

**Shared Accounting Module (SAM)  
Data Download User Authorization Form**

The User listed is designated to perform the Role and Organization(s) responsibilities in the Shared Accounting Module (SAM) in accordance with the SAM Security Matrix.

**Section 1 – General Information**

- Create New User**
- Modify User Information** (only applies to role, last name, e-mail address, phone number and/or address)
- Delete User**

Add	Remove	Role
<input type="checkbox"/>	<input type="checkbox"/>	Data Download <i>(Access to the SAM Home Page and the ability to download lists of Agency Location Codes.)</i>

**Section 2 – Agency Location Code and Organization Information**

- Specific to this request form, all of the roles above are provisioned at the “All ALCs” level.

**Section 3 – User Profile**

User’s Employer/Agency/Bureau	
User’s Name (Full name)	
User’s E-mail Address	
Phone Number (Direct number to user)	
Street Address (User location)	
Street Address Line 2 (User location)	
City / State / Zip (User location)	

**Section 4 – Authorized Signature** By signing below, the individual certifies that he/she is duly authorized by the organization to designate individuals who can serve as a Shared Accounting Module (SAM) user. The authorized individual will be contacted and must confirm signature before request can be completed. The authorized individual signing this form cannot be designated as the user on this form.

Name (print)		Signature	
Title		Phone	(   )   -   /   /
Email Address			

**Please email the completed form to the SAM Treasury Support Center: [SAM\\_TSC@stls.frb.org](mailto:SAM_TSC@stls.frb.org)**