



# Financial Document Repository Registration Form 4047

For GPO Use Only	
Date received	_____
Processed by	_____
Date password sent to customer	_____

**New Registration** – Administrator Role

**Change in Administrator Role**

### AGENCY ADMINISTRATOR ROLE FUNCTIONS

- Invite new users to have access rights within your agency to a particular BAC
- View a specific BAC list of users, users access rights. Revoke user rights, if necessary
- View history of invitations for a particular BAC, the inviter's email address, the invitee's email address, the date sent, and revoke invitation, if necessary
- View delegation log history to view the list of users, date and time of last activity, last action taken, rights of the user, and their email addresses

### AGENCY REQUESTOR'S INFORMATION

Name		Title	
Department or Government Establishment		Bureau/Office	
Address			
Phone	Ext.	Fax	Email

List Billing Address Code(s) (BAC) for which you are requesting Administrator Role access:

### AGENCY REQUESTOR'S INFORMATION

- **Name** — Enter the name of the individual who is requesting Administrator Role.
- **Department or Government Establishment** — Enter the name of the department or government establishment originating the request.
- **Bureau/Office** — Enter the specific bureau or office associated with the department or government establishment.
- **Address** — Enter the complete mailing address, including the Zip Code and appropriate mail stops, of the department or government establishment originating the request.
- **Phone** — Enter the phone number, including any extensions, of the individual originating the request.
- **Fax** — Enter the fax number of the individual originating the request.
- **Email** — Enter the email address of the individual originating the request.

By evidence of checking both boxes below, you acknowledge that:

- I am authorized to complete this GPO Form 4047 and that the information provided is correct and accurate.
- I acknowledge that I am an authorized representative of my agency responsible for the above BAC(s) and that I have authority to assign agency users to access the Financial Document Repository which is a "Read-Only" database for governmental purposes only.

For further information regarding Financial Document Repository email [FDRepository@gpo.gov](mailto:FDRepository@gpo.gov).

<b>submit</b>	<b>clear</b>
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