



Send completed form to:  
[financesupport@utah.gov](mailto:financesupport@utah.gov),  
Attention PTS Security  
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