

**Participant End User Authorization Contact (EUAC)  
Designation and Authorization for  
Web-based Business Applications  
Detailed Instructions and Field Descriptions**

At least two employees at your financial institution must be designated as EUACs in order to validate the identity and access requirements of each Subscriber or User accessing the Board of Governors of the Federal Reserve System web-based business applications. Subscribers and other Users must be issued a credential (certificate or user ID and password, depending on the business application).

**Step 1.**

Print this form and complete all fields at the top of the form. Make sure that you use the legal name of your organization in the organization field.

**Step 2.**

The EUAC must provide the information for the sections listed below, and the individual signing this form must be a senior official not designated as an EUAC. All fields are mandatory (except the Middle Initial) and must be filled in completely for the request to be processed.

Field Name	Description
First Name	The first name of the individual in your organization who will be the Primary EUAC or Alternate EUAC.
Middle Initial	Optional but recommended.
Last Name	The last name.
Signature	Signature of each EUAC designee (unless deletion request specified)
Telephone Number	The telephone number.
E-mail Address	Official e-mail address to be used by the Federal Reserve to send credential information.
Street Address	Official street address (do not specify a P.O. Box number) used by the Federal Reserve to send pin codes to retrieve certificates.
City/State/Zip	City, 2-digit state abbreviation, 5 – 9 digit zip code.
Add/Modify/Delete EUAC	Operation to be performed for the specified EUAC. A delete must be accompanied with an add.

**Step 3.**

The EUACs are being given the authority to designate Subscribers or Users for specific Board of Governors of the Federal Reserve System business applications. A certificate and access control form must be submitted for EUAC application access.

**Step 4.**

After you sign and complete the EUAC request form, send it via mail or mail courier to:

The Board Registration Authority  
Mail Stop 184  
Board of Governors of the Federal Reserve System  
20<sup>th</sup> & C Streets, NW  
Washington, DC 20551