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).

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. Questions may be directed to the Help Desk by email at ITServiceDesk@osc.state.ny.us, 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	**FAX**	**EMAIL**
IT Service Desk Office of the State Comptroller 110 State Street, 13th floor, Mail Stop 13-6 Albany, NY 12236	(518) 408-3290	ITServiceDesk@osc.state.ny.us

PLEASE COMPLETE ALL SECTIONS BEFORE SUBMITTING

STEP 1: GOVERNMENT ENTITY

Government Name: _____

Government Type: ☐ State ☐ Local ☐ Public Authority ☐ Other _____

Government Business Unit (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*]

_____ [*Address line 1*]

_____ [*Address line 2*]

_____ [*Address line 3*]

_____ [City, State, Zip Code]

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*]

_____
[*Address line 1*]

_____
[*Address line 2*]

_____
[*Address line 3*]

_____
[City, State, Zip Code]

STEP 4: CHOOSE APPLICATION ROLES

Roles are initially assigned when the user is created by the Authorizer in the Office of the State Comptroller's Online Services. Thereafter, roles may be added or removed, as needed, again through the Online Services.

VENDREP SYSTEM

☐ Guest — The Guest role enables a user to review certified forms and contract data for vendors in the VendRep System. Additionally the user may select to receive an email notification when a vendor has certified a questionnaire.

☐ Contracts — The Contracts role allows a user to search contract data for transactions submitted to the State Comptroller's Office. Users will have access to contract data for "Approved" contracts for all State Contracting Entities and "In-Progress, Approved and Non-Approved" contracts for their own contracting entity.

☐ None — Choose "None" if the Primary Authorizer will not be doing any work related to vendor responsibility on behalf of the government entity named above.

CONTRACT SUBMISSION SYSTEM

☐ Contract Entry — Enters the State authority's contract details including any attachments into the Contract Submission System

☐ Contract View — Views State authority contract details including any attachments