SCHOOLPAY ONLINE AUTHORIZATION
Accounting Department
Lincoln Public Schools

The following employee is authorized to have SchoolPay Access:

Name: _____ Location: _____

AS/400 User ID: _____ Employee ID Number: _____

Email Address: _____ Effective Date: _____

The following employee should <u>NO LONGER</u> have SchooPay Access via the Internet:

Name: _____ Location: _____

AS/400 User ID: _____ Employee ID Number: _____

Email Address: _____ Effective Date: _____

Administrator's Signature: _____

Title: _____ Date: _____

Send this form to Accounting. They will notify you when your user name and workflow details are set up with Accounting.

Return completed form to: Jamie Berens, Accounting, Box 2.