



Washington
State Department of
Agriculture

PLEASE COMPLETE THIS FORM AND EMAIL IT TO FVOLY@AGR.WA.GOV. ALTERNATIVELY, MAIL COMPLETED AND SIGNED FORM TO ONE OF OUR REGIONAL OFFICES:

Yakima Region

WSDA Commodity Inspection Division
21 North 1st Ave, Suite 226
Yakima, WA 98902 or
FAX (509) 575-2537

Wenatchee Region

WSDA Commodity Inspection Division
270 9th St NE, Suite 101-A
East Wenatchee, WA 98802 or
FAX (509) 663-3030

Section 1 – Preferred F&V Statement Delivery Method

Check One: Email Mail

Firm Name:

Account #:

PERSONNEL AUTHORIZED TO RECEIVE STATEMENTS VIA EMAIL

NAME (s) <i>Please Type or print clearly</i>	EMAIL ADDRESS

Section 2 – Request for Granting a Manager/Accountants Access to C2P2

With the recent updates to C2P2, your Facility Manager can be granted administrative access. C2P2 administrative access enables your Facility Manager to manage the users associated with your facility. For example, shippers can be added/removed, your master shipper can be changed, and you can view inspections documents belonging to your facility. Note: If your Master Shipper is also your Facility Manager, the Facility Manager role can be assigned to your Master Shipper.

Additionally, if you would like to provide your accounting staff with access to view current/past invoices and view invoice specific reports, they can be added to C2P2 and assigned the Facility Accountant role.

If you wish to provide any of your staff members with the access described above, please complete the fields below by including their name, email address, and the role you would like assigned to them.

You must list at least 1 Facility Manager

NAME (s) <i>Please Type or print clearly</i>	EMAIL ADDRESS	ROLE
		<input type="checkbox"/> Facility Manager <input type="checkbox"/> Facility Accountant
		<input type="checkbox"/> Facility Manager <input type="checkbox"/> Facility Accountant
		<input type="checkbox"/> Facility Manager <input type="checkbox"/> Facility Accountant
		<input type="checkbox"/> Facility Manager <input type="checkbox"/> Facility Accountant

NOTE: Please keep a copy of this form for your records.