**INSTRUCTIONS FOR security AUTHORITY**

**FOR fdp warehouse Users (FND-138)**

**IMPORTANT**: Users must log in to TX-UNPS every 120 days or their account will be inactivated. If a user’s account is inactivated, a new form must be submitted to TDA.

# SECTION A

## COMPANY INFORMATION

1. Legal Name of Warehouse – Enter the full legal name of the warehouse company.
2. DBA Name – If warehouse company operates under a doing business name (DBA) enter the full name otherwise leave blank.

# SECTION B

## ACTION REQUESTED

Check the appropriate box to indicate what action is being performed for the user.

1. Add New User – This action is to add a new user account and obtain a new User ID. Complete Section C, D, & F.
2. Modify Existing User – This action is to modify an existing user account. Complete Section C, D & F.
3. Update User Information – This action is to modify an existing user account as it relates to their User Information only (such as name, position, etc.). Complete Section C & F.
4. Inactivate – This action is to inactivate an existing user account completely from TX-UNPS. Complete Section E & F.

# SECTION C

## USER INFORMATION

Complete this section with information for the user.

1. First Name – Enter the legal first name of the user that is being added or modified. Nicknames are not authorized.
2. Middle Initial – Enter the middle initial of the user that is being added or modified.
3. Last Name – Enter the last name of the user that is being added or modified.
4. Title – Enter the title of the user that is being added or modified.
5. TX-UNPS User ID (if modifying an existing user) – Enter the TX-UNPS User ID for the user that is being modified.
6. Business E-mail (Login information will be emailed to this address.) – Enter the business email address for the user being added or modified. Email should be that of the user and not a shared email address as login information will be sent.
7. Business Phone – Enter the business telephone number for the user that is being added or modified.
8. Extension – Enter the business telephone extension for the user that is being added or modified; otherwise leave blank.
9. Update User Information – Type of Change Requested – Check the appropriate box to indicate the type of change that is needed on the user. Options are updating the First Name, Title, Business Email or Business Phone/Extension.
10. Signature of User – The user must review the certification and sign and date the form.

# SECTION D

## SECURITY GROUP / ASSOCIATED REPRESENTATIVE

1. Check the ADD box to add group or check the REMOVE box to remove group. Below is the description of the available Food Distribution Program security group:

FDP Contracted Warehouse - User who has edit access to FDP Contracted Warehouse related inbound shipment, order, shipping, inventory screens.

1. Associated Warehouse – Provide the name of the processing company the user will be associated

# SECTION E

## REMOVAL OF AN EXISTING USER (INACTIVATION)

1. First Name – Enter the first name of the user being removed.
2. Middle Initial – Enter the middle initial of the user that is being removed.
3. Last Name – Enter the last name of the user being removed.
4. Title – Enter the title of the user being removed.
5. TX-UNPS User ID – Enter the TX-UNPS User ID for the user being removed.

# SECTION F

## APPROVAL SIGNATURE

1. Printed Full Legal Name of Highest Official in the Company – Enter the full name of the Company’s highest official. The name should not be a nickname.
2. Signature of Highest Official – The highest official identified must review the certification and sign and date to approve the request.

## SECTION H

## TDA INTERNAL USE ONLY

This section is used by TDA Food & Nutrition Representatives only.

# MAIL or FAX Form

Once the form is completed, mail, email or fax the form:

Texas Department of Agriculture

Food and Nutrition Division

P. O. Box 12847

Austin, TX 78711

Fax No.: 888-203-6593