



## FINDER Access Request Form

### Request Type

New      Change      Delete

### Section 1 User Information (enter the same information that was used to setup your Utah-ID account)

Name	Phone
Utah-ID / User Name	E-Mail

### Section 2 Debt Source Information

Debt Source		
Approval Name	Phone	E-Mail

Debt Source		
Approval Name	Phone	E-Mail

### Section 3 Debt Source Signatures

I understand that it is a breach of security to divulge my login ID and password. Failure to comply could result in removal of access to the system.

_____	_____	_____	_____
Debt Source User Signature	Date	Debt Source Approval Signature	Date

### Section 4 Security Role Options (For DAS/Finance Only)

#### Debt Source Roles

Debt Source Debt Maintenance	Debt Source Payment Registers
Debt Source Inquiry Access Only	

#### State Finance Roles

State Finance Control Group	State Finance Security Administrator
State Finance Disbursements Administration	State Finance Security Request User Access
State Finance Inquiry Access Only	

### Section 5 DAS/Finance Approval (For DAS/Finance Only)

_____	_____	_____	_____
Disbursements Manager	Date	FINDER Security Administrator	Date



Send completed form to:  
DAS/Finance, Attention Disbursements  
1135 State Office Building, SLC, Utah 84114  
FAX: (801) 538-3562  
EMAIL: finderut@utah.gov

## FINDER Access Request Form - Confidentiality Agreement

Name

E-Mail

### I understand and agree to the following:

- I will treat all personally identifying information (PII), which I obtain through the use of FINDER, as private/confidential information, as provided under State and Federal law.
- I understand that no PII can be disseminated except as authorized by statute, either during my period of employment or thereafter.
- I agree NOT to use or permit the use of the names, and/or addresses or other PII obtained through the use of FINDER for any commercial purpose.
- I will protect the information contained in FINDER or obtained from FINDER and provide safeguards ensuring that the information will be used only for debt collection purposes.
- I shall assume full responsibility and liability for any damages, attorney fees, and court costs resulting from my violation of information safeguarding requirements.
- Use of the information contained in FINDER or obtained from FINDER for any other purpose shall be considered a material breach of the confidentiality requirements of this Agreement and could result in disciplinary action up to and including termination of employment in addition to civil and/or criminal prosecution.

\_\_\_\_\_ By initialing here, I accept the confidentiality agreement.