

eMarket Security Request Form

Please submit completed form to Finance Office, BTE 1762.

Request Date

Action: Add New User Modify Existing User Delete User

User Information

Employee Name	<input type="text"/>	Employee ID	<input type="text"/>
Employee E-mail	<input type="text"/>		

Access

Role Requested	<input type="text"/>
Merchant(s)	<input type="text"/>

I understand that CashNet eMarketplace contains sensitive and confidential information. As a condition of utilizing this system I agree to maintain the privacy and confidentiality of the information and data that I obtain.

Employee

Manager

AVP Finance or designee

Finance Use Only

Date Received	_____	Processed By	_____
Date Processed	_____		

Role Name	Role Description
ACCOUNTANT	Member of Finance Staff with full reporting access to all departments. Can create and save public reports. No cashiering access.
ADMIN	System Administrator, full system access to create and modify all items within system including customer, eMarket components, batch maintenance and full reporting access, create payments/refunds, and setup operator/security groups.
CASHIER	Refunding and reporting for all transactions across all merchants.
EMRKTREPORT	eMarket Reporting to selected merchants. Ability to save private reports. No cashiering access.
EMRKRFND	eMarket reporting and refunding to selected merchants. Ability to save private reports.
SBS	Maintain customers, maintain and place note codes, refunding and reporting for all transactions