EnABLE™ User Access Form

Organization:	
Name	Title
Email Address	Phone Number
Contact Role (Can Select Multiple)	User Role (Select One)
Primary Contact ☐	Submit Draws ☐
Finance Officer ☐	Read-Only ☐
Billing Contact ☐	
Billing Contact CC ☐	
Name	Title
Email Address	Phone Number
Contact Role (Can Select Multiple)	User Role (Select One)
Primary Contact ☐	Submit Draws ☐
Finance Officer ☐	Read-Only ☐
Billing Contact ☐	
Billing Contact CC ☐	
Name	Title
Email Address	Phone Number
Contact Role (Can Select Multiple)	User Role (Select One)
Primary Contact ☐	Submit Draws ☐
Finance Officer ☐	Read-Only ☐
Billing Contact ☐	
Billing Contact CC ☐	
Authorize Signature	Date

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Billing Contact CC ☐	

Role Descriptions:

Contact Roles

Primary Contact

The primary contact is the recipient role that receives all general information from the system and is the main contact for revisions and updates to the recipient organization data. This role is the primary contact for user contact information and changes in staffing.

Finance Officer

The Finance Officer is the recipient staff that receives all financial documentation regarding a loan or grant in the system, which includes repayment letter, canceled promissory note, loan and grant closeout, and audit confirmation.

Billing Contact

The Billing contact user role is the main contact for receiving the monthly repayment withdraw notice email.

Billing Contact CC

The Billing contact CC user role is for additional staff that need a copy of the monthly repayment withdraw notice email.

User Roles

Read-Only

This user has view only access with ability to view and add attachments at multiple levels.

Submit Draw Request

This user role has the ability to view recipient records and submit disbursement requests into the EnABLE system on behalf of the recipient.