

# Remote Deposit Capture User

## Add / Remove Form

Please complete the following information and forward to Treasury Department to add or remove a user from RDC.

### ADD NEW USER

User Name: \_\_\_\_\_

User E-Mail: \_\_\_\_\_

User "N" Number: \_\_\_\_\_

User Phone Number: \_\_\_\_\_

User Department: \_\_\_\_\_

- Give same access as user below**

User Name: \_\_\_\_\_

### CONTROLLER'S OFFICE

- Allow access to "Q" Drive for new user uploading files for further processing by Controller's Office
- Allow access to "N" Drive for New User with access to "Departmental Deposit" processing

### REMOVE USER

User Name: \_\_\_\_\_

User "N" Number: \_\_\_\_\_

User Department: \_\_\_\_\_

### CONTROLLER'S OFFICE

- Remove access to "Q" Drive for User above
- Remove access to "N" Drive for User above