

## ViewDirect Recipient ID Request Form

[Clear Form](#)[Print Form](#)**Agency Name:****Agency Code:***(3 Characters)***Address:****Requestor's Name:****Phone Number:****Email:****Recipient ID:***(Same as ACF2 Logon ID)***Preferred Non-Expiring Password:***(4-8 Characters)***Agency Code(s)****Authorized to View:****Email File Format:***(PDF and/or TXT)***- Or -****Remote Printer ID:***(RMTXXXX)***ADC Agency Account Code:***(optional)***FMIS Functional****Coordinator Signature:** \_\_\_\_\_**Date:****FMIS Security****Officer Signature:** \_\_\_\_\_**Date:**

The completed ViewDirect Recipient ID Request Form can be submitted to the DoIT Service Desk by:

Fax: 443-926-9742 (no cover sheet); or  
E-mail: [service.desk@maryland.gov](mailto:service.desk@maryland.gov)

*For internal use only -***Printer JCL:****Initials:****Ticket #:****Date:**

Revised 08/15/22

# ViewDirect Recipient ID Request Form

(Instructions & Other Related Information)



A ViewDirect Recipient ID Request Form is only required when:

- Defining a new ViewDirect Recipient ID;
- Deleting an existing ViewDirect Recipient ID; or
- Modifying 'Agency Code(s) Authorized to View' fields for an existing ViewDirect Recipient ID.

*(Note: Having any other modifications made to an existing ViewDirect Recipient ID can be accomplished by emailing the DoIT Service Desk at [service.desk@maryland.gov](mailto:service.desk@maryland.gov) with the requested change. No form is required.)*

Instructions for completing the ViewDirect Recipient ID Request Form are listed below:

- **Agency Name:** Enter the requestor's agency name.
- **Agency Code:** Enter the 3-character agency code associated with the requestor's R\*STARS financial agency.
- **Address:** Enter the requestor's agency mailing address.
- **Requestor's Name:** Enter the requestor's first and last name.
- **Phone Number:** Enter the requestor's telephone number.
- **E-mail:** Enter the requestor's e-mail address.
- **Recipient ID:** Enter the requestor's 6-character ACF2 logon ID.
- **Preferred Non-Expiring Password:** Enter the preferred 4 to 8-character password. *(Note: the requestor's password for ViewDirect should not match their FMIS password.)*
- **Agency Code(s) Authorized to View:** Enter the 3-character R\*STARS batch agency code(s) for which the requestor of the Recipient ID is authorized to view reports.
- **Email File Format:** Enter the format (PDF and/or TXT) in which the reports should be emailed. (TXT files can be converted into Excel.) If both PDF and TXT are chosen, the requestor will receive two emails for each print request made within ViewDirect.  
*or*  
**Remote Printer ID:** Enter the remote printer ID (RMTxxxx) to which print requests should be routed.
- **ADC Agency Account Code (optional):** Enter the Annapolis Data Center (ADC) agency account code to which ViewDirect print request charges will be billed.
- **FMIS Functional Coordinator Signature:** The agency's FMIS Functional Coordinator signs and dates the form.
- **FMIS Security Officer Signature:** The agency's FMIS Security Officer signs and dates the form.

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A DoIT Technical Services Operations team member will notify the requestor upon completion of the ViewDirect Recipient ID request.