

G-INVOICING AGENCY ACCOUNT CHANGE FORM

This form should be used to request changes to an existing G-Invoicing agency account; update agency or shared service provider, add or edit ALC/TAS data or update the Primary Master Administrator (formerly Disburser Administrator).

The change request form must be submitted with the required approvals; if the form does not have the appropriate approval signatures the form will be returned.

Please allow a minimum of 5 business days for the requested changes to be completed. Please only complete the sections to be updated, all other sections should be left blank.

Once completed, the “Primary Master Administrator” and/or “Agency Approver” signs and submits to STLS G-Inv CBAF STLS.G-Inv.CBAF@stls.frb.org. If there are any questions, please feel free to contact the G-Inv STL Support Team via email stls.G-Inv.prodsupport.team@stls.frb.org, the G-Invoicing Agency Implementation representative via email or the Treasury Support Center at (877) 440- 9476.

Agency Contact Information	
*Agency Account Name:	
*Full Name:	
*Title/Position:	
*Phone Number:	
*Email Address:	
*Requested Change Date:	

* Required information

Select change being requested:

I. Agency Account

- Complete the “Agency Account” section.
- Primary Master Administrator or Agency Approver signs the form.

II. Agency Locator Code (ALC) or Treasury Account Symbol (TAS)

- Complete the “Agency Locator Code (ALC) Treasury Account Symbol (TAS) Change LC/TAS” section.
- Primary Master Administrator or Agency Approver signs the form

III. Shared Service Provider

- Complete the Agency Account Information section.
- Primary Master Administrator or Agency Approver has signed form.

IV. Master Administrator

- Complete the Master Administrator section.
- Primary Master Administrator or Agency Approver has signed form.

I. Agency Account Change

G-Invoicing Agency Account Information	
*Agency Name:	
*Address:	
*City:	
*State/Province:	
*ZIP Code:	
*Country:	
*Phone Number:	

* Required information

II. Agency Locator Code (ALC) Treasury Account Symbol (TAS) Change

ALC and TAS Information			
*Agency Location Code(s) If additional ALC & TASs are needed, please provide a separate document			
Treasury Account Symbol (TAS) Account Filters: Using an * in the table will include all data for that field, if more granular access is needed please specify in the fields column. Each row is a separate TAS filter. For TAS filters, use the additional rows provided.			
ATA	*AID	MAIN	SUB

III. Shared Service Provider

G-Invoicing Share Service Provider Change	
*Shared Service Provider name:	
* Full Name:	
Title/Position:	
*Email Address:	
*Phone Number:	
*Address 1:	
*Address 2:	
*City, State:	
*Zip Code:	
Description of Change:	

* Required information

IV. "Primary" Master Administrator or "Master Administrator" Change

- The "Primary Master Administrator" or "Agency Approver" can request a "Master Administrator" be added or removed to the agency account.
- The "Primary Master Administrator" must be "active" in G-Invoicing to approve adding a new "Master Administrator".
- If the "Primary Master Administrator" is not "active" an "Agency Approver" may submit the change request to add another "Master Administrator".
- There can only be one "Primary Master Administrator" identified at one time, all other "Master Administrators" are secondary.
- A new "Primary Master Administrator" must also acknowledge and sign the "G- Invoicing Primary Master Administrator Acknowledgment" section below.
- A new "Master Administrator" must also acknowledge and sign the "G-Invoicing Master Administrator Acknowledgment" section below.

Update "Primary" Master Administrator	
<input type="checkbox"/> SailPoint IIQ "Agency Approver" ***	
*Name:	
*Title/Position:	
*Email Address:	
*Phone Number:	
Signature: <i>Digital signature (PIV, PIV-I, CAC)</i>	

User Information <small>(if adding additional Master Admins or SailPoint "Agency Approvers")</small>			Master Administrator*				SailPoint "Agency Approvers"				***SailPoint Agency Approver Digital Signature
Name	Title	Email Address	ADD		Remove**		ADD		Remove**		
			QA	Prod	QA	Prod	QA	Prod	QA	Prod	

- Do not lock form after signing to allow multiple signatures.
- If additional "Master Administrators" are needed, please provide a separate document. The "Primary Master Administrator" will be added as the "User Administrator" for all "Master Administrator" user accounts in G-Invoicing by default.
- The "User Administrator" can be updated once the account has been established.

*No signature needed to Add Master Administrators
 **No signature needed to Remove Master Administrators or SailPoint "Agency Approvers"
 *** Read the below "Agency Approver" Responsibility Agreement before signing

Responsibilities:

I am aware that the Bureau of the Fiscal Service's policy is to treat all information as an asset, whether it is computer programs, software, data or other information collected, stored, and generated in the conduct of its business. To the best of my ability, I will protect information from unauthorized use, modification, destruction, or disclosure, whether accidental or intentional.

- o I am aware of the policies and requirements of the Bureau of the Fiscal Service and agree to abide by them.
- o I will NOT attempt to circumvent any of the security mechanisms within SailPoint IdentityIQ and IPAC system.
- o I will ensure that proper authorizations on requests are checked.
- o I will ensure that all fields on the requests are complete and correct.
- o I will ensure proper record keeping of all information processed.
- o I will comply with all security-related polices, standards, procedures and practices.
- o I will notify the Treasury Support Center at 877-440-9476 of any known or suspected violation of information security policy, procedures, or threat to IPAC resources.

I have read and understand the "Agency Approver" Responsibility Agreement and agree to abide by it.

V. G-Invoicing “Primary” Master Administrator Acknowledgment

“Primary” Master Administrator agrees:

- Retain the signed copy of the G-Invoicing System Account Enrollment Form for a period of seven (7) years and make it available for examination by request.
- Ensure two (2) Master Administrators are assigned AND active in the agency account at all times.
- Ensure all G-Invoicing users are informed of the requirements listed below:
 1. Users must certify that Intragovernmental transactions (IGT) are in compliance with the requirements and responsibilities set forth in applicable laws and regulations, including Vol. 1 Treasury Financial Manual 2-4700, App. 8, IGT Guide and related guidance on <https://www.fiscal.treasury.gov/index.html> and Chapter 4000 Intragovernmental transaction applications: Intra-governmental payment and collections (IPAC) and Government Invoicing (G-Invoicing).
 2. Users shall not decompile, disassemble or reverse engineer any aspect of G-Invoicing
 3. Use of G-Invoicing is only for processing transactions for any aspect of the United States government;
 4. Users shall not reproduce, duplicate, copy, sell, resell, or exploit for any commercial purpose, any portion of G-Invoicing;
 5. Users must agree that G-Invoicing may contain proprietary information of a third party for which the Federal Reserve Bank has obtained a license for use and disclosure;
 6. Access to G-Invoicing is granted based on least privilege access model and individual credentials assigned to each individual user of the system:
 - a. User must not divulge credentials used to access the system to anyone.
 - b. User must not share credentials with any other users.
 - c. Unauthorized use may result in prosecution or criminal penalties. If I suspect that the confidentiality of my credentials has been compromised, I will immediately notify the Treasury Support Center at (877) 440- 9476.

Additionally, the G-Invoicing **Primary Master Administrator** acknowledges the following terms and will ensure **Master Administrators** and **User Administrators** are informed and aware of the following requirements.

“Master Administrator” and “User Administrator” certifies:

1. Create and maintain users who are authorized to conduct G-Invoicing transactions for the agency;
2. Apply least privilege access requiring users be granted the most restrictive set of privileges required to perform the duties of their role and responsibilities thereby limiting the potential damage that can result from accident, error, or unauthorized use.

*(Note: ALL **Master Administrators** and **User Administrators** should reference the “G-Invoicing Administrator” and “G-Invoicing User Guide” for a list of application roles and permissions.*

The guides are available on the G-Invoicing Home Page.)

3. Ensure user accounts are disabled **within two (2) business days** of voluntarily leaving service
4. Ensure user accounts are disabled **immediately (same day)** when a user is involuntarily terminated from service
5. Participate in G-Invoicing “Annual User Recertification” to review and approve user access of the G-Invoicing agency account and confirm access is appropriate for their role and responsibilities within the agency.

VI. Approval Signatures

"Primary" Master Administrator Signature	
*Name:	
*Title:	
*Date:	
Signature: <i>Digital signature (PIV,PIV-I,CAC)</i>	
Agency Approver Signature (required only for "Primary" Master Administrator assignment)	
*Approver Name:	
*Approver Title (required):	
*Email Address:	
*Phone Number:	
*Address: (Street, City, State, Zip)	
*Date:	
*Agency Approver Signature: <i>Digital signature (PIV,PIV-I,CAC)</i>	

* Required information

By signing as an **Agency Approver**, the officer (Chief Financial Officer, Comptroller, Deputy Financial Officer, Director of the Office of Finance, Office of Accounting or other comparable title) or Agency Master Administrator certifies that he/she is duly authorized by the agency/organization to designate who may serve as "Primary Master Administrator" for the above-named agency.

The following section will be completed by the Federal Reserve Bank of St. Louis

Agency Change entered in G-Invoicing by:		
Environment:	Quality Assurance (QA-C)	Production
Name:		
Date:		
Signatures: <i>Digital signature (PIV,PIV-I,CAC)</i>		

11.5.5.1 Write and Maintain a Privacy Act Statement

Pursuant to 5 U.S.C. §552a (e) (3) agencies are required to provide what is commonly referred to as a Privacy Act Statement to all persons asked to provide personal information about themselves, which will go into a system of records (i.e., the information will be stored and retrieved using the individual's name or other personal identifier such as a Social Security Number). Department of the Treasury (Treasury) policy is to provide a Privacy Act Statement regardless of whether the collection is part of a system of records or not. All Privacy Act statements must be reviewed by the Chief Privacy Officer or Privacy Act Officer.