

Your credit union will have a maximum of 3 logins established prior to your implementation date. Please refer to PASS User Guide document to review the difference between a Customer Service Specialist (CSS) and Customer Service Manager (CSM).

**You are being asked to provide:**

- (1) First Name
- (2) Last Name
- (3) Email Address
- (4) Phone Number
- (5) Role (CSS vs CSM)

While trying to determine which employees would receive access, we recommend that you identify the employees who would be most likely to help members with bill pay inquiries. This system will allow your staff to help the member:

Search and View Payment History | Submit Payment Research Requests | Print Proof of Payment | Pull Bill Pay Reports | Monitor Audit Logs for Member Activity | Monitor Audit Logs for PASS Users

**YOUR MASTER LIST OF PASS USERS**

First Name	Last Name	Email Address	Phone Number	Role

**To submit an add/delete request, you can email your request to [SettleMINTTEFT@cuanswers.com](mailto:SettleMINTTEFT@cuanswers.com).  
Your request will be provided to the Payveris Client Support team.**

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_