

## NYS Office of the State Comptroller Online Services PARIS Account Authorization

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

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. Questions may be directed to the Division of Local Government and School Accountability's (LGSA) Help Desk by email at [localgov@osc.ny.gov](mailto:localgov@osc.ny.gov) or by phone at (866) 321-8503, or (518) 408-4934 within the Albany, NY area.

### RETURN COMPLETED FORM TO OSC BY MAIL, FAX OR EMAIL

#### SUBMIT FORM TO DIVISION OF LOCAL GOVERNMENT AND SCHOOL ACCOUNTABILITY BY:

<u>Mail</u>	<u>Fax</u>	<u>Email</u>
Local Government and School Accountability Office of the State Comptroller 110 State Street, 12th floor, Mail Stop 12-8C Albany, NY 12236	(518) 486-6479	localgov@osc.ny.gov

### COMPLETE STEPS 1 – 3 BELOW

#### STEP 1: GOVERNMENT ENTITY

Government Entity: \_\_\_\_\_

#### STEP 2: USER DESIGNATION

*(To be completed by the Chief Executive Officer or the person acting on behalf of the CEO of the Government Entity 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 Government Entity 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 Government Entity.

\_\_\_\_\_  
[Signature]

\_\_\_\_\_  
[Date]

\_\_\_\_\_  
[Email Address]

\_\_\_\_\_  
[Phone Number]

#### STEP 3: USER INFORMATION

\_\_\_\_\_  
[Name]

\_\_\_\_\_  
[Title]

\_\_\_\_\_  
[Email Address]

\_\_\_\_\_  
[Phone Number]

\_\_\_\_\_  
[Address]