

CU*BASE Uploads/Downloads iShield Security Access Request

This form must be used to request access for an employee to transfer files between CU*BASE and a local workstation. A special software tool restricts which users can upload or download data to or from CU*BASE. Access can be requested only by an authorized Credit Union Security Officer. This restriction is intended to protect the credit union against potential fraud from employees attempting to gain unauthorized access to member data. **Submit one form per employee, please.**

Authority Change for Credit Union Employee

CU Employee Name

CU*BASE User ID

Download Authority

Please grant this employee the authority to pull data from CU*BASE down to a local workstation. I understand that provisions must be made to secure any data stored on a local workstation or network drive.

Action	Files Authorized to be Downloaded	
	All files in QUERYxx (*ALL)	AIRES Files in FILExx (AIRESLNDN & AIRESHDN)
Remove authority:	<input type="checkbox"/>	<input type="checkbox"/>
Add* authority:	<input type="checkbox"/>	<input type="checkbox"/>

***IMPORTANT:** Mark ONLY the permissions this user actually needs. If there is no specific business need at this time, do NOT check both boxes!

Upload Authority

Please grant this employee the authority to bring data from a local workstation up to populate a CU*BASE file. I understand that provisions must be made to ensure that only authorized, appropriate data is pulled into the CU*BASE database, and that any errors introduced into CU*BASE files as a result of these uploads is the sole responsibility of the credit union.

Action	Files to Which Data May Be Uploaded		
	FinCEN Files in QUERYxx (FCPERSON & FCBUSINESS)	General Ledger Import File in QUERYxx (GLIMPORT)	Direct/Mail Processing Import File in QUERYxx (DMPIMPORT)
Remove authority:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Add* authority:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

***IMPORTANT:** Mark ONLY the permissions this user actually needs. If there is no specific business need at this time, do NOT check all of the boxes!

Custom

Please grant this employee custom upload or download authority to following file / library.

File _____
Lib _____
Upload <input type="checkbox"/>
Download <input type="checkbox"/>
Remove <input type="checkbox"/>
Add <input type="checkbox"/>

SPECIAL INSTRUCTIONS

Credit Union Authorization

→IMPORTANT NOTE: This form must be signed by an authorized credit union Security Officer. If a Security Officer is not available, we cannot guarantee that download authority will be granted, even if the form is signed by a credit union CEO. Our policy requires that in order to protect credit union data we follow up any "urgent" download or upload requests with additional authentication.

Credit Union

CU #

CUID

Security Officer

Signature

Date

Instructions

To transmit, please **save this form** as a *.PDF document and **submit via email to your Group Provider Customer Service team.**