

**Department of Administrative Services
Division of Finance
Office of State Debt Collection**

**Authorization for Access to OSDC dcART System
Debt Collection Agency Reporting Tool (dcART)**

Employee Name _____

To gain access to dcART the employee must have a valid Utah Master Directory (UMD) ID and password

Employee UMD Email Address _____

Employee Telephone Number _____

I understand that Access to dcART will allow this employee access to all Department accounts assigned to the Office of State Debt Collection (OSDC). Access includes the ability to view accounts, create summary reports, recall accounts and/or request write-off of accounts.

Supervisor will notify OSDC if employee leaves employment.

Supervisor Approval _____

Manager Approval _____

Department Director or Designee Approval _____

Please return a pdf of the completed form to OSDC: osdcommon@utah.gov and robjohnson@utah.gov. The employee will receive a confirmation email when access is granted.

The Department of Administrative Services has determined that this system contains non-public information (controlled, protected or private) pursuant to the requirements of the Utah Government Records Access and Management Act ("GRAMA"). Any employee who has lawful access to any private, controlled, or protected record under GRAMA, and intentionally discloses such information in a manner not authorized by GRAMA, may be prosecuted criminally for the unauthorized disclosure, and may be subject to employee disciplinary action which may include suspension or discharge from employment. See, Utah Code § 63G-2-801 & -804.