

For: Cotton State and County Offices

**New Cotton User ID's**

Approved by: Deputy Administrator, Farm Programs



**1 Cotton User ID's**

**A**

**Background**

The electronic warehouse receipt (EWR) files previously stored by EDS in Michigan will be moved to NITC in Kansas City. Updated information is needed for the security office to provide the necessary operational support for the migration. Every office that processes EWR's will need new ID's and passwords.

**B**

**Purpose**

This notice provides instructions to cotton State and County Offices to provide the necessary information as soon as possible. County Offices will not be able to process EWR's until they are assigned new user ID's and passwords.

**C**

**Instructions**

All of the following information is needed for every cotton County Office that will be processing EWR transactions:

- name and social security number of primary contact
- name and social security number of alternate contact
- telephone numbers for the primary and alternate contacts
- ST/CO code
- address of County Office where the primary and alternate contacts are located.

Exhibit 1 is a format for submitting the information. State Offices should provide the information to Sharon Rafter, PSD as soon as possible, but **no later than July 15, 1999**. The information may be FAXed to 202-690-3307 or sent by e-mail to Sharon\_Rafter@wdc.fsa.usda.gov.

<p><b>Disposal Date</b></p> <p>January 1, 2000</p>	<p><b>Distribution</b></p> <p>Cotton State Offices; State Offices relay to applicable County Offices</p>
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**Format for Submitting Cotton User ID Information**

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STATE: _____			
State/County Code	County Name	County Office Address	
	Name	Social Security Number	Telephone Number
Primary Contact			
Alternate Contact			
State/County Code	County Name	County Office Address	
	Name	Social Security Number	Telephone Number
Primary Contact			
Alternate Contact			
State/County Code	County Name	County Office Address	
	Name	Social Security Number	Telephone Number
Primary Contact			
Alternate Contact			

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