

RESEARCH CORPORATION OF THE UNIVERSITY OF HAWAII
FINANCIAL PORTAL ACCESS FORM

I. SELECT AN ACTION

Add New User	Update Existing User	Delete User
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II. USER INFORMATION *Required field

First Name*	Middle Initial	Last Name*
Email*	Username (for Update & Delete User only)	
Signature*	Date	
<p>User Type: (check one)</p> <p>Principal Investigator: Overall responsibility for initiating and submitting online transactions.</p> <p>Secondary User: Designated by PI to process transactions in the Financial Portal. Allows the individual to initiate and submit online transactions on behalf of the PI.</p> <p>Fiscal Administrator: Designated by FA to approve online transactions in the Financial Portal on behalf of the FA who is the Designated University Official or Fiscal Administrator.</p> <p>Fiscal Administrator Manager: Allows the FA to have access to multiple RCUH FO codes.</p>		

III. PI AUTHORIZATION FOR SECONDARY USER ACCESS ONLY

I hereby authorize the above individual to obtain the specific access in which I have full authority to designate. I accept full responsibility for the actions of the individual. PI Signature is ONLY required for Secondary User access.				
PI Signature	PI Name	PI Email Address	(check one)	
			Access All PI Accounts	**Access Specific Accounts

** For access to specific accounts, please attach list of project account numbers.

IV. FA AUTHORIZATION FOR FISCAL ADMINISTRATOR ACCESS ONLY

I hereby authorize the above individual to obtain the specific access in which I have full authority to designate. I accept full responsibility for the actions of the individual. FA Signature is ONLY required for FA or FA Manager access.			
FA Signature	FA Name	FA Email Address	RCUH FO Code(s)

Please return completed form to Janice Sato at jsato@rcuh.com, RCUH Accounting MIC 200, OR Fax to (808) 988-8349.