GPO

Financial Document Repository Registration Form 4047

☐ **New Registration –** Administrator Role

☐ **Change in Administrator Role**

AGENCY ADMINISTRATOR ROLE FUNCTIONS

- Invite new users to have access rights within your agency to a particular BAC

- View a specific BAC list of users, users access rights. Revoke user rights, if necessary

- View history of invitations for a particular BAC, the inviter's email address, the invitee's email address, the date sent, and revoke invitation, if necessary

- View delegation log history to view the list of users, date and time of last activity, last action taken, rights of the user, and their email addresses

AGENCY REQUESTOR'S INFORMATION

Name

Title

Department or Government Establishment

Bureau/Office

Address

Phone

Ext.

Fax

Email

List Billing Address Code(s) (BAC) for which you are requesting Administrator Role access:

AGENCY REQUESTOR'S INFORMATION

- **Name —** Enter the name of the individual who is requesting Administrator Role.

- **Department or Government Establishment —** Enter the name of the department or government establishment originating the request.

- **Bureau/Office —** Enter the specific bureau or office associated with the department or government establishment.

- **Address —** Enter the complete mailing address, including the Zip Code and appropriate mail stops, of the department or government establishment originating the request.

- **Phone —** Enter the phone number, including any extensions, of the individual originating the request.

- **Fax —** Enter the fax number of the individual originating the request.

- **Email —** Enter the email address of the individual originating the request.

By evidence of checking both boxes below, you acknowledge that:

☐ I am authorized to complete this GPO Form 4047 and that the information provided is correct and accurate.

☐ I acknowledge that I am an authorized representative of my agency responsible for the above BAC(s) and that I have authority to assign agency users to access the Financial Document Repository which is a "Read-Only" database for governmental purposes only.

For further information regarding Financial Document Repository email **FDRepository@gpo.gov**.

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