



Federal Reserve Bank External Subscriber Credential and Access Control Request form for FedCash® Services – Armored Carriers

FRBservices.org

We, the organization named below (“Participant”), designate the following authorized Subscriber to transact business with the Federal Reserve Banks via FedLine Web®. Please issue a credential (certificate, and/or user ID and password, and/or a FedLine® Security Token and pass phrase) to this Subscriber and grant him/her access to the Applications and/or Access Levels designated in this form. The Subscriber will comply with all terms and conditions specified in Operating Circular No. 5 (“OC 5”) and the Certification Practice Statement (“CPS”) (in the case of Subscribers holding certificates/FedLine Security Token and pass phrase) as well as all applicable security procedures, as they are amended from time to time. OC 5 and the CPS are both located at http://FRBservices.org/regulations/operating_circulars.html.

A separate form must be completed for each Subscriber

Required Fields*

Section 1 – General Information

Date of Request*	
Request Type*	<input type="checkbox"/> CREATE Credential for access to Applications and/or Access Levels. Complete sections 1,2,3,4, and 5. <input type="checkbox"/> MODIFY Credential for access to Applications and/or Access Levels. Complete sections 1, 2, 3, 4, and 5. <input type="checkbox"/> MODIFY Subscriber’s Profile Select Modify Profile when changes are made to the Subscriber’s Profile information contained in section 2. Applies only to the Subscriber’s e-mail address, street address, telephone number and/or fax number. <input type="checkbox"/> CHANGE Subscriber’s Name Subscriber’s current credential will be deleted and a new credential will be issued; current access will be interrupted for a short time. <input type="checkbox"/> RENEW Credential that will expire with the next 30 days. <input type="checkbox"/> REVOKE AND REISSUE Credential Select if browser password has been forgotten, token has been locked, or credential has been compromised. Current credential will be deleted and a new credential will be issued; current access will be interrupted for a short time. <input type="checkbox"/> DELETE AND REVOKE Credential Subscriber no longer requires access or is no longer employed.

Section 2 – Subscriber Profile

Subscriber’s Name*	First	Middle Initial	Last
Subscriber’s New Name <i>*Complete only if Subscriber’s name has changed</i>	First	Middle Initial	Last
Subscriber’s E-mail Address* <i>Must be valid individual e-Mail address. A group E-mail address will not be accepted.</i>			
Organization’s Name (“Participant”)*			
9 Digit Customer Identification Number (CIN)*			
Street Address* <i>Do not specify a P.O. Box number</i>			
City*			
State*			
Zip Code*			
Telephone Number* <i>Main location number with area code</i>	Phone	Extension	
Fax Number*	Fax		

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Section 2 (continued) – Subscriber Profile

End User Authorization Contact's (EUAC's) Name* <i>The EUAC authorizing this request cannot be the same person as the Subscriber.</i>	
EUAC's E-mail Address* <i>Must be valid individual E-Mail address. A group e-mail address will not be accepted.</i>	
Street Address <i>Do not specify a P.O. Box number</i>	
City	
State	
Zip	

Section 3 – Applications and Access Levels

Use this section to “Add” or “Delete” the Applications and/or Access Levels for the Subscriber.

- **DO NOT CHECK A BOX IF YOU WISH TO LEAVE SUBSCRIBER'S APPLICATIONS OR ACCESS LEVELS UNCHANGED.**
- Refer to **Appendix A** for a description of the Services listed in this section.

Application	Access Level	Add	Delete
Coin Terminal <i>(select only one access level)</i>	Remote Vault Staff (RVS)	<input type="checkbox"/>	<input type="checkbox"/>
	Remote Vault Manager (RVM)	<input type="checkbox"/>	<input type="checkbox"/>
	Executive Vault Manager (EVM)	<input type="checkbox"/>	<input type="checkbox"/>
Custodial Inventory <i>(select only one access level)</i>	Remote Vault Staff (RVS)	<input type="checkbox"/>	<input type="checkbox"/>
	Remote Vault Manager (RVM)	<input type="checkbox"/>	<input type="checkbox"/>
<p style="text-align: center;">WHERE A NEW CUSTODIAL INVENTORY SUBSCRIBER IS BEING ESTABLISHED OR ACCESS LEVELS FOR AN EXISTING SUBSCRIBER ARE CHANGED, PLEASE COMPLETE:</p> <p>By checking this box, Participant certifies that it has notified the applicable Institution(s), on whose behalf Participant is subcontracted to provide Custodial Inventory services, of the authorized Subscriber designated above. <input type="checkbox"/></p>			

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Section 4 – Vault Information

Use this section to “Add” or “Delete” the vault(s) for the Subscriber.

Site 1 <input type="checkbox"/> Add <input type="checkbox"/> Delete	
Select Application	<input type="checkbox"/> Coin Terminal <input type="checkbox"/> Custodial Inventory
Select Access Level <i>(select only one access level)</i>	<input type="checkbox"/> Remote Vault Staff <input type="checkbox"/> Remote Vault Manager <input type="checkbox"/> Executive Vault Manager <i>(Coin Terminal only)</i>
Site Name <i>(institution name, for outsourced Custodial Inventory only)</i>	
9 Digit ABA <i>(for outsourced Custodial Inventory only)</i>	
4 Digit Branch Code*	
Street Address* <i>Do not specify a P.O. Box number</i>	
City*	
State*	
Zip*	
Servicing Federal Reserve Bank*	

Site 2 <input type="checkbox"/> Add <input type="checkbox"/> Delete	
Select Application	<input type="checkbox"/> Coin Terminal <input type="checkbox"/> Custodial Inventory
Select Access Level <i>(select only one access level)</i>	<input type="checkbox"/> Remote Vault Staff <input type="checkbox"/> Remote Vault Manager <input type="checkbox"/> Executive Vault Manager <i>(Coin Terminal only)</i>
Site Name <i>(institution name, for outsourced Custodial Inventory only)</i>	
9 Digit ABA <i>(for outsourced Custodial Inventory only)</i>	
4 Digit Branch Code*	
Street Address* <i>Do not specify a P.O. Box number</i>	
City*	
State*	
Zip*	
Servicing Federal Reserve Bank*	

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Section 4 (continued) – Vault Information

Site 3 <input type="checkbox"/> Add <input type="checkbox"/> Delete	
Select Application	<input type="checkbox"/> Coin Terminal <input type="checkbox"/> Custodial Inventory
Select Access Level <i>(select only one access level)</i>	<input type="checkbox"/> Remote Vault Staff <input type="checkbox"/> Remote Vault Manager <input type="checkbox"/> Executive Vault Manager <i>(Coin Terminal only)</i>
Site Name <i>(institution name, for outsourced Custodial Inventory only)</i>	
9 Digit ABA <i>(for outsourced Custodial Inventory only)</i>	
4 Digit Branch Code*	
Street Address* <i>Do not specify a P.O. Box number</i>	
City*	
State*	
Zip*	
Servicing Federal Reserve Bank*	

Site 4 <input type="checkbox"/> Add <input type="checkbox"/> Delete	
Select Application	<input type="checkbox"/> Coin Terminal <input type="checkbox"/> Custodial Inventory
Select Access Level <i>(select only one access level)</i>	<input type="checkbox"/> Remote Vault Staff <input type="checkbox"/> Remote Vault Manager <input type="checkbox"/> Executive Vault Manager <i>(Coin Terminal only)</i>
Site Name <i>(institution name, for outsourced Custodial Inventory only)</i>	
9 Digit ABA <i>(for outsourced Custodial Inventory only)</i>	
4 Digit Branch Code*	
Street Address* <i>Do not specify a P.O. Box number</i>	
City*	
State*	
Zip*	
Servicing Federal Reserve Bank*	

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Section 4 (continued) – Vault Information

Site 5 <input type="checkbox"/> Add <input type="checkbox"/> Delete	
Select Application	<input type="checkbox"/> Coin Terminal <input type="checkbox"/> Custodial Inventory
Select Access Level <i>(select only one access level)</i>	<input type="checkbox"/> Remote Vault Staff <input type="checkbox"/> Remote Vault Manager <input type="checkbox"/> Executive Vault Manager <i>(Coin Terminal only)</i>
Site Name <i>(institution name, for outsourced Custodial Inventory only)</i>	
9 Digit ABA <i>(for outsourced Custodial Inventory only)</i>	
4 Digit Branch Code*	
Street Address* <i>Do not specify a P.O. Box number</i>	
City*	
State*	
Zip*	
Servicing Federal Reserve Bank*	

Please fax the completed form to the Customer Contact Center at 800-660-7856.

Federal Reserve Bank Use Only

Due Diligence Verification Signature	
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EUAC After Hours Telephone Number	The Federal Reserve Banks recommend that the EUAC provide a telephone number that the Federal Reserve Banks may use in order to facilitate urgent business requests that may occur outside the normal hours of operation. While this field is not mandatory, it is highly recommended in order to conduct business outside of normal business hours. If this information is not provided, it could lead to a delay in services this EUAC manages. An example of an appropriate after hours telephone number is the EUAC's home telephone number including the area code.
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Appendix A: Service Descriptions
Information only; do not send in with form

Application	Description
FedCash® Services available via FedLine Web®	
Coin Terminal	<p>Service provides Participants the ability to report their coin terminal holdings and payments to their customers. Subscriber roles include:</p> <p>Remote Staff (RVS): provides the ability to perform and view deposits, payments and shipments; and view broadcast messages for the user’s specific site only.</p> <p>Remote Vault Manager (RVM): provides the ability to perform adjustments, deposits, payments, shipments and pallets; view reports, queries and broadcast messages; and open and close the coin terminal for the user’s specific site only.</p> <p>Executive Vault Manager (EVM): provides ability to view reports, queries and broadcast messages for the user’s specific site(s) only.</p>
Custodial Inventory	<p>Service provides custodial inventory Participants the ability to report their vault holdings and payments to their customers. Subscriber roles include:</p> <p>Remote Staff (RVS): provides the ability to perform and view deposits, withdrawals, input payment and vault holding data and transfer transactions; and view broadcast messages for the user’s specific site only.</p> <p>Remote Vault Manager (RVM): provides the ability to perform and view deposits, withdrawals, input payment and vault holding data and transfer transactions; view reports, queries and broadcast messages; and open and close the coin terminal for the user’s specific site only.</p>

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