U.S. DEPARTMENT OF LABOR
EMPLOYMENT AND TRAINING ADMINISTRATION
Request for Financial Status Report Access

Instructions: Once the SF-1199A is completed, ETA will provide you with a password and PIN to enable direct **On-line Electronic Reporting** on the required Standard Form (SF) 269, Financial Status Report. Please fill out this form and press the Submit by Email button or email this information directly to: Logan.Shantay@dol.gov and Norris.Elizabeth@dol.gov . Once this form is recieved, an Email message will be sent directly to the Primary contact person with the password, PIN and instructions.

Thank you.

GRANT AGREEMENT #:

GRANT RECIPIENT NAME:

Primary Contact: This individual is responsible for certifiying the accuracy of the financial report by entering the PIN. The PIN is an electronic signature. All information is required below. The password/PIN will be emailed to the Email address provided below.

PRIMARY CONTACT NAME:

CONTACT PHONE: **EMAIL ADDRESS**

CONTACT FAX:

Secondary Contact: This individual is responsible for entering the data on the report.

SECONDARY CONTACT NAME:

CONTACT PHONE

Print Form **Submit by Email**

QUESTIONS:

Questions concerning the password/PIN for ETA's **On-line Electronic Reporting** should be directed to Shantay Logan and Elizabeth Norris. This form may be faxed to 202-693-3362. Questions concerning the SF-269 form should be directed to Thomas Martin (202) 693-2989.

Questions on the completion of form **SF-1199A** or on **Subaccount** information should be directed to Lanisha White on (202) 693-2831 or Julia Murray on (202) 693-2821.

Questions concerning your grant/agreement should be directed to your Federal Project Officer (FPO).

Form: 12/07/2005