

Authorized Users

Individuals Approved to Process Cash, Checks, & Credit Cards



Authorized Users are the individuals within a department that have been designated to perform specific tasks related to the processing of Cash/Checks and/or Credit Cards. By identifying Authorized Users, the department is able to determine that the appropriate people are completing important tasks, those tasks are only completed by the appropriate people, and those people have taken the necessary training.

Cash/Checks

Credit Cards

Who Should be an Authorized User

The Primary and Secondary Contacts

+

All individuals who prepare deposits, make deposits, or create Cash Receipt Tickets (CRT)

The Merchant Contact

+

All individuals who handle cardholder data (i.e., full 16 digit card number) or issue credit card refunds

How to update Authorized Users*

The Primary and/or Secondary Contacts are responsible for updating Authorized Users and must request the related OARS Role: GL_CR_DEPOSIT_LOC_CONTACT_USER

Click the "Authorized Users" tab on the "Deposit Location" page in the M-Pathways Financial & Physical Resources System (FINPROD)

*Search "Update Deposit Location and Merchant Information" in [MyLINC](#) for step-by-step instructions

The Merchant Contact is responsible for updating Authorized Users and is granted the related OARS Role by Treasury

Click the "Authorized Users" tab on the "Merchant Information" page in the M-Pathways Financial & Physical Resources System (FINPROD)

When to Update Authorized Users

Add Authorized Users before they begin to process deposits or CRTs

Promptly remove them when they no longer work in your unit and/or no longer process deposits or CRTs

Add Authorized Users before they begin to process credit cards

Promptly remove them when they no longer work in your unit and/or no longer process credit cards

Required My LINC Training for Authorized Users

Depository Certification Training (TME101)
Required every 2 years

Merchant Certification Course (TME102)
Required Annually