

#### **.04 AFIP Workstations - Operator Security – Updating Security**

Each office manager must request AFIP access and termination for staff by sending an e-mail to the [AFIP central workstation](#) operator. (See [AFIP Address](#)) The e-mail must contain the following:

- Name of the operator
- Whether to add or delete the ability to access AFIP
- Site code of the operator
- AZTECS LOGONID of the operator
- Confirmation that the operator has been trained to use AFIP

The AFIP central workstation operator is responsible for updating security for all AFIP users. Upon receipt of an e-mail requesting a User Profile update, the AFIP central workstation operator completes the request. The AFIP central workstation operator then notifies the requestor, and the new operator, when applicable.

AFIP User Profile Security records are maintained by the AFIP central workstation operator. These records can be used to track who has access to AFIP and which User Profile they have been assigned.