Supplemental Instructional Document for the SecurID Control Form

The Federal Reserve IT Security group is in the process of replacing all expiring SecurID Tokens. Please review instructions (in red, below) to complete sections A, D, G, and F of the SecurID token form.

Section A: Provide Date of Request

- Date should be consistent with the date the completed SecurID Control Form is emailed to the Shared National Credit Support Office at the Federal Reserve Bank of Kansas City. Email address: kcstatcs@kc.frb.org

Section D: Provide User Information

- Tokens will be shipped 10-15 days following receipt of the required user access forms (Access Control Form and SecurID form)

- In light of widespread remote working arrangements, please identify the physical address where the token should be mailed to you. (This may differ from your organization's main mailing address.)
Section F: Authorization

• This section should be signed by your organization's official SNC contact with one exception, as follows: If the token request is for the SNC contact, a different individual must complete section F. In such instance, the alternate approver may be a senior official within the SNC contact’s organization.

• A physical signature is typically required (and still preferred); however, in light of widespread remote working arrangements in response to the COVID-19 pandemic, electronic digital signatures will be temporarily accepted with the understanding a physical signature will be requested when normal (pre-pandemic) working arrangements are resumed.

Section G: User Agreement -

• Sign and print name (to be signed by the “user” as identified in section D)

• A physical signature is typically required (and still preferred); however, in light of widespread remote working arrangements in response to the COVID-19 pandemic, electronic digital signatures will be temporarily accepted with the understanding a physical signature will be requested when normal (pre-pandemic) working arrangements are resumed.

I have read this SecurID User Agreement. I understand that by accepting a SecurID to access the FRB’s systems, I am agreeing to abide by the FRB’s requirements, including the requirements described above. I understand that unauthorized access to the FRB’s systems is a federal crime under 18 U.S.C. 1039. I also understand that violating any of the FRB requirements for access may result in revocation of my SecurID and my FRB access privileges and may also result in legal prosecution.

User: __________________________
Signature: ________________________
Print Name: ______________________
Date: ____________________________