



## System Access Designation

---

**Purpose:** The System Access Designation (SAD) form must be completed and submitted to MPC in order to obtain access to the Online Filing System.

**Instructions:** A limit of two (3) Appellee Liaisons per agency can be designated; there is not a limit on Appellee Representatives.

**Form Completed by:**  Appointing Authority  Appellee Liaison  Appellee Representative  
 Petitioner Representative  Facilitator  Judge  Staff

1. Name of above identified person:
  2. Mailing address:
  3. City and State:
  4. Email address:
  5. Phone:
  6. Name of person you are designating:
  7. Email address of person you are designating:
  8. Role you are designating them to:  
 Appellee Liaison  Appellee Representative  Facilitator  Petitioner Representative
- 

Check below as an electronic confirmation signature that you are the person identified and understand and agree to the terms of the Online Filing system as defined in the Online Filing Manual.

Primary User  Authorizing Official

---

Do you intend to use the Online Filing System  Will you be requesting conventional filing authorization

---

**MPC USE ONLY:**

Access approved by the Merit Protection Commission Administrative Programs Officer:

Confirming signature of the APO

---

