



Transact Payments Access Request

Submit form to: cashier@ohio.edu

Employee Name \_\_\_\_\_ OHIO ID (email) \_\_\_\_\_
Is employee a student? \_\_\_\_\_ Yes \_\_\_\_\_ No
PID # if student employee \_\_\_\_\_
Requesting Department \_\_\_\_\_
Campus Address \_\_\_\_\_
Phone number \_\_\_\_\_

ACCESS TYPES

Reporting/Retrieving (Check all that apply)

\_\_\_\_\_ Retrieve/Report data for my department
\_\_\_\_\_ Retrieve/Report data for following eMarkets:
\_\_\_\_\_

Departmental Deposits

\_\_\_\_\_ Create deposits for a department Department Name \_\_\_\_\_

Cashiering (Office of Bursar or Regional Student Services/Accounting offices only)

\_\_\_\_\_ Cashier Campus \_\_\_\_\_
\_\_\_\_\_ Student Cashier Campus \_\_\_\_\_

eMarkets (Check all that apply)

\_\_\_\_\_ Reporting Access to view eMarket activity
\_\_\_\_\_ eMarket Store review
\_\_\_\_\_ eMarket Store Updates (granted on limited basis for ongoing eMarket sites only. Subject to training)

By signing below, I agree to maintain the confidentiality of data to which I have access through Transact Payments. This includes protecting data from those who do not have authorization to see or access the information. I will NEVER share my operator id or password with another individual, and will use Transact Payments only for University approved transactions. I understand that I must complete cash handling training and PCI-DSS (credit card handling) training required by my department prior accessing my Transact Payments operator id.

Employee signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_

By signing below, I certify that this employee has completed the necessary cash handling training and has been advised of their responsibilities in regards to PCI DSS compliance. I agree to take responsibility for notifying the Office of Bursar immediately when this employee is no longer employed in my area and Transact Payments access should be revoked.

Department Manager Approval - Signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_
Email \_\_\_\_\_