

Credit Union Security Authorization Request

Revised: September 28, 2018

This form must be used to request access for credit union employees to log in to CU*BASE. It includes special authorizations for Security Officer-level users as well as User IDs for other employees who access CU*BASE in their day-to-day work. **IMPORTANT: Only employees already designated as CU Security Officers can complete this form to add new users or designate new security officers.**

*****USE BLACK INK ONLY*****

Section 1: Credit Union Security Officers

Complete this section if you need to add, remove, or change the names of the employees who are designated as credit union Security Officers. A security officer is responsible for updating employee ID settings in CU*BASE, and can also request additions and changes to User IDs to log in to CU*BASE.

Please **Add** the following name(s) as Security Officer *(a new Security Officer cannot designate his or her own name here!)*

	Employee Name	Title	Contact #	Sample Signature
1 st				
2 nd				
3 rd				

Please **Change or Delete** the following name(s) designated as Security Officers

Security Officer Name	Delete	Change	Instructions
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	

Section 2: CU*BASE Users

Complete this section if you need to add, remove, or change which credit union employees can log in to CU*BASE. (User IDs will be assigned for you and relayed to your Security Officer.)

Add User

Please add the following users:

Employee Name	Title	Username

Delete/Change User

Please delete or modify the following users:

Employee Name	Title	Delete	Change	Instructions
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	

Section 3: Credit Union Authorization

→ This form must be signed by an authorized credit union Security Officer. *(Must be a handwritten signature to match against our records.)*

Credit Union	<input type="text"/>	CU #	<input type="text"/>	CUID	<input type="text"/>
Security Officer	<input type="text"/>				
Signature	<input type="text"/>	Date	<input type="text"/>		

To transmit this request securely, please **save this form** as a *.PDF document and **attach it to a question** in the [AnswerBook](#). *(Or you may fax it to a Client Services Representative at 616-285-7285.)*

ADMINISTRATIVE USE ONLY

Special Instructions: When deleting a User ID, ensure that the Customer Master Database in CU*BASE has also been updated. Also ensure that the User ID is deactivated from the AnswerBook.

Processed by	<input type="text"/>	Date	<input type="text"/>
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Completed document to be archived in the corporate vault per the Client Service department's Records Retention Schedule.