

Authorized User List for Online RPB Pension Tracking System

Congregation Name, Street Address: _____

City, State, Zip Code: _____

Please note: All individuals who are given access to the Pension Tracking System will be able to view confidential salary and contribution information for all RPB participants employed with your congregation.

Add New Authorized User(s)

Please have an authorized congregational representative complete the name, email address and *level of authorization for all users in the table below.

*An **“Administrator”** is authorized to process all transactions and can make changes to your congregation’s contact and banking information.

*A **“User”** can process all RPB transactions but is not authorized to change your congregation’s contact or banking information.

Authorized Name	Email Address	Level of Authorization
		<input type="checkbox"/> Administrator <input type="checkbox"/> User
		<input type="checkbox"/> Administrator <input type="checkbox"/> User
		<input type="checkbox"/> Administrator <input type="checkbox"/> User
		<input type="checkbox"/> Administrator <input type="checkbox"/> User

Remove Current Authorized User(s)

Name

An authorized congregational representative must provide his/her name, title, signature, date and email address in the fields below. We cannot accept the form without the approval of an authorized congregational representative. Return this completed form to the Reform Pension Board by email, fax or postal mail. **The User ID for each authorized user will be their email address. An auto-email will be sent to new users with a temporary password for the system.**

Authorized Congregational Representative:

Print Name/Title
Signature
Date
Email Address