

Access to ePayment Request Form and Confidentiality Statement

1. Your login ID(s) & password(s) are unique to you as a user of one or more of the University's systems. Your login IDs & passwords must be kept confidential. Your login IDs & passwords replace your handwritten signature and are the legal equivalent to a handwritten signature.
2. Your login ID(s)/password(s) are necessary for you to perform your job, so you must memorize them and store any written login IDs & passwords in a secure place
3. If you suspect that someone else is using your login ID(s)/password(s), you must immediately notify your supervisor and request a replacement.
4. If you undergo a status change of any kind (job description, job title, name, promotion, or resignation/termination), you must remind your supervisor to inform the appropriate central office(s) so that the information can be updated.
5. In using the ePayment system, you will have access to confidential and, in some instances, legally protected information regarding University vendors, contractors, payees, etc., including names and addresses.
6. Misuse of the ePayment system and confidential information is an extremely serious matter and will result in disciplinary action (including but not limited to immediate termination of employment), an unfavorable reference and disqualification from future University employment, student disciplinary action, and/or civil and/or criminal legal action.
7. Misuse of the access control system and confidential information includes but is not limited to: (a) giving access to or sharing confidential information with any other person unless expressly authorized by a direct supervisor; (b) "hinting" or make suggestions about confidential information to any other person; (c) repeating or presenting confidential information to any other person even while omitting specific identifiers related to the confidential information; and (d) searching for or accessing confidential information that is not directly related to a specific task at hand (e.g., looking for information out of curiosity).

Grant Access to the ePayment Request Form to:

***Required Fields**

*Cnet /UCHAD ID:		*Name :	
Authorized Signer ID #:		Chicago ID:	
*Department Number:		*Department Name:	
Phone Number:		*Email Address:	

Note: The email address field is limited to (29) characters; if your email address exceeds the limit please provide an alternate address.

Statement of Understanding

By signing below, I certify that I have read this statement, I understand it, and I agree to comply with it. I likewise certify that I have read University Personnel Policy U601 (Treatment of Confidential Information), I understand that U601 applies to me, and my failure to comply with U601 and/or this statement may result in adverse action against me as described above.

*Name (Print/Sign)

Date

Approvals

*Supervisor (Print/Sign)

Date

The completed form should be submitted to: epayment@uchicago.edu