

# Credit Union Security Authorization Request

Revised: March 21, 2018

This form must be used to request access for credit union employees to log in to CU\*BASE. It includes special authorizations for Security Officer-level users as well as User IDs for other employees who access CU\*BASE in their day-to-day work. **IMPORTANT:** Only employees already designated as CU Security Officers can complete this form to add new users or designate new security officers.

## Section 1: Credit Union Security Officers

Complete this section if you need to add, remove, or change the names of the employees who are designated as credit union Security Officers. A security officer is responsible for updating employee ID settings in CU\*BASE, and can also request additions and changes to User IDs to log in to CU\*BASE.

Please **Add** the following name(s) as Security Officer *(a new Security Officer cannot designate his or her own name here!)*

	Employee Name	Title	Contact #	Sample Signature
1 <sup>st</sup>				
2 <sup>nd</sup>				
3 <sup>rd</sup>				

Please **Change or Delete** the following name(s) designated as Security Officers

Security Officer Name	Delete	Change	Instructions
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	

## Section 2: CU\*BASE Users

Complete this section if you need to add, remove, or change which credit union employees can log in to CU\*BASE. (User IDs will be assigned for you and relayed to your Security Officer.)

### Add User

Please add the following users:

Employee Name	Title	Username

### Delete/Change User

Please delete or modify the following users:

Employee Name	Title	Delete	Change	Instructions
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	

## Section 3: Credit Union Authorization

→ This form must be signed by an authorized credit union Security Officer. *(Must be a handwritten signature to match against our records.)*

Credit Union	<input type="text"/>	CU #	<input type="text"/>	CUID	<input type="text"/>
Security Officer	<input type="text"/>				
Signature	<input type="text"/>	Date	<input type="text"/>		

To transmit this request securely, please **save this form** as a \*.PDF document and **attach it to a question** in the [AnswerBook](#). *(Or you may fax it to a Client Services Representative at 616-285-7285.)*

### ADMINISTRATIVE USE ONLY

*Special Instructions:* When deleting a User ID, ensure that the Customer Master Database in CU\*BASE has also been updated. Also ensure that the User ID is deactivated from the AnswerBook.

Processed by	<input type="text"/>	Date	<input type="text"/>
--------------	----------------------	------	----------------------

*Completed document to be archived in the corporate vault per the Client Service department's Records Retention Schedule.*