

ADDITIONAL INFORMATION ABOUT OSC ONLINE SERVICES AND PARIS

THE PUBLIC AUTHORITIES REPORTING INFORMATION SYSTEM (PARIS)

PARIS combines the data needs of the ABO and OSC into a common reporting format and eliminates the need for public authorities to make multiple filings of the same information. PARIS will allow public authorities to enter information, currently required to be provided under Public Authorities Law, General Municipal Law and OSC Regulations, into a structured, Internet-based application and to make a single simultaneous electronic submission to both the ABO and OSC. PARIS provides an easy, efficient, and cost-effective way for public authorities to meet their statutory reporting requirements.

ACCESSING PARIS VIA OSC ONLINE SERVICES

OSC Online Services is the gateway to various online applications administered by the New York State Office of the State Comptroller (OSC). Users will access PARIS via the OSC Online Services login page at <https://portal.osc.state.ny.us>

ENROLLING PRIMARY AUTHORIZERS

The primary responsibility for establishing and managing user accounts in PARIS has been delegated to a Primary Authorizer from each Public Authority. Therefore, each Authority must designate a Primary Authorizer. **To designate a Primary Authorizer, the Authority must submit an Online Services Government Account Authorization Form to OSC.** The form is included in this email package.

OSC will process the Account Authorization Form, establish a user account for the Primary Authorizer, and send two emails to the Primary Authorizer. One email will contain an approved User ID; the second email will contain instructions, including an active web link, for completing the enrollment process. After accessing the web page, the Primary Authorizer must choose a password and answer two secret questions to complete the enrollment process. When complete, the Primary Authorizer will be able to establish other user accounts in PARIS.

ASSIGNING USER ROLES

Users are assigned roles which permit them to perform certain tasks in PARIS. Roles are assigned to each user by the Primary Authorizer or his/her designee. User roles can be changed at any time through OSC Online Services. The segregation of roles among users is intended to separate tasks and duties; however, a user may be assigned more than one role. Each Public Authority must decide how to assign PARIS roles to its users.

PRIMARY AUTHORIZER ROLE

The Primary Authorizer is the first user created for an Authority. The Primary Authorizer can use OSC Online Services to:

- Create additional Authorizers, who can establish and manage other user accounts
- Create and maintain user roles in PARIS
- Reset user passwords

The person who serves as Primary Authorizer can be changed at any time.

The relationship of Primary Authorizer to other users is depicted below:

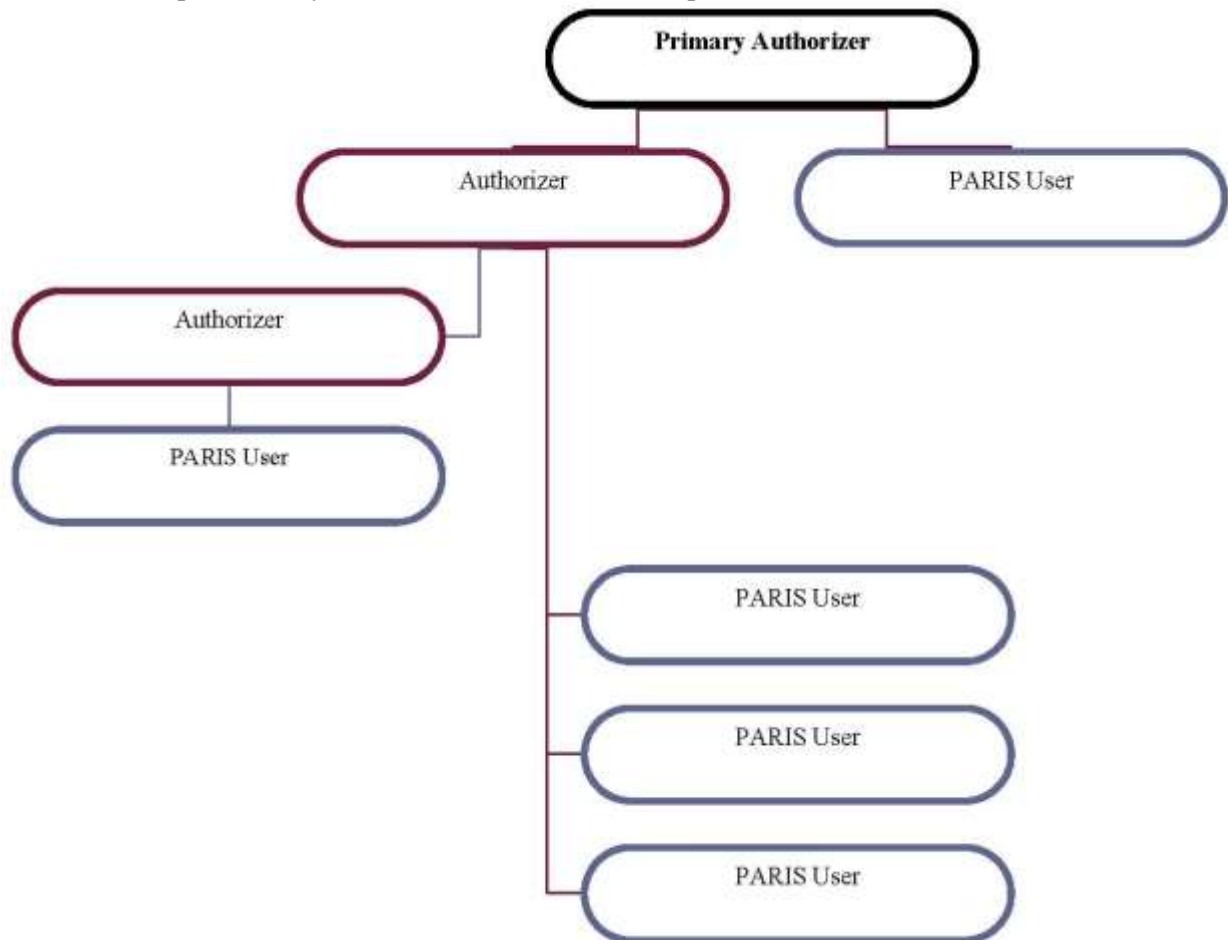


Figure 1: Relationship of Primary Authorizer to Other Users

PARIS ROLES

Users may be assigned the following role(s) in PARIS by a Primary Authorizer or a designated Authorizer:

- **PA Preparer:** role that provides the user with the ability to enter data for his/her own authority into PARIS. This role has create, view, update and delete access to all of his/her own public authority's data in "unsubmitted" status. This role also has view-only access to "certified" public authority data for any other authority.

- **PA View-Only:** role with no create, update or delete privileges. This role can view the PARIS data of any authority that is in “certified” status.
- **PA Certifier:** role with all the privileges of the PA Preparer, plus the ability to “certify” a data submittal for his/her own public authority. The PA Certifier role must be assigned to the public authority’s Chief Executive Officer and Chief Financial Officer, and may be assigned to any other designee authorized to act on behalf of the CEO and CFO.

PARIS roles may be assigned to more than one user. Similarly, a user may be assigned more than one PARIS role. Role assignments may be modified at any time by the Primary Authorizer or any other Authorizer.