



**U.S. DEPARTMENT OF LABOR  
EMPLOYMENT AND TRAINING ADMINISTRATION  
Financial Reporting Access Document**

**Instructions:**

This information is used to issue a password and PIN to access the **Financial Reporting System**. Please fill out this information and press the Submit by Email button below to email it to [ETApasword.pin@dol.gov](mailto:ETApasword.pin@dol.gov). Once this information is received an email message will be sent directly to the Primary contact person with the password, PIN and instructions.

Thank you.

**GRANT AGREEMENT #:**

**GRANT RECIPIENT NAME:**

**Primary Contact:** This individual is responsible for certifying the accuracy of the financial report by entering the PIN. The PIN is an electronic signature. All information is required below. The password/PIN will be emailed to the primary contact Email address provided below.

**PRIMARY CONTACT NAME:**

**CONTACT PHONE:**

**CONTACT FAX:**

**EMAIL ADDRESS:**

**Secondary Contact:** This individual is responsible for entering the data on the report.

**SECONDARY CONTACT NAME:**

**CONTACT PHONE:**

**EMAIL ADDRESS:**



(use FSR\_grant# as name)



**QUESTIONS concerning:**

- the password/PIN for ETA's **Financial Reporting System** should be directed to [ETApasword.pin@dol.gov](mailto:ETApasword.pin@dol.gov).
- the ETA-9130 should be directed to your Federal Project Officer (FPO).
- the completion of the form **SF 1199A** or PMS Subaccounts should be directed to: [ETAAccountingGrants@dol.gov](mailto:ETAAccountingGrants@dol.gov) *(be sure to include the grant number/s)*
- your grant/agreement should be directed to your FPO.