



# STATS User Request

Use this form to add, update, or delete an agency user in the State Treasury Account Transfer System (STATS).  
Submit the completed form to [ost.banking@ost.state.or.us](mailto:ost.banking@ost.state.or.us).

Agency No.	Agency Name
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Add New User

Update Existing User

Delete Existing User

## User Information

Name	E-mail Address
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## Permissions

A user can be set up with any combination of the following permissions, but a user cannot approve templates or payments they create.

Template Creator

Template Approver

Payment Creator

Payment Approver

## Multifactor Authentication

Access to STATS requires a YubiKey security key. Treasury will provide a YubiKey, or you can use one you already have. You will receive YubiKey registration instructions from [service.desk@ost.state.or.us](mailto:service.desk@ost.state.or.us) once this form is processed.

I need a YubiKey

I already have a YubiKey

Mailing Address <i>(only if you need a YubiKey)</i>	City	State	ZIP Code
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## Authorization

This request must be authorized by an agency's Business Administrator. Submission of this form supersedes all previous user request forms submitted for this user and will be effective as of the date received by the Oregon State Treasury.

Name	Date <i>(m/d/yyyy)</i>	Title	Phone Number
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TREASURY USE ONLY		
	INITIALS	DATE
Entered		
BA Verified		
Approved		

