

NYS Office of the State Comptroller Online Services PARIS Account Authorization

This form identifies a user for the purpose of establishing a user account in Online Services account with the New York State Office of the State Comptroller (OSC).

Completed forms may be directed to the Division of Local Government and School Accountability's (LGSA) Help Desk by email at localgov@osc.ny.gov. After this form has been received and processed by OSC, the user will receive an email with a link to the password creation page to complete the enrollment process. For any questions on the form, LGSA's Help Desk can be reached at (866) 321-8503, or (518) 408-4934.

COMPLETE STEPS 1 – 4 BELOW

STEP 1: PUBLIC AUTHORITY

Entity: _____

STEP 2: USER DESIGNATION

(To be completed by the Chief Executive Officer or the person acting on behalf of the CEO of the Public Authority named above.)

I, _____ [Name and Title], warrant that I have the authority to designate the person identified below to act as a user on behalf of the Public Authority named herein. I further warrant that the person named below will comply with all the responsibilities and requirements of a user as defined by OSC, including, but not limited to, those detailed in the Online Services' Terms of Service (available at <http://www.osc.state.ny.us/portal/terms.htm>), on behalf of said Public Authority.

[Signature]

[Date]

[Email Address]

[Phone Number]

STEP 3: USER INFORMATION

[Name]

[Title]

[Email Address]

[Phone Number]

[Address]

STEP 4: USER PERMISSIONS

Check boxes for Certifier, Preparer, Viewer.

☐ Certifier - Can view, edit and certify reports.

☐ Preparer - Can view and edit reports.

☐ View – Can view certified reports (not reports that are unsubmitted or in resubmit).