



### Third-Party Website Account Authorization

As a business owner insured with the State Insurance Fund, you can authorize access to your policy information in the secure area of our website to a person from a third-party such as an accounting or bookkeeping firm or a payroll agency. The User will have access to all policy details available online, including premium and claim information and financial transaction history. The User also will have the ability to make e-payments to your policy.

An optional feature is Online Payroll Reporting. By checking this box, you are also authorizing the User to have access to complete and submit payroll reports electronically to us for premium billing purposes.

To authorize SIF to grant access to your policy information online and any additional features selected to the designate below, please complete, sign and submit this form.

I CERTIFY that I am an owner or managing authority of the policy noted below and am authorized to request the State Insurance Fund issue username, password and access permissions to the following person named below.

I CERTIFY that the user designate will have access to confidential information and that the unauthorized review, use, disclosure, or distribution of confidential information, could subject the user to possible civil and criminal penalties.

Policy No. \_\_\_\_\_ Insured entity name: \_\_\_\_\_

\_\_\_\_\_  
Signature of owner/managing authority Date

\_\_\_\_\_  
Printed name and title Phone

**All information is required to process this request.**

Full name of User Designate: \_\_\_\_\_ Choose optional access to:

Title or organization name: \_\_\_\_\_  Online Payroll Reporting

Email address: \_\_\_\_\_

Desired or existing username: \_\_\_\_\_ (no spaces or special characters allowed)

Phone: \_\_\_\_\_

**Submit by one of these methods:**

Upload saved file to our website at: [www.idahosif.org/document/upload](http://www.idahosif.org/document/upload)

Email as an attachment to: [webfax@idahosif.org](mailto:webfax@idahosif.org)

Mail to: State Insurance Fund, PO Box 83720, Boise, ID 83720-0044

**NOTE:** Online payments and online payroll reporting will be available 1 - 2 business days after receipt and processing of this completed document. If we created a user account a temporary password will be emailed to you at the address you supplied above.