

MOVEit Secure HTTPS Access Services Request Form

Route to: <input type="checkbox"/> CEO/CIO/Network Services Approved by (initials): _____

This form must be submitted to the MOVEit Team (MOVEitTeam@cuanswers.com) in order to use MOVEit for secure file transfers.

Please note: all requests for new MOVEit accounts must be routed through a CU*Answers employee. MOVEit changes are made during the weekly maintenance window (Thursday mornings from 3am-7am).

Credit Union Name _____ CU# _____

Contact Name _____ Today's Date _____

Purpose

Select one: Adding new user(s) Modifying existing user(s)

Brief description of purpose (e.g., FRB images, etc.): _____

Technical Contacts

Please provide a list of names, along with their title, contact number, and email address.

Authorized Individual	Title	Contact Number	Email Address

Folder Access

Select the folders the user(s) need access to:

- CU*Answers Accounting
- CU*Answers Client Services
- CU*Answers Collections
- CU*Answers Conversions
- CU*Answers Givdivends
- CU*Answers HR
- CU*Answers Item Processing
- CU*Answers Operations
- CU*NorthWest Operations
- Xtend Member Reach
- Xtend SRS
- Xtend Call Center

Address Book Access

Please add the MOVEit user to the following address book(s):

- _____
- _____
- _____

Additional Comments or Special Requests

CU*Answers Use Only	
<input type="checkbox"/> Acceptable Use Agreement sent (date) _____	(by) _____
<input type="checkbox"/> User materials sent (date) _____	(by) _____
<input type="checkbox"/> MOVEit account(s) created/modified (date) _____	(by) _____
<input type="checkbox"/> MOVEit accounts(s) verified (date) _____	(by) _____