



## **INSTRUCTIONS FOR COMPLETING SECURITY ACCESS REQUEST FORM CLERC**

1. **USERID.** (Required field) Enter the NFC-assigned access ID assigned to any individual(s) whose access is being changed. Leave blank for assignment on new requests.
2. **NAME.** (Required field) Enter the last name, first name, and middle initial of any individual(s) whose access is being set up for the first time. For deletions follow the name with the effective date in parentheses (i.e., 8-25-02).
3. **USER REFERENCE NUMBER.** (Required field) Enter the 4-digit user reference number for the individual (i.e., last 4 of ssn or pseudo ssn).
4. **PHONE NO.** Enter the phone number, including the area code, for the individual.
5. **CARRIER NAME** (Required field) Enter the eight digit number that corresponds to your Payroll Office Number.
6. **CARRIER IDENTIFIER** (Required field) Enter the four digit number that corresponds to your Personnel Office Identifier (POI)/ Submitting Office Number (SON).
7. **ACCESS.** (Required field) Identify the type of access the individual(s) will be granted: 'U' for Update and Inquiry or 'I' for Inquiry only, 'X' for Transmit Only.
8. **ADDRESS:** Enter the street, city, state, and zip code for the individual.
9. **E-MAIL ADDRESS:** Enter the e-mail address for the individual.
10. **REMARKS.** Specify if modification of or deletion to an existing User ID.

**NOTE: WHEN PRINTING THE CLER SECURITY ACCESS FORM, USE LEGAL SIZE PAPER, AND LANDSCAPE ORIENTATION.**

**Return this form via email to: [nfc.cler@nfc.usda.gov](mailto:nfc.cler@nfc.usda.gov) If you do not wish to return the completed form via email, you may fax a hardcopy of this form to NFC Security at 888-245-4060.**

**PLEASE PROVIDE A COURTESY COPY OF THE COMPLETED FORM TO THE CLER OPERATIONS AND RECONCILIATION UNIT.**

**Via email to [kathy.roussel@nfc.usda.gov](mailto:kathy.roussel@nfc.usda.gov).**

**If you have any questions or require assistance completing this form, please contact the CLER Operations Unit at [1-855-NFC4GOV](tel:1-855-NFC4GOV) ([1-855-632-4468](tel:1-855-632-4468))**