

**Office of the State Comptroller  
Online Services Government Account Authorization**

This Account Authorization form identifies and confirms a government organization's Primary Authorizer for purposes of establishing the Primary Authorizer's account with the New York State Office of the State Comptroller's Online Services. In addition, the form documents the role(s) to be granted to the Primary Authorizer in available business application(s).

This form must be submitted to the State Comptroller's Office. After this form has been received and processed, the Primary Authorizer will receive an email with a link and instructions on how to create a password. For additional assistance, contact the Office of the State Comptroller's Help Desk by email at ciohelpdesk@osc.state.ny.us, or by phone at (866) 370-4672 or (518) 408-4672.

**Submit Form to the Comptroller's Office by:**

**Mail**

Online Services Enrollment Unit  
Office of the State Comptroller  
110 State Street, 15th floor, Mail Stop 15-8a  
Albany NY 12236

**Fax**

(518) 408-3144

**Email**

enrollment@osc.state.ny.us

**COMPLETE ALL SECTIONS BEFORE SUBMITTING TO THE COMPTROLLER'S OFFICE**

**STEP 1: GOVERNMENT ENTITY**

Government Entity: \_\_\_\_\_

Entity Type:       State       Local       Public Authority       Other \_\_\_\_\_

Agency Code(s): \_\_\_\_\_

**STEP 2: PRIMARY AUTHORIZER**

*(To be completed by the person who will be acting as the Primary Authorizer on behalf of the Government Entity named above.)*

I, \_\_\_\_\_ [Insert Name], warrant that I have the authority to act as Primary Authorizer on behalf of the government entity named above and I understand and agree to comply with all of the responsibilities and requirements of a Primary Authorizer as defined by the Comptroller's Office, including, but not limited to, those detailed in the Office of the State Comptroller's Online Services' Terms of Service, on behalf on the entity named above.

\_\_\_\_\_  
[Signature]

\_\_\_\_\_  
[Date]

\_\_\_\_\_  
[Title]

\_\_\_\_\_  
[E-Mail Address]

\_\_\_\_\_  
[Phone Number]

\_\_\_\_\_  
[Address Line 1]

\_\_\_\_\_  
[Address Line 2]

\_\_\_\_\_  
[City, State, ZIP Code]

**Choose a State Comptroller's Online Services User ID:**

*A User ID with the Office of the State Comptroller's Online Services must be at least 6 and no more than 32 characters long. It must be unique and may include both letters and numbers. It cannot contain the user's first or last name, or any special characters. In the event that the user's preferred User ID cannot be assigned, for whatever reason, the Comptroller's Office reserves the right to assign an alternate User ID.*

\_\_\_\_\_  
[Preferred User ID]

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**STEP 3: CONFIRMATION OF PRIMARY AUTHORIZER**

*(To be completed by person designating Primary Authorizer)*

I, \_\_\_\_\_ [Insert Name], understand that this designation authorizes the person named above to act on behalf of the Government Entity also named above by serving as the Primary Authorizer for purposes of enrolling the entity in the Office of the State Comptroller's Online Services and managing the accounts of other users of the Comptroller's Online Services from said Government Entity in accordance with guidelines and procedures promulgated by the Comptroller's Office, including the requirements of the Terms of Service.

\_\_\_\_\_  
*[Signature]*

\_\_\_\_\_  
*[Date]*

\_\_\_\_\_  
*[Title]*

\_\_\_\_\_  
*[E-Mail Address]*

\_\_\_\_\_  
*[Phone Number]*

\_\_\_\_\_  
*[Address Line 1]*

\_\_\_\_\_  
*[Address Line 2]*

\_\_\_\_\_  
*[City, State, Zip Code]*

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**STEP 4: CHOOSE VENDREP SYSTEM ROLES**

The VendRep System has two roles available to the New York State Office of the State Comptroller's Online Services Government Accounts. These are the Guest role and the Contracts role.

Roles are initially assigned when the user is created by the Primary Authorizer or an Authorizer in the Office of the State Comptroller's Online Services. Thereafter, roles may be added or removed as needed, again through the Online Services.

**GUEST**

The Guest role enables a user to review certified forms and contract data for vendors in the VendRep System. Additionally the user may select to receive an email notification when a vendor has certified a questionnaire.

**CONTRACTS**

The Contracts role allows a user to search contract data for all transactions submitted to the State Comptroller's Office since April 2003. Users will have access to contract data for "Approved" contracts for all State agencies and "Received, Approved and Non-Approved" contracts for their own agency.

**NONE**

Choose "None" if the Primary Authorizer will not be doing any work related to vendor responsibility on behalf of the government entity named above.