



Financial Services Procedure

SUBJECT: UBO User Identity and Password Procedure

NO: UBO P1.30

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I. Shared/Generic User Identity and Password

- A. Each employee in the Utility Business Office (UBO) division of the Financial Services Department shall receive his/her own username and will create his/her own confidential password for each application being assigned.
- B. The UBO project manager will conduct a monthly process to ensure all user names are updated to avoid any type of suspicious activity