

FAMIS Memo Bank:

USERS

Please enter any existing AssurePay users, separated by commas, which will need access to this account.
For any new users, please complete the [AssurePay Access Request](#) form.

Import Checks:

Create Manual Checks:

Approve Manual Checks:

COMMENTS

Please add any additional comments regarding your access

CONTACT INFORMATION

User Name

E-mail address

Phone

CFO APPROVAL

Approved: Request must be approved by your CFO or designee. Please forward the completed request form to your supervisor.

When approved document is returned, please forward on to FAMIS Services at the email address listed below.

Signature

Date

Please scan and email approved form to: FAMIS-Security@tamus.edu.
Please include 'AssurePay Access' in the subject line of the email.

If there are any questions, please call the FAMIS Help Line, (979) 458-6464