

STATE OF WYOMING
UNIFORM REAL PROPERTY REPORTING SYSTEM SECURITY MAINTENANCE

Indicate Action Desired:

Create New Administrator Change Administrator Remove Administrator

Section 1: Administrator's Profile

Administrator's Name (First, Last – Same as on SSN card)	
Administrator Phone Number	Administrator Email Address
Agency Number	Agency Name

Section 2: Responsibilities

Item 1: The Administrator is responsible for creating and maintaining additional users for the Agency or Entity.
Item 2: The Agency understands a PIN is required to create additional users and PIN shall not be shared with non-authorized personnel.
Item 3: The Agency is responsible for validating and ensuring the accuracy and correctness of the entered data and will use its best efforts to insure such.
Item 4: All uploaded documents shall be legible copies of the fully executed documents in PDF format.

By signing you request the employee in section 1 to be added to the system and you agree to the items in section 2.

Agency Director or CFO Signature

Date

Be sure to retain the original copy and send the scanned form via email to: Office of State Lands & Investments urprs@wyo.gov

Once the form is processed the agency PIN# and system login instructions will be provided to the Agency Administrator
If you have questions please email: urprs@wyo.gov