**Designation of Authority for the NTD User Manager**

[[*Date*]]

Dear Margaret Schilling,

Please use the following information to designate the NTD User Manager(s) for our agency:

|  |  |
| --- | --- |
| **NTD Reporting ID:** | [[*xxxx*]] |
| **FTA Grant Recipient Organization:** | [[*Empire Transit Company*]] |
| **Agency Acronym:** | [[*ETC*]] |

|  |  |  |  |
| --- | --- | --- | --- |
| **User Manager 1** | | **User Manager 2 *(If applicable)*** | |
| **Full Name:** | [[*Mr. / Ms. First Name Last Name*]] | **Full Name:** | [[*Mr. / Ms. First Name Last Name*]] |
| **Title:** | [[*Position within Organization*]] | **Title:** | [[*Position within Organization*]] |
| **Email Address:** | [[*user@email.com*]] | **Email Address:** | [[*user@email.com*]] |
| **Phone:** | [[*xxx*-*xxx*-*xxx*]] | **Phone:** | [[*xxx*-*xxx*-*xxx*]] |

Authority is granted to create, modify, and deactivate NTD accounts for employees of *(Name of FTA Grant Recipient Organization)* to the individual(s) listed above.

Sincerely,

[[*Insert Signature*]]

[[*CEO’s Full Name*]]

[[*Position within Organization*]]