



User TNCIS Add/Remove Form

Please indicate to add, remove or modify the user from your system.

Add **Remove** **Modify**

User Name: _____ Password: _____

If adding or modifying, please fill out the information in the following box.

1. Should this user only have access to their cash drawer? Yes or No

If no, please specify other drawer access: _____

Other users who should access to this cash drawer: _____

2. Add user the same as other user or category? Yes or No

If yes, please specify other user name or category: _____

If no, please answer the following questions:

a) Do you want the user to have permission to everything? Yes or No

b) Is there anything you don't want the user to have access to? _____

c) Do you want the user to be able to print checks? Yes or No

d) Do you want the user to be able to do the accounting functions?

End of Day: Yes or No

End of Month: Yes or No

Additional Notes:

By signing this document, you are authorizing an employee at Local Government Corporation to perform the action indicated above.

Official Requesting Login Change

Office Name

Date

Fax completed form to (931) 380-1258 Attn: TNCIS Support
or email to TNCISSUPPORT@lgdpc.com

LGC Use Only

Completed by: _____ **Date:** _____

Total number of active users after changes were made (not including support users): _____

Print screen the user names in TNCIS and attach to this form in document imaging.

LGC: This document should be filed electronically in document imaging and this paper shredded for security.