Date Received	**Texas Commission on Fire Protection**	Date Approved
	P.O. Box 2286, Austin, Texas 78768-2286 (512) 936-3838	Approved By
	FIDO Account Owner Designation Form	

DEPT/ENTITY NAME:	
FDID NUMBER:	

Adding of NEW ACCOUNT OWNER:	
Name:	
PIN:	
E-Mail:	
Phone:	

Removal of PREVIOUS ACCOUNT OWNER (if applicable):	
NAME:	
PIN:	
E-Mail:	
IS THIS PERSON REMAINING AS A FIDO ADMINISTRATOR	YES NO

The above-named individual will be assigned as our department's primary "Online Account Owner" for online transactions with the Texas Commission on Fire Protection.

I understand that the above-named individual will have full rights to our department's account, and will be able to assign additional users as needed for specific reporting requirements.

I understand that if the person I am replacing as the Head FIDO administrator remains as a FIDO administrator it is my responsibility to set the permissions for access for that person.

Signature of Chief/Admin Head: _____

Printed Name of Chief/Admin Head: _____

Date Signed: _____

TCFP-019
08/23/2024

TCFP-019	FIDO Account Owner Designation Form

Purpose: Each regulated entity is required to establish an online account with the Texas Commission on Fire Protection. As part of this process, there is to be one individual named as the responsible party for all online data relating to the entity. This person is known as the "Account Owner", and is typically the head of the agency or his/her designee. The TCFP-019 form is to be used whenever the Account Owner is being designated for a newly-established account, or whenever there is a change in account ownership for an entity.

Account Owner Authority: The Account Owner will be established as a <u>Level 1 online Administrator</u> for the department. This level of administrative privilege allows the person full rights to manage all of an entity's online records or contacts with TCFP. The Account Owner will also have what is called **"protected status"**, meaning they can only be removed by the Commission, and must be replaced by another person at the time of removal. This ensures that there will always be an Account Owner for each entity.

Designation of other Administrators: The Account Owner will have the authority to designate additional Level 1 Administrators within their organizations, or others with lower administrative privileges (see levels below). Any additional Level 1 Administrators added by the Account Owner will <u>not</u> have "protected status". The designation of additional administrators may be accomplished online, via the FIDO system.

Lower levels of administrators are as follows:
- <u>Level 2</u>: An employee with Level 2 rights can do anything to manage the department's records EXCEPT designating or removing department administrators.
- <u>Level 3</u>: An employee with Level 3 rights can manage activities that would typically be considered routine or daily department administration. Examples are: managing the employment status of personnel, change of discipline assignment or removal from appointment of personnel, generating a department's annual renewal statement, etc.
- <u>Level 4</u>: An employee with Level 4 rights can handle functions with the Commission that pertain to certain reporting requirements. This would include injury reporting, or submission of continuing education for personnel.
- <u>Removal of Previous Account Holder</u>: If you do not circle YES or NO in the removal of Previous Account Holder the person that is listed in the box will be completely removed as a FIDO Administrator. It is the responsibility of the Head Administrator to ADD and REMOVE the additional FIDO Administrators and their level of permissions of access.

Activation of Account Ownership: Once the Commission has received a FIDO Account Owner Designation Form and processed the request, the person will be notified via email of the completed process. At that point the Account Owner will have immediate access to the entity's online account with the Commission, and can begin managing all available functions at that time.

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