|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **APPLICATION FOR ACCESS TO ONLINE BANKING** | | | | | | | | |
| **General Information** | | | | | | | | |
| Once completed please email to [Finance.helpline@ed.ac.uk](mailto:Finance.helpline@ed.ac.uk)  For information about our privacy policy and how we use your information please go to <https://www.edweb.ed.ac.uk/finance/about/privacy> | | | | | | | | |
| **Section 1 : to be completed by the person requesting access:** | | | | | | | | |
| Employee name: | | |  | | UUN: |  | |
| Position/Role: | | | | |  | | |
| Department/Section: | | | | |  | | |
| Telephone no: | | | | |  | | |
| Email address: | | | | |  | | |
| Access required: (please tick) | | | | | View only access:  Access to make payment: | | | |
| **Please list the accounts you require access to:** | | | | | | | | |
|  | | | | | | | | |
| **Please state below the reason for access:** | | | | | | | | |
|  | | | | | | | | |
| I have requested access to the above account/s to enable me to perform my role.  I confirm that any financial data which is made available to me will be used solely for the purpose of carrying out the above role. Any data which is printed out or stored electronically on any medium will be held confidentially, stored securely and destroyed as confidential waste as soon as it is no longer required.  I confirm that I will abide by the University of Edinburgh Computing Regulations and have already signed the necessary document. | | | | | | | | |
| Signature: |  | | | | Date (DD/MM/YYYY): | |  |
| **Section 2: to be completed by Head of Department/Section** | | | | | | | | |
| I confirm the above named person requires access to these itemised accounts for the reasons specified. I will notify you immediately if this access requirement changes and return the Bankline card and reader to Finance Operations to be be destroyed (if applicable). | | | | | | | | |
| Head of Department/Section: | |  | | | Date (DD/MM/YYYY): | |  |
| **Section 3: to be completed by the Systems Accounting Section, Finance Department:** | | | | | | | | |
| Online Banking role created by: | | | |  | Date (DD/MM/YYYY): | |  |
| Online Banking role authorised by: | | | |  | Date (DD/MM/YYYY): | |  |
| Online Banking documentation received by user: | | | |  | Date (DD/MM/YYYY): | |  |