**(Place On Organization/Company/Agency Letterhead)**

**Designation of Authority for FTA Systems User Manager**

Date:

Dear Federal Transit Administration,

|  |  |
| --- | --- |
| **FTA Recipient Organization:** |  |
| **Agency Acronym:** |  |
| **TEAM Recipient ID:** |  |
| **NTD ID:** |  |

Has identified the following individual(s) to serve as User Managers

|  |  |  |
| --- | --- | --- |
|  | **User Manager 1** | **User Manager 2**  ***(If applicable)*** |
| **Full Name:** |  |  |
| **Title:** |  |  |
| **Email Address:** |  |  |
| **Phone:** |  |  |
| **Applicable FTA System**  **(Yes or No)** | TrAMS: | TrAMS: |
| NTD: | NTD: |

The above identified employee(s) are authorized to create, modify, and deactivate accounts for (*Organization)*.

Sincerely,

*\_\_\_\_\_\_\_\_\_\_\_\_Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*(Chief Executive Officer’s Full Name*)

*(Title)*