

Section I – Participating Pension Fund Setup

Approval Structure:

Each member fund instruction will require one Account Representative to input the instruction and a separate Account Representative will be required to approve the instruction.

Section II – Individual User Access Setup

Global Cash Movement Access Authority: Input the user ID(s) who should have access to the Instruction Type.

Input Access Authority

All users setup with Input Access Authority will have access to ALL portfolio accounts on record. They are assigned the following access permissions:

1. **View** – Allows users to view or print Instructions.
2. **Input Instruction – Restricted** – Allows users to create an Instruction via a Protected Profile. Users can also edit Instructions that were created via a Protected Profile. (Users cannot create ad hoc instructions.)

Approval Access Authority

All users setup with Approval Access Authority will have access to ALL portfolio accounts on record and UNLIMITED approval amount. They are assigned the following access permissions:

1. **View** – Allows users to view or print Instructions.
2. **Senior Approve Instruction** – Allows a user to approve a newly created Instruction.

Account Representative Name	Email Address	Cell Number	Input Access Authority? (Y/N)	Senior Approval Access Authority? (Y/N)

Note: Users can have both input and approve access; however, a user cannot approve their own transactions.

Note: Under the FPIF Cash Management Policy, each Participating Pension Fund may have up to a total of 4 Account Representatives which include 2 Authorized Agents, 1 Treasurer and an additional non-voting Board Member appointed by Board resolution. A copy of the FPIF Cash Management Policy can be found at: <https://ifpif.org/policies-publications/>.



Section III – Participating Pension Fund Bank Wire Instructions

Bank Name: _____

ABA routing #: _____

Account #: _____

Account Name: _____

Note: The bank wire instructions must belong to an account wholly owned by the Participating Pension Fund.

Participating Pension Fund Information

Participating Pension Fund Name:

I hereby acknowledge that the Account Representatives listed in Section II are eligible to serve as Account Representatives pursuant to the FPIF Cash Management Policy, and further acknowledge that the bank wire instructions provided in Section III belong to an account wholly owned by the Participating Pension Fund named above.

Signature of Authorized Agents completing this form:

By:

_____	_____	_____	_____
Print Name	Signature	Title	Date
_____	_____	_____	_____
Print Name	Signature	Title	Date