



Send completed form to:
financesupport@utah.gov,
Attention PTS Security

Note: Some features may not work when completing the form in the browser. Please download forms to a PDF before entering information. All forms are downloadable PDFs.

For questions, please call (801) 957-7750

PAYMENT TRACKING SYSTEM (PTS) DEPARTMENTAL ACCESS REQUEST

Request Type

New (Sections 1 & 5)

Delete (Sections 1 & 5)

Section 1 Individual Information

Name	Title	Phone
Department Name	Division	
E-Mail Address		

Section 2 Security Information (For DAS/Finance Only)

User ID _____

Section 3 DAS/Finance Approval (For DAS/Finance Only)

PTS Operations Manager

Date

PTS Security Administrator

Date

Section 4 Profile Options (For DAS/Finance Only)

Finance Profiles

PTS Supervisor
Disbursements
PTS Security
PTS Reconciliation
System Control

Department Profiles

State Treasurer
Department Supervisor
Department Staff

Section 5 Signatures

I understand that it is a breach of security to divulge my login ID and password. Failure to comply could result in removal of my access to the system.

Employee

Date

Supervisor

Date