

**Arizona Department of Education
Health & Nutrition Services
Request for ADEConnect Entity Administrator Account**

Sponsor/SFA Name:

CTD #:

Complete and return this form to the Arizona Department of Education, Health & Nutrition Services. Upon receipt of this form an ADEConnect, Entity Administrator account will be created for the organization named above. The Entity Administrator will have authority to setup user accounts that will have access to the CNPWeb and other Health & Nutrition Services online systems. If the Designated Official chooses to delegate the responsibility of creating ADEConnect user accounts for their organization, that individual must be identified in the second box below. All organizations must have at least one Entity Administrator. All designees must be an Authorized Representative on the Food Program Permanent Service Agreement. **All email addresses must be to an individual email account, not an organization wide account.**

PLEASE SELECT ONLY 1 OPTION:

I am requesting to have an Entity Administrator Account Setup in my name:

Designated Official Name:

Designated Official Email Address:

I am requesting to delegate Entity Administrator Authority to the individual named below:

Authorized Representative:

Authorized Representative Email Address:

By signing below, I am authorizing the Arizona Department of Education, Health & Nutrition Services to create an ADEConnect Entity Administrator account for the organization named above. If I have delegated the Entity Administrator authority to another individual by checking the second box above, I understand that this person will be given full rights to establish user accounts for other users and these accounts may have access to submit claims for reimbursement or other sensitive information. I further acknowledge that the information above is true and correct.

Printed Name of Designated Official

Signature of Designated Official

Date

Printed Name of Authorized Representative

Signature of Authorized Representative

Date

Complete, sign and email this form to: healthandnutrition@azed.gov