, please request instructions from ASC Security

Done Local intranet | Protected Mode: Off 100%

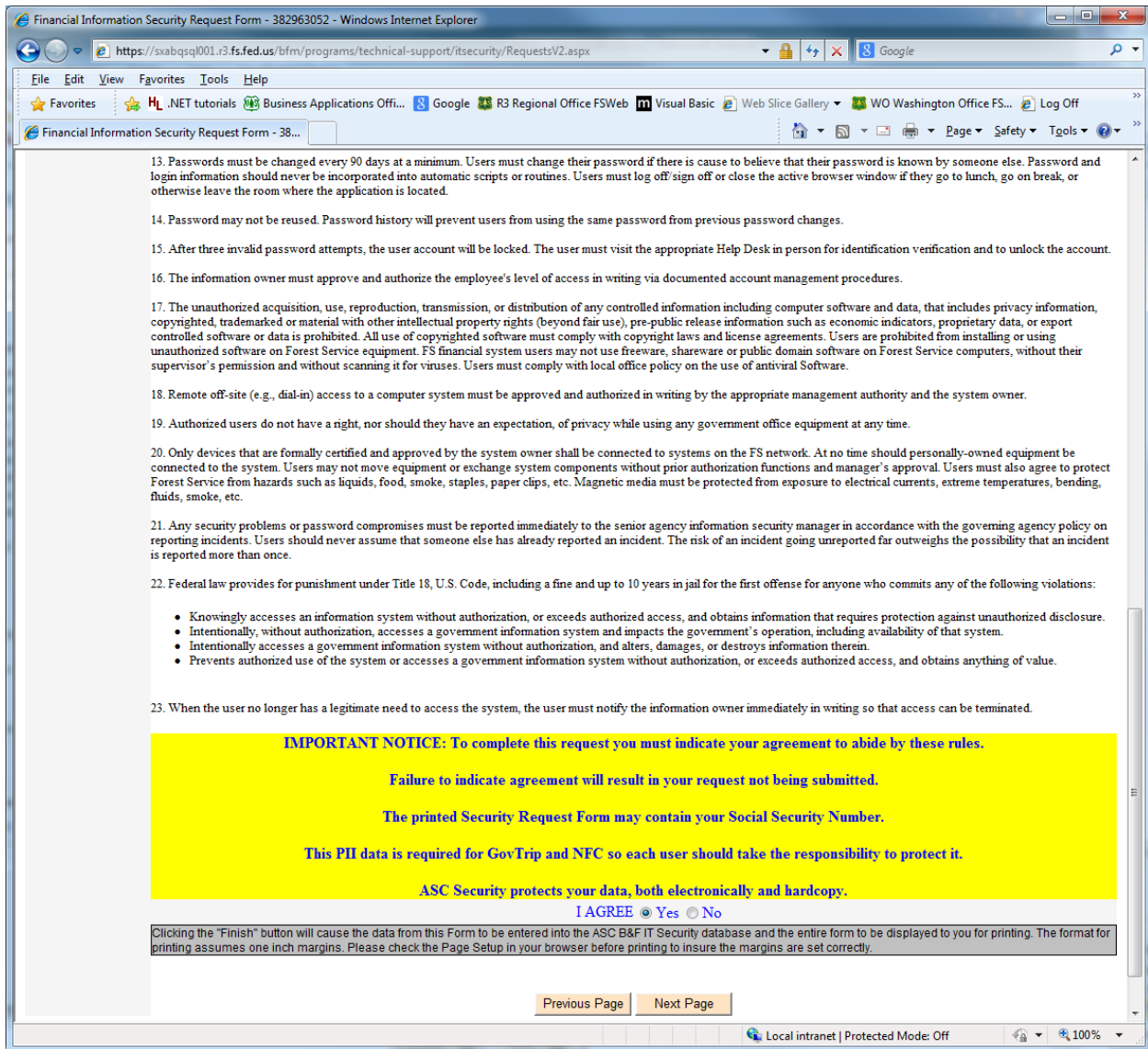
The user, in the case of FMMI, selects the type of role they need, approving, or non-approving, and then selects the profile they need. Information on the various systems access types is available on the Forest Service’s Albuquerque Service Center, Budget and Finance, System Security page. After they select the needed role and profile, they click on Next Page.



The user has the opportunity to make any special requests they may have, and then click on Next Page.



The user reads the Statement of Personal Responsibilities.



The user continues to read the Statement of Personal Responsibilities and Agrees or does not Agree, and clicks Next Screen. If they do not agree, their request is discarded.


Financial Information Security Request Form - 625745976 - Windows Internet Explorer

https://sxabqsl001.r3.fs.fed.us/bfm/programs/technical-support/itsecurity/RequestsV2.aspx

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 EMMI Access Request  
 FFIS Access Request  
 PAS/BRIO Access Req  
 NITC Access Request  
 ACRWS Access Req  
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 IBDB/ABS Access Req  
 Gov Tmp Applications  
 ECM Access Req  
 Acct Adjustment Tool  
 Misc Obl Tool  
 WCF Data Entry  
 POSS Access  
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 Agreement  
 Print

 U. S. Forest Service

FS-6500-214 (Rev. 02/2007)  
 OMB 0596-0204(Exp 2/2014)

**Agreement**

The following statement must be read and signed by the individual being designated for access. I HEREBY acknowledge the following: I recognize that FFIS and all other NFC systems contain data concerning individuals and commercial entities which is private or sensitive in nature. I agree not to use the information in these systems for unauthorized purposes, including those that result in the intrusion of the privacy of an individual or a commercial entity, or the unwarranted disclosure of personal or proprietary information. I agree not to share my access ID and/or password with others. I agree not to alter data in any FFIS document or table, or data elements in any NFC information system, for purposes of personal benefit or those that could result in theft or misuse of public funds.

Signature of Applicant:	Date:
User's Supervisor - I certify that the user has received security instructions for the systems and/or applications as indicated, and I approve his/her access to these systems and/or applications, and the associated profiles.	
Supervisor's Name: Patricia A Weaver	Telephone: 123-456-7890
Signature of Applicant's Supervisor:	Date:
Signature of ASC Security Administrator:	Date:

**PRIVACY ACT NOTICE**

In compliance with the Privacy Act of 1974, the following information is provided: Solicitation of your Social Security Number is authorized by Executive Order 9397 of November 22, 1943 and 5 U.S.C. 301. The primary purpose of requesting the Social Security Number (SSN) is to properly identify the employee. Many employees have similar names and the furnishing of the SSN will enable USFS to identify authorized users of USDA's computer systems. The information will be used by offices and employees who have a need for the information in the performance of their official duties. The information will not be disclosed outside USDA. Disclosure of your SSN and other information is mandatory. Failure to provide the requested information will result in the denial of the requested computer access authority.

Done Local intranet | Protected Mode: Off 100%

The user verifies their supervisor's name, and adds their telephone number, and clicks Finish.



Financial Information Security Request Form - 382963052 - Windows Internet Explorer

https://sxabq001.i3.fs.fed.us/bfm/programs/technical-support/itsecurity/RequestsV2.aspx

Click here to Print    Click here to start over/create a new request (Do NOT use the back button in your web browser. This will cause an error. You must use the link provided to generate a new request.)

U.S. Forest Service      Request ID: 121518      FS-6500-214 (Rev. 02/2007)      OMB 0596-0204(Exp 2/2014)

### Financial Information Security Request Form

FAX each request individually to ASC at 1-866-342-3441.  
Do not use a cover page.

Name: Rick Perry	Date of Request: 1/22/2014						
E-Mail: rperry02@fs.fed.us	Telephone: 801-302-1299						
Title: Information Technology Specialist							
Agency, Region, Unit (i.e. 11, 13, 28):	<table border="1"> <tr> <th>Agency</th> <th>Region/Station/Area</th> <th>Unit</th> </tr> <tr> <td>11</td> <td>25</td> <td>02</td> </tr> </table>	Agency	Region/Station/Area	Unit	11	25	02
Agency	Region/Station/Area	Unit					
11	25	02					
<input checked="" type="checkbox"/> Federal Employee	Social Security Number:						
<input type="checkbox"/> Check if you are on Detail	Please enter expiration date:						
Type of Access: Permanent Access							
<b>Access Requested</b>							
FMMI	ADD						
<b>Agreement</b>							
<p>The following statement must be read and signed by the individual being designated for access. I HEREBY acknowledge the following: I recognize that FFIS and all other NFC systems contain data concerning individuals and commercial entities which is private or sensitive in nature. I agree not to use the information in these systems for unauthorized purposes, including those that result in the intrusion of the privacy of an individual or a commercial entity, or the unwarranted disclosure of personal or proprietary information. I agree not to share my access ID and/or password with others. I agree not to alter data in any FFIS document or table, or data elements in any NFC information system, for purposes of personal benefit or those that could result in theft or misuse of public funds.</p>							
Signature of Applicant:	Date:						
User's Supervisor - I certify that the user has received security instructions for the systems and/or applications as indicated, and I approve his/her access to these systems and/or applications, and the associated profiles.							
Supervisor's Name: Patricia A Weaver	Telephone: 123-456-7890						
Signature of Applicant's Supervisor:	Date:						
Signature of ASC Security Administrator:	Date:						

**PRIVACY ACT NOTICE**

In compliance with the Privacy Act of 1974, the following information is provided: Solicitation of your Social Security Number is authorized by Executive Order 9397 of November 22, 1943 and 5 U.S.C. 301. The primary purpose of requesting the Social Security Number (SSN) is to properly identify the employee. Many employees have similar names and the furnishing of the SSN will enable USDA to identify authorized users of USDA's computer systems. The information will be used by offices and employees who have a need for the information in the performance of their official duties. The information will not be disclosed outside USDA. Disclosure of your SSN and other information is mandatory. Failure to provide the requested information will result in the denial of the requested computer access authority.

**Special Request**

This is a test request, please disregard.

Request ID: 121518

FMMI Systems Access Request		
Role	FMMI Profile	Profile Description
Non-Approving	ASC_TECH_SUPPORT_REPORTING	The profile selected will be issued. For a list of FMMI Profiles, please see the 'FMMI Profiles' section of the Tech Support and Security page. For modifications to profiles, please request instructions from ASC Security

The finished form is displayed, with the Request ID included. The user clicks on the “Click here to Print” link in the top left corner, to print a hard copy of the form for them to sign and have their supervisor sign. The hard copy form (displayed on the following 2 pages) is then faxed to the Forest Service’s Albuquerque Service Center Budget and Finance’s Security group, who will log the fax as being received and who will do the requested action as long as signatures are present. These forms are then maintained electronically for audit purposes.

Form as printed by user.

security request sample-140122.pdf - Adobe Reader

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1 / 2 80.5%

Tools Sign Comment

Financial Information Security Request Form - 382963052 Page 1 of 2

U.S. Forest Service Request ID: FS-6500-214  
121518 (Rev. 02/2007)  
OMB 0596-0204(Exp 2/2014)

### Financial Information Security Request Form

FAX each request individually to ASC at 1-866-342-3441.  
Do not use a cover page.

Name: Rick Perry	Date of Request: 1/22/2014
E-Mail: rperry02@fs.fed.us	Telephone: 801-302-1299
Title: Information Technology Specialist	
Agency, Region, Unit (i.e. 11, 13, 28):	Agency: 11 Region/Station/Area: 25 Unit: 02
<input checked="" type="checkbox"/> Federal Employee	Social Security Number:
<input type="checkbox"/> Check if you are on Detail	Please enter expiration date:
Type of Access: Permanent Access	
<a href="#">Access Requested</a>	
FMMI	ADD
<a href="#">Agreement</a>	

The following statement must be read and signed by the individual being designated for access. I HEREBY acknowledge the following: I recognize that FFIS and all other NFC systems contain data concerning individuals and commercial entities which is private or sensitive in nature. I agree not to use the information in these systems for unauthorized purposes, including those that result in the intrusion of the privacy of an individual or a commercial entity, or the unwarranted disclosure of personal or proprietary information. I agree not to share my access ID and/or password with others. I agree not to alter data in any FFIS document or table, or data elements in any NFC information system, for purposes of personal benefit or those that could result in theft or misuse of public funds.

Signature of Applicant:	Date:
User's Supervisor - I certify that the user has received security instructions for the systems and/or applications as indicated, and I approve his/her access to these systems and/or applications, and the associated profiles.	
Supervisor's Name: Patricia A Weaver	Telephone: 123-456-7890
Signature of Applicant's Supervisor:	Date:
Signature of ASC Security Administrator:	Date:

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[Special Request](#)

This is a test request, please disregard.

<https://sxabqsl001.r3.fs.fed.us/bfm/programs/technical-support/itsecurity/RequestsV2.aspx> 1/22/2014

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Select File

Send Files

Store Files

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Financial Information Security Request Form - 382963052 Page 2 of 2

Request ID: 121518

FMMI Systems Access Request		
Role	FMMI Profile	Profile Description
Non-Approving	ASC_TECH_SUPPORT_REPORTING	The profile selected will be issued. For a list of FMMI Profiles, please see the 'FMMI Profiles' section of the Tech Support and Security page. For modifications to profiles, please request instructions from ASC Security

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Convert files to PDF and easily combine them with other file types with a paid subscription.

Select File to Convert to PDF:

Send Files  
Store Files

<https://sxabqsl001.r3.fs.fed.us/bfm/programs/technical-support/itsecurity/RequestsV2.aspx> 1/22/2014