

DEPARTMENT OF HOMELAND SECURITY  
U.S. Coast Guard  
**IMAGENOW USER ACCESS AUTHORIZATION**

*Please fill out online or print neatly! This authorization supercedes previous applications.*

|  |                             |                            |
|--|-----------------------------|----------------------------|
| 1. User's Name (Last, First, MI.) (Please print or type) | 2. Rank/Rate                | 3. Employee ID # (Not SSN) |
| 4. Dept ID & Unit Name (Include Staff Symbol)            | 5. Area Code & Phone Number | 6. e-mail Address          |

7. User Role Description (Include current roles, this authorization supercedes all of your previous authorizations):

**PPC General:**

|   |  |  |   |
|---|--|--|---|
| RAS: Accounting Techs<br>Admin                | ACT/RES Pay Techs<br>Supervisor/Auditors | Annuitant Pay Techs<br>View & Print<br>View Only | FAR: Records Review-KS<br>Member Record Review<br>OTHER: (describe below) |
| SES: ADT<br>ADT View & Print<br>ADT View Only | IDT<br>IDT View & Print<br>IDT View Only | SOCS<br>SOCS View & Print<br>SOCS View Only      |   |
| TVL: Claim Examiners                          | System Support                           | View & Print                                     | View Only   |

**Security Administrators:**

**Administrators:**

|   |                                    |
|---|------------------------------------|
| CS User Auth – DA & JUMPS User Auth Forms<br>ID AIS | ImageNow Administrator<br>Scanners |
|---|------------------------------------|

**HQs/PSC/SPOs:**

|  |  |  |  |  |
|--|--|--|--|--|
| Document Processors (Scanners/Image Processors)<br>PSD-MR      OPM-3      Boardroom Administrators   |  |  |  |  |
| Records Review – Full Access<br>OPM      RPM (Officer Records)      OPM/RPM Boardroom Accounts      BCMR/Congressional Review      Auditor Support |  |  |  |  |
| Records Review – Restricted Access<br>SPO IPDR      EPM      RPM (Enlisted Records)      CG HQs (limited)      PPC                                 |  |  |  |  |

8. Authorizing Official (Signature & Typed or printed name, Rank, Title (CO/OIC, XO/XPO or HQ/DCMS/CGPSC/FORCECOM/OPCOM/DIST, Branch Chief) & Phone Number):

I certify that the access I have authorized is based on an official need. I'm aware of the general functionality I have authorized and I'm aware of what this will allow this member to complete. If this is for a contractor, the Contracting Officer's Technical Representative (COTR) sign as AO.

|   |         |
|---|---------|
| Signature, PRINTED or TYPED Name, Rank, Title (see instructions), Phone | 9. Date |
|---|---------|

**Privacy Act Statement**

**AUTHORITY:** Execute Order 10450, 9397; and Public Law 99-474, the Computer Fraud and Abuse Act.

**PRINCIPAL PURPOSE:** To record names, signatures, and other identifiers for the purpose of identifying individuals requesting access to U.S. Coast Guard (USCG) systems and information. NOTE: Records may be maintained in both electronic and/or paper form.

**ROUTINE USES:** None.

**DISCLOSURE:** Disclosure of this information is voluntary; however, failure to provide the requested information may impeded, delay or prevent further processing of this request.

**Acknowledgment:** I understand that I am authorized to access the ImageNow/WebNow system and that accessing it for purposes beyond the Scope of Authorization is a violation of Federal law (18 U.S.C. 1030 et al) (Note: Refer to the Automated Information Systems (AIS) User Acknowledgment Form (CG-5500A), which is required for all U.S. Coast Guard AIS users, it contains the full Scope of Authorization and Acknowledgment.)

|                      |          |                               |
|----------------------|----------|-------------------------------|
| 10. User's Signature | 11. Date | <b>Fax to: (785) 339-2297</b> |
|----------------------|----------|-------------------------------|

**Revocation Procedure:**

ImageNow access must be terminated upon PCS, separation, retirement, reassignment of duties (Fleet-Ups) and change of organization (inter-office transfer). Contact PPC Customer Care via on-line trouble-ticket at <http://www.uscg.mil/ppc/ccb> or <http://cgweb.ppc.uscg.mil/ccb/> or via email at [PPC-DG-CustomerCare@uscg.mil](mailto:PPC-DG-CustomerCare@uscg.mil) for all ImageNow account revocations.