

Federal Reserve Board
Certificate and Access Control Request Form
Detailed Instructions and Field Descriptions

A Federal Reserve Board's web-based business application requires a certificate to be accessed. The individual at your organization previously identified as the End User Authorization Contact (EUAC) must use this form to designate authorized individuals (Subscribers) who will be issued a certificate. Completed request forms must be submitted to the Federal Reserve Board Registration Authority for Web-based application setup. Use a separate request form for each Subscriber/User.

Section 1. The Subscriber and/or the EUAC should provide the information in Section 1 as described below. All fields in this section are mandatory (except for the Middle Initial field) and must be filled in properly for the request to be processed.

Field Name	Description
Date of Request	The date the request is submitted to the Federal Reserve for processing.
Request Type	Check the CREATE NEW Subscriber/User box if you are adding a new Subscriber, DELETE if you are deleting a Subscriber, MODIFY EXISTING Subscriber, if you are modifying the access of a current Subscriber, RENEW to extend a credential that the Federal Reserve has notified you will expire within the next 30 days, or REVOKE to remove the credential of a current Subscriber.
Subscriber's/User's Name (First, Middle Initial, Last)	The full name of the Subscriber.
Signature	Signature of Subscriber.
Organization	Your organization's legal name.
Street Address	Official Street Address of the Agency's Main Office (do not specify a P.O. Box number). This will be used by the Federal Reserve to send pin codes to retrieve certificates.
City, State, Zip	City, 2-Alpha character state abbreviation, 5 – 9 digit zip code.
E-mail	The work e-mail address of the Subscriber. This will be used by the Federal Reserve to send pin codes to retrieve certificates.
Telephone	The telephone number of the Main Office of the Agency (including area code and extension).
End User Authorization Contact's (EUAC's) Name (The EUAC authorizing this request cannot be the same person as the subscriber)	The person in your organization previously designated as responsible for authorizing requests. This person will be contacted by the Federal Reserve to confirm that the request is appropriate and should be processed.
Signature	Signature of EUAC
EUAC's E-mail Address	E-mail of the EUAC. This will be used by the Federal Reserve to send pin codes to retrieve certificates.

Section 2. Use this section to add or delete access to an application. For CREATE NEW Subscriber or MODIFY EXISTING Subscriber requests, complete Section 2 with the Subscriber's access needs. For each Federal Reserve business application, select 'ADD' in the ACTION box to add the access, or 'DELETE' to remove the access.

For MODIFY EXISTING Subscriber requests, if nothing is entered and the Subscriber has access, the access will continue. If nothing is entered and the Subscriber has no access, no access will be given.

RENEW requests are used to extend the life of a certificate, which normally expires after two years. If your job duties continue to warrant the need for the credential and you have been notified that it will expire within the next 30 days, submit a RENEW credential request. Service changes can also be submitted at the same time, if necessary.

**Federal Reserve Board
Certificate and Access Control Request Form
Detailed Instructions and Field Descriptions**

Application	Description
NED	The National Examination Data (NED) system is a web application that supports the Supervision and Regulation function through the collection and display of pertinent supervisory, financial, and structure data.

Section 3. For DELETE Subscriber or REVOKE Credential requests, you must supply the reason in Section 3. Select DELETE Subscriber when the Subscriber will no longer need access to the Federal Reserve Web-based business applications.

Some possible reasons to DELETE a Subscriber
Job responsibilities changed and access to Federal Reserve business applications is no longer needed.
Employment has been terminated.

REVOKE Credential requests are used when the Subscriber still requires the credential, but needs a new password.

Some possible reasons to REVOKE a Credential
Subscriber has forgotten password.
Subscriber's password has been compromised.
Subscriber's name has changed.

Section 4. The final section of the form is for Federal Reserve use only. Please leave it blank.

After you have completed Sections 1 and 2 for ADD, MODIFY, or RENEW requests, or Sections 1 and 3 for DELETE or REVOKE requests, send the original hard copy to the Federal Reserve Board Registration Authority.

The request will be processed in less than a week following its receipt by the Federal Reserve. The End User Authorization Contact and Subscriber will receive information regarding the Subscriber's credential. For assistance with or questions about this process, contact the FRB Registration Authority by dialing (202) 452-5288.