**INSTRUCTIONS FOR security AUTHORITY**

**FOR fdp pROCESSOR Users (FND-137)**

**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 Processor – Enter the full legal name of the processing company.
2. DBA Name – If processing 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 Name, Title, Business Email or Business Phone. Enter the NEW updated information in the field as applicable.
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 Processor / Broker: User who has edit access to FDP Processor/Broker related screens (e.g., Food Order screen).

1. Associated Processor – 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 Name of Highest Official in the Company – Enter the full name of the Company’s highest official such as the Owner, Chief Officer, etc. 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, EMAIL 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

Email: PES-PND101.Bops@TexasAgriculture.gov

Fax No.: 888-203-6593