



INSTRUCTIONS

Complete this form to modify or delete a Security Officer on the Central Portal System (CPS).

Forward the completed form to the appropriate provincial central as directed on page two.

CPS SECURITY OFFICER DETAILS

CPS User ID	Home Transit No.	Financial Institution Name
Name	Phone No.	Email

CHANGE REQUEST DETAILS

Delete Security Officer Date: _____

Modify Security Officer

- Reset Fingerprint. (Password is required for registration; also request password reset if unknown).
- Reset Password. Provide new 8 character, one-time password: _____
- Unlock Security Officer. Ensure user is not locked due to attempted unauthorized access.
- Change Realm. New Realm should be: _____
- Change User Name. New name is: _____
- Change User ID. Request that the current ID be deleted. Complete CPS Appointment Certificate to create as a new user.
- Add, modify or delete application access. Complete table below:

ACTION	PERSONAL ACCESS RIGHTS <i>(List the applications the Security Officer requires personal access to. Provide parameters if known.)</i>	ADMINISTRATIVE RIGHTS <i>(List the applications the Security Officer will be assigning other users to. Provide parameters if known.)</i>
<input type="checkbox"/> Add		
<input type="checkbox"/> Modify		
<input type="checkbox"/> Delete		

FINANCIAL INSTITUTION AUTHORIZATION

The form must be signed by the two authorized Signing Officers.

X

Name of Signing Officer	Title	Signature of Signing Officer
-------------------------	-------	------------------------------

X

Name of Signing Officer	Title	Signature of Signing Officer
-------------------------	-------	------------------------------

PROVINCIAL CENTRAL CREDIT UNION AUTHORIZATION *(if applicable)*

X

Name of Signing Officer	Title	Signature of Signing Officer
-------------------------	-------	------------------------------

X

Name of Signing Officer	Title	Signature of Signing Officer
-------------------------	-------	------------------------------

CENTRAL 1 USE ONLY

Confirmation provided: via Email via Telephone

Processed by: _____

Date: _____

CPS MODIFICATION/DELETION REQUEST (CONT'D)

Forward completed CPS Modification/Deletion Request as directed below:

PROVINCIAL CREDIT UNIONS	FORWARD COMPLETED FORM TO:
BC Credit Unions and Other CPS Subscribers	Product Support Payment Services Central 1 — BC Region Fax: 604-730-4438
Manitoba Caisses Populaires	Directeur ou Adjoint au Directeur Services Opérations et Gestion Réseau Fédération des Caisses Populaires du Manitoba Fax: 204-233-6405
Manitoba Credit Unions	Supervisor Banking Department CUCM Fax: 204-943-5034
New Brunswick Credit Unions	Operations and Risk Management Department CUCNB Fax: 506-857-9431
Nova Scotia, PEI, and Newfoundland Credit Unions	Supervisor Treasury and Payment Services CUCNS Fax: 902-454-3114
Ontario Credit Unions	Customer Service and Support Team Central 1 — Ontario Region Fax: 905-238-8196