



You were recently notified that the Authority Budget Office (ABO) and the Office of the State Comptroller (OSC) have jointly developed a comprehensive on-line reporting system for public authorities, known as the Public Authorities Reporting Information System (PARIS).

This letter describes the process public authorities must follow to provide designated staff with access to PARIS, which will be managed through OSC Online Services. The first step requires you to identify a responsible individual to act as the Primary Authorizer for your authority. We ask that you provide us with the name and contact information of this individual as soon as possible.

To designate the Primary Authorizer, please complete the Online Services Government Account Authorization Form that is included with this notice. OSC will establish a PARIS user account for the Primary Authorizer prior to making the PARIS application available for authority use. Notification that the account has been established will be provided to the Primary Authorizer by email.

Each public authority will determine which of its employees should be given access to the PARIS application. The Primary Authorizer will be responsible for establishing and maintaining the user accounts that provide access to PARIS and to the public authority data that resides in the system. The Primary Authorizer will use the OSC Online Services application to create and manage these accounts.

User accounts should be established for all individuals responsible for entering data into PARIS (preparer role), individuals responsible for the accuracy of the entered data and for submitting reports to the ABO and OSC (certifier role), and for other individuals who the public authority would like to grant "view-only" access to data after it has been submitted. The number of user accounts established is left to the discretion of each public authority.

The Online Services enrollment application may be used to change the individual designated as the Primary Authorizer. A detailed description of the roles and responsibilities of the Primary Authorizer, and the relationship between Primary Authorizers, authorizers and application users, is included with this communication.

Thank you in advance for your cooperation. Should you or any of your staff have questions concerning this communication or about the PARIS application, please contact either the ABO or OSC at the following:

Authority Budget Office
info@abo.state.ny.us
(518) 474-1932 or 1-800-560-1770

Office of the State Comptroller
HelpDesk@osc.state.ny.us
(518) 408-4672 or 1-866-370-4672