



# Office of Financial Management

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## SECURITY ADMINISTRATOR(S) FOR OFM FINANCIAL TOOLBOX

Agency Number: \_\_\_\_\_ Agency Name: \_\_\_\_\_

*The following individuals are designated as Security Administrator(s) for the Financial Toolbox. They are authorized to assign security for individuals within this agency. Please show all adds & deletes.*

### PRIMARY

Add       Delete

Name: \_\_\_\_\_ Logon ID: \_\_\_\_\_

Email: \_\_\_\_\_

Add       Delete

Name: \_\_\_\_\_ Logon ID: \_\_\_\_\_

Email: \_\_\_\_\_

### ALTERNATES

Add       Delete

Name: \_\_\_\_\_ Logon ID: \_\_\_\_\_

Email: \_\_\_\_\_

Add       Delete

Name: \_\_\_\_\_ Logon ID: \_\_\_\_\_

Email: \_\_\_\_\_

### APPROVAL OF AGENCY DIRECTOR OR DESIGNEE

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Phone # w/area code: \_\_\_\_\_

Title: \_\_\_\_\_

Mail Stop: \_\_\_\_\_

Electronically sign the form, save/print to read-only PDF and send to: OFM Help Desk at [HeretoHelp@ofm.wa.gov](mailto:HeretoHelp@ofm.wa.gov)

**Electronically signed can be: An electronic signature, or a typed name in the signature line.**