New York State Office of the State Comptroller
Electronic Documents Submission System (EDSS) Hosting Access

This form should be used when a New York State contracting entity (Hosted Agency) wants to authorize another New York State contracting entity (Host Agency) to administer contract transactions within EDSS on its behalf.

The form must be signed by an authorized signatory from both the Hosted and the Host Agency (collectively referred to as "the parties"). Completed and signed forms should be emailed to BARTeam@osc.ny.gov

Host Agency	Business Unit	Department ID

Hosted Agency	Business Unit	Department ID

By signing, both parties agree that the Host Agency is authorized to administer transactions within EDSS (including uploading contract documents and submitting contracts, amendments, Contract Reporter exemption requests, and grant procurement records) on behalf of the Hosted Agency.

Signature of Host Agency

I _____ , _____ at the Host Agency, warrant that I am authorized to sign this form on behalf of the Host Agency identified above.

Signature of Host Agency	Date

Signature of Hosted Agency

I _____ , _____ at the Hosted Agency, warrant that I am authorized to sign this form on behalf of the Hosted Agency identified above.

Signature of Hosted Agency	Date