

**Please complete this form electronically before print and signing**

You may use this form to request new OneSolution user account, request to remove a users access to OneSolution, or request additions or removals of a user's access to financial accounts inside of OneSolution. Form must be signed and turned in by the listed Budget Officer/Account/Project Director, or Authorized Signer.

**REQUESTER'S INFORMATION**

<input type="text"/>	<input type="text"/>	<input type="text"/>
Requester's Name	Phone Number	Email Address
<input type="text"/>	<input type="text"/>	<input type="text"/>
User's Name (if this form is not for the requester)	Phone Number	Email Address

**Type of Account Access to Grant**     Account/Project Director     Authorized Signer     Approved User (View Access to Accounts)

**OneSolution User Account:**

- N/A
- Create OneSolution account for requester (or user, if listed) above
- Remove user's OneSolution account (will completely remove user's access to OneSolution)

**Account(s) to Add/Change/Remove Requester or User's Access to**

Please list project/account name(s) and account number(s) that the above mentioned wishes to have access to. If you do not know the account number you are requesting access for, please contact us at 310-243-3306 and we will assist.

**PROJECT/ACCOUNT NAME**

**ACCOUNT NUMBER**

<input type="text"/>	<input type="radio"/> Add Access <input type="radio"/> Remove
<input type="text"/>	<input type="radio"/> Add Access <input type="radio"/> Remove
<input type="text"/>	<input type="radio"/> Add Access <input type="radio"/> Remove
<input type="text"/>	<input type="radio"/> Add Access <input type="radio"/> Remove
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<input type="text"/>	<input type="radio"/> Add Access <input type="radio"/> Remove

**SIGNATURES**

Please note that form must be signed by the Budget Officer/Account/Project Director and delivered by them.

<input type="text"/>	<input type="text"/>
Requester's Signature	Date

<input type="text"/>	<input type="text"/>
Budget Officer/Account/Project Director Signature	Date

<input type="text"/>	<input type="text"/>
Foundation Approval	Date