

Lucas County Applications Access Request Form

(FROGS)

Instructions: New users need to register for access to the LCAPPS module before being granted access to individual programs. Contact the LCIS Help Desk for registration instructions for the LCAPPS Module. Print and complete sections 1- 3 below. Forward signed original to LCISHelpDesk@co.lucas.oh.us.

Section 1: USER INFORMATION			
Check one:			
<input type="checkbox"/> NEW USER	<input type="checkbox"/> MODIFY USER	<input type="checkbox"/> REMOVE USER	
First Name	Middle Initial	Last Name	Title / Position
Department/Agency Name	Email Address	Work Phone Number	
Model access after this current user:			

Section 2: ACCESS REQUESTED					
APPLICATION	ROLES <i>Check all that apply</i>				
Financial					
Auditor		User - 1099		User - CAFR	
Auditor		User - PayIn		Admin - Payin	
Treasurer		User - Reports		Admin - Entry/Import	
Estate Tax		User - Update/Reports		Admin - Additional Updates	
FACTS eDoc Distribution		User		Admin - Settings	
Fixed Assets		User			
FROGS Financial Reports		User			
Misc. Auditor					
Vendor/Cig License		User		Admin - Settings	
Kennel		User		Admin - Settings	
Unclaimed Funds		User			
Personal Property Tax					
Auditor		User		Admin - Additional Updates	
Treasurer		User			
Special Warrants		User - Update/View		Admin - Void	Admin - Reconcile

Section 3: SIGNATURE	
A user account will not be created or modified without the Director/Supervisor signature(s). Users are responsible to safeguard their user ID and not to share it with another user.	
User Signature:	Date:
Print Manager Name:	Title:
Manager Signature:	Date: