

Revenue Services

Request for Access to Cash & Banking Systems (New & Existing Users)



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East Dunbartonshire Council

www.eastdunbarton.gov.uk

Please use black ink and block capital letters or typescript

User Details			
Name		Contact Telephone No.	
Job Title		Location	
<input type="checkbox"/> New User	<input type="checkbox"/> Existing User – please state logon ID _____ (do NOT reveal your password)		

Please indicate the Service for the above named user:-

Directorate	Community	Corporate	Environment
Service (check one box)	<input type="checkbox"/> Community <input type="checkbox"/> Education <input type="checkbox"/> Housing & Protective <input type="checkbox"/> Social Work <input type="checkbox"/> Resources, Planning & Improvement for Children	<input type="checkbox"/> Finance & ICT <input type="checkbox"/> Human Resources <input type="checkbox"/> Legal & Administration <input type="checkbox"/> Policy & Public Affairs	<input type="checkbox"/> Corporate Procurement, Fleet & Logistics <input type="checkbox"/> Leisure, Greenspace & Facilities Management <input type="checkbox"/> Roads, Property Maintenance & Waste Management <input type="checkbox"/> Planning & Property Assets

Access Required	
Please indicate which applications the above user requires access to (check all that apply) and state the level of access required where applicable (or state the name/logon ID of another user with the same access)	
<input type="checkbox"/> Cash Receipting	
<input type="checkbox"/> Income Management (AIM)	<input type="checkbox"/> Read only <input type="checkbox"/> Update <input type="checkbox"/> Admin Same access as
<input type="checkbox"/> Municipal Bank	

This request should be authorised by the User's team leader.

Signed		Date	
Designation			

N.B. An IT11 form must also be completed and submitted to ICT for any new User who requires access to any of the above applications.

For Revenues use only			
User ID(s)	Cash Receipting	AIM	Municipal Bank
User Notified <input type="checkbox"/>	Date	Actioned by	

Please return to: Revenues Performance Team, Revenue Services, East Dunbartonshire Council,
William Patrick Library, 2/4 West High Street, Kirkintilloch G66 1AD
Tel: 0141 578 8206 Fax: 0141 578 8477 Email: revenues.performance@eastdunbarton.gov.uk