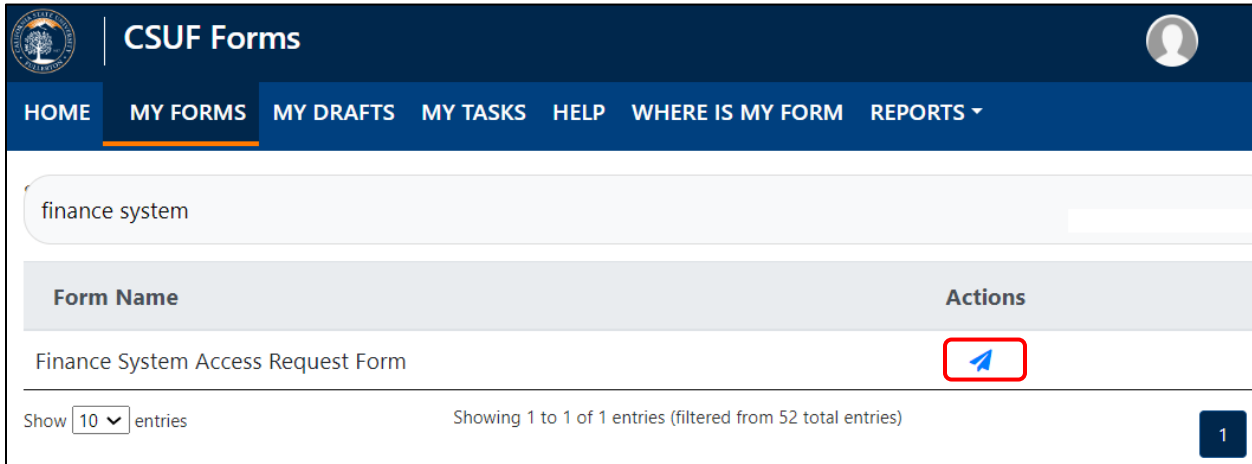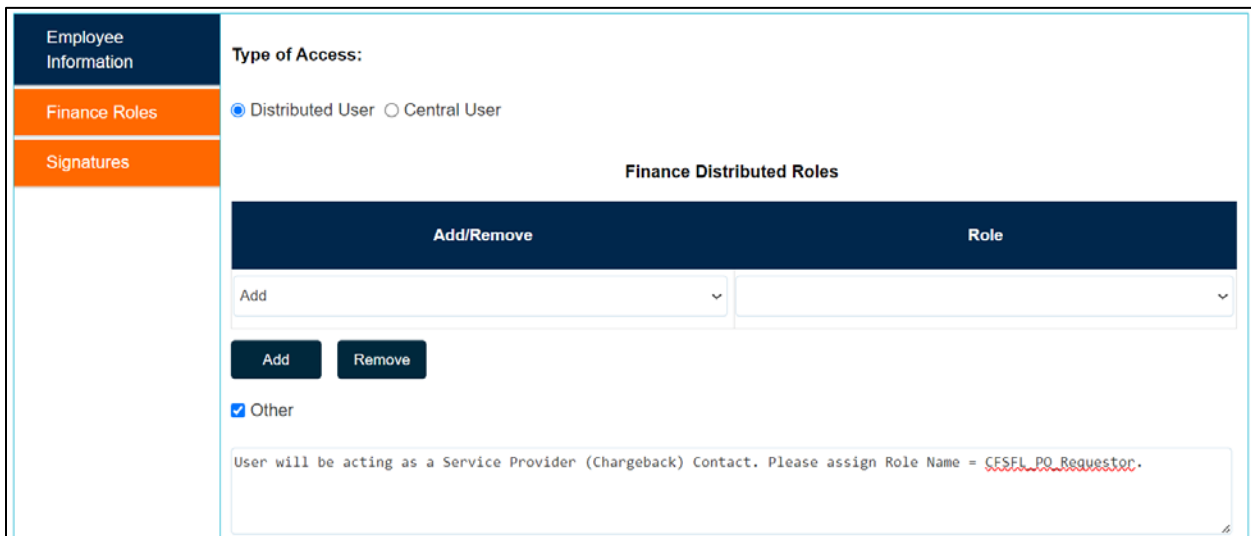**Navigation:** Adobe Experience Manager (AEM) Form Portal > My Forms > Finance System Access Request Form

1. Complete Employee Information page.

2. Complete Finance Roles page.

- Select Distributer User.
- Select Add.
- Select Other box. Type *"User will be acting as a Service Provider (Chargeback) Contact. Please assign Role Name = CFSFL_PO_Requestor."*

3. Complete Signatures page.

4. To track the status of the form, go to Where is My Form tab.