

**CyberSource User Access Request  
eCommerce Administrative Management System (EAMS) User Access Request**

Washington State University  
Treasury Services  
Pullman, WA 99164-1025

Department Name	Department Mail Code	Merchant Name or Merchant Number
Employee Name	Employee WSU ID Number	Employee Network ID
Employee E-Mail Address	Supervisor Contact/E-Mail Address	Supervisor Phone

Add	Delete	Access:
		Display/Download Credit Card Transactions in EAMS
		Real-time access to credit card transactions; display/download credit card transactions in CyberSource Business Center
		Process credit card refunds in CyberSource Business Center
		Display/Download E-Checks
		Delete E-Checks (requires ESG-Business Services approval)

Area Finance Officer Signature (required)	Typed/Printed Name	Date

**Appropriate Use Statement**

I understand that I am responsible for respecting the confidentiality of information accessed via the One-Step Cashiering/Point of Sale system. I understand that this information is to be used for official University purposes only. Misuse of this information can result in termination of employment or other disciplinary actions. The security of information is provided for by federal and state laws (see BPPM 90.05, 90.06 and 90.07).

I understand that I am responsible for safeguarding my assigned password. I will NOT share my password with others. I will store my passwords in a secure location. I will contact Treasury Services if I suspect that my password has been compromised.

I understand that unauthorized access to and/or unauthorized use of the University's One-Step system may constitute criminal acts under RCW 9A.48.070 - .100 and RCW 9A.52.110 - .130.

I have read the above statement and agree to abide by it. (Employee signature not needed for access deletion)

Employee Signature (required)	Typed/Printed Name	Date

**Please send completed and approved form to [fi.treasury@wsu.edu](mailto:fi.treasury@wsu.edu)  
Treasury Services and ESG-Business Services Approval**

Treasury Services-Printed Name and Signature	Date	ESG-Business Services-Printed Name and Signature	Date