

NYS Office of the State Comptroller Online Services Government Account Authorization

This form identifies a government organization's Authorizer for purposes of establishing the Authorizer's Online Services account with the New York State Office of the State Comptroller (OSC). **The Authorizer has the ability to create and maintain user accounts and roles for their government entity.**

This form must be submitted to the Office of the State Comptroller. After this form has been received and processed, the Authorizer will receive an email with a link to the password creation page to complete the enrollment process. Once enrollment is complete, the Authorizer will be able to assign application roles through Online Services. Questions may be directed to the Service Desk by email at ITServiceDesk@osc.ny.gov, or by phone at (866) 370-4672 or (518) 408-4672

RETURN COMPLETED FORM TO OSC BY MAIL, FAX OR EMAIL

SUBMIT FORM TO OSC BY:

Mail _____

IT Service Desk
Office of the State Comptroller
110 State Street, 13th floor, Mail Stop 13-6
Albany, NY 12236

FAX _____

(518) 408-3290

EMAIL _____

ITServiceDesk@osc.ny.gov

PLEASE COMPLETE ALL STEPS BEFORE SUBMITTING

STEP 1: GOVERNMENT ENTITY

Government Name: _____

Government Type: State Public Authority

Government Business Unit (if applicable): _____

Government Department ID (if applicable): _____

STEP 2: AUTHORIZER

(To be completed by the person who will be acting as the Authorizer on behalf of the Government Entity named above.)

I, _____ [Name], warrant that I have the authority to act as Authorizer on behalf of the Government Entity named above and agree to comply with all the responsibilities and requirements of an Authorizer as defined by OSC, including, but not limited to, those detailed in the Online Services' Terms of Service (available at www.osc.state.ny.us/portal/terms.htm), on behalf of said Government Entity.

[Signature]

[Date]

[Title]

[Email Address]

[Phone Number]

Existing OSC Online Services User ID:
If you already have an existing Online Services account under the Government Department listed above, please enter it here:

[Enter Your Existing User ID]

Create Your Preferred OSC Online Services User ID:
Your Online Services User ID must be at least 6 and no more than 32 characters long. It must be unique and may include both letters and numbers. It cannot contain your first or last name or any special characters. In the event that your preferred User ID cannot be used, for whatever reason, OSC reserves the right to assign you an alternate User ID.

[Enter Your Preferred User ID]

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STEP 3: CONFIRMATION OF AUTHORIZER

(To be completed by person designating Authorizer)

I _____ [Name], understand that this designation authorizes the person named above to act on behalf of the Government Entity, also named above, by serving as the Authorizer for purposes of enrolling the organization in the Office of the State Comptroller's Online Services and managing the accounts of other users of OSC's Online Services from said Government Entity in accordance with guidelines and procedures promulgated by OSC, including the requirements of the Terms of Service (available at www.osc.state.ny.us/portal/terms.htm).

[Signature]

[Date]

[Title]

[Email Address]

[Phone Number]

STEP 4: SELECT APPLICATIONS

(Select the applications your government entity should be enrolled in. Once enrollment is complete, the authorizer will be able to assign roles in Online Services)

- Vend Rep System (VRS)**
- Contract Submission System (CSS)** *(For use only by Public Authorities)*
- Electronic Document Submission System (EDSS)** *(For use only by State agencies)*