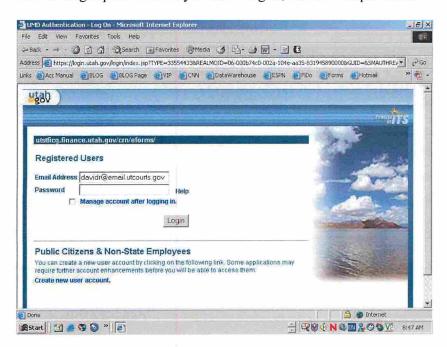
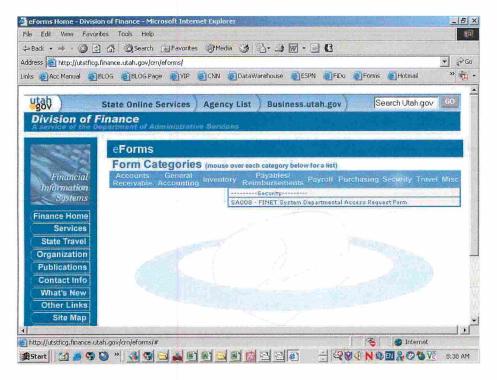
Employees who will be entering Juror/Witness payments need to be set up with a FINET ID. To do this, fill out the SA-8 FINET Security Form on the states webpage.

To access the SA-8 FINET Security Form, go to the Division of Finance Webpage at http://utstficg.finance.utah.gov/crn/eforms/

The login screen will appear. Enter your state mail address. Your password is the same password as your Novell Login password. If you can't log in, call the Help Desk at 578-3850 for assistance.



Click on Security, then click on SA008 – FINET System Departmental Access Request Form.



Fill out the form online and print it out. The employee needs to sign it and the employee's supervisor needs to sign it. Make a copy for your records and send the original to AOC Finance.

An example of the filled out form can be found below.

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Send completed form to DAS/Finance, Attention FINET Security

Financial Information Network (FINET) System Departmental Access Request Form

Request Type New (All Sections) Delete (Sections 1 & 7) Change (Select Type of Change) Type of Change Profile (Sections 1, 5 & 7) Agency/Organization (Sections 1, 6 & 7) DAS/ITS Code (Sections 1, 3 & 7)	- 1			
Section 1 Individual Information				
*EIN 123456 **Employee Name Cosmo Cougar **Agency / Org	020 / 2410			
*Agency Name 020 - Judicial Branch *Division 3rd District Court				
Title BYU Football Mascot Phone (801) 422-1234 E-Mail Address cosmo@ILikeBYU.com				
*Fields Required to save form. **Read Only Fields.				
Section 2 Billing Information				
Do You Need to Print Transactions? YES NO				
DAS/ITS Code: Remote Printer ID:				
Section 3 Security Information				
(This section must be completed by the Mainframe Security Administrator for your department.)				
CICS (RACF) User ID				
Note: This form will NOT be processed without a valid CICS login ID defined in RACF.				
Section 4 DAS/Finance Approval (For DAS/Finance Only)				
FINET Manager Date FINET Security Administrator	Date			

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Request Type



**Submitted Date

Send completed form to: DAS/Finance, Attention FINET Security E- Mail Address: fissecurity@utah.gov

Financial Information Network (FINET) System Departmental Access Request Form

Type of Change

		Name (Sections 1 & 8) Approvals (Sections 1, 6 & 8) Security Roles (Sections 1, 5 & 8) Overrides (Sections 1, 7 & 8)			
O Delete (Sections 1 & 7) ☐ Security Roles (Sections 1, 5 & 8) ☐ Overrides (Sections 1, 7 & 8) O Change (Select Type of Change) ☐ Departmental Organization Access (Sections 1, 2 & 8)					
Section 1 Individual Information					
*EIN *Employee Name *Department / Unit					
*Division *Title					
*Phone *E-Mail Address					
Section 2 Departmental Organization Access Information ALL organization access previously authorized for this user WILL BE DELETED. List ALL organization access the user is NOW authorized to access. (If needed, call the FINET Helpdesk to identify which access will be deleted).					
Department # Departmental Organization If the following org types are left to have access to all units in the above.	lank the user will	Department # Departmental Organization Access If the following org types are left blank the user will have access to all units in the above department.			
Division # Division	sion #	Division #	Division #		
Group # Group	up #	Group #	Group #		
Section#Sec	tion #	Section #	Section #		
District # Dist	rict #	District #	District #		
Bureau # Bure	eau #	Bureau #	Bureau #		
Unit # Unit	#	Unit #	Unit #		
Section 3 Security Information (For State Finance Only) User Name Section 4 State Finance Approval (For State Finance Only)					
FINET Manager	Date	FINET Security Administrator Date			

Date

Date

**Employee

**Supervisor

**Manager

**Department Security Coordinator

Date

Date