



## REQUEST FOR MERCHANT PORTAL ACCESS

Office of the State Treasurer Arizona  
1700 W. Washington Street, Suite 102, Phoenix, AZ 85007  
Send completed form to [banking@aztreasury.gov](mailto:banking@aztreasury.gov)  
(Type or print information)

### Agency and Requestor Information:

Date: \_\_\_\_\_

Agency Name: \_\_\_\_\_

Requestor Name: \_\_\_\_\_

Requestor Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### User Information:

1. User Name: \_\_\_\_\_ Title: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

2. User Name: \_\_\_\_\_ Title: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

3. User Name: \_\_\_\_\_ Title: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

4. User Name: \_\_\_\_\_ Title: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

### Merchant Account(s) Requesting Access:

#### Instructions:

- This form must be signed by the Department/ Division's Supervisor, Manager, or other leadership team member.
- Enter one merchant entitlement per user. For instance, one user ID can link to one Visa/Master/Discover and one American Express merchant account.
- Choose Access Type:
  - Reporting: Access comprehensive card processing reporting solutions to manage your business
  - Dispute Manager: Respond to charge-back/retrieval disputes utilizing a work-flow management response tool
  - Both: Reporting and Dispute Manager access
  - Mirror: To mirror access of any user. Please provide the User ID in the merchant ID field(s)

Request Type	User Name	Visa, Master Chain/Outlet ID	Amex Cap/Outlet ID	Access Type
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#### Certification:

- I certify that the information collected from the merchant portal will be used for valid public purpose and will be in compliance with the state policies and procedures.
- I certify that prior to be granted access to the above merchant account(s), I have completed all required PCI training for compliance with Payment Card Industry Data Security Standards.

\_\_\_\_\_  
Signature of Requestor

\_\_\_\_\_  
Signature of Approver

\_\_\_\_\_  
Name of Requestor

\_\_\_\_\_  
Name of Approver

\_\_\_\_\_  
Title of Requestor

\_\_\_\_\_  
Title of Approver

#### Treasurer's Office Use Only

Completed By:

User Name

ClientLine ID

Amex Portal ID

\_\_\_\_\_

Completed Date:

\_\_\_\_\_