



INSTRUCTIONS:

Each Municipal Civil Service Agency must complete this form for each employee authorized to have access to MSD On-line or to any of the MSD application(s). After the NYS Department of Civil Service processes this form, a letter will be sent to each individual user notifying him/her of his/her User ID and the applications to which he/she has been granted access.

Fill in your agency code from the listing below. **Please note agency codes precede the agency name.** If further information is needed, please call the Municipal Assistance Section. *The form may be photocopied as needed.*

AGENCIES	<i>Code</i>
	0106 State Police
	3100 City University of New York (CUNY)

COUNTIES	<i>Code</i>	<i>Code</i>	<i>Code</i>
	0100 Albany Co.	2100 Hamilton Co.	4400 Rockland Co.
	0200 Allegany Co.	2200 Herkimer Co.	4500 St. Lawrence Co.
	0400 Broome Co.	2300 Jefferson Co.	4600 Saratoga Co.
	0500 Cattaraugus Co.	2500 Lewis Co.	4700 Schenectady Co.
	0600 Cayuga Co.	2600 Livingston Co.	4800 Schoharie Co.
	0700 Chautauqua Co.	2700 Madison Co.	4900 Schuyler Co.
	0900 Chenango Co.	2800 Monroe Co.	5000 Seneca Co.
	1000 Clinton Co.	2900 Montgomery Co.	5100 Steuben Co.
	1100 Columbia Co.	3000 Nassau Co.	5200 Suffolk Co.
	1200 Cortland Co.	3200 Niagara Co.	5300 Sullivan Co.
	1300 Delaware Co.	3300 Oneida Co.	5400 Tioga Co.
	1400 Dutchess Co.	3400 Onondaga Co.	5500 Tompkins Co.
	1500 Erie Co.	3500 Ontario Co.	5600 Ulster Co.
	1600 Essex Co.	3600 Orange Co.	5700 Warren Co.
	1700 Franklin Co.	3700 Orleans Co.	5800 Washington Co.
	1800 Fulton Co.	3800 Oswego Co.	5900 Wayne Co.
	1900 Genesee Co.	3900 Otsego Co.	6000 Westchester Co.
	2000 Greene Co.	4000 Putnam Co.	6100 Wyoming Co.
		4200 Rensselaer Co.	6200 Yates Co.

CITIES	<i>Code</i>	<i>Code</i>	<i>Code</i>
	0110 Albany	3210 Lockport	3630 Port Jervis
	2910 Amsterdam	3020 Long Beach	4210 Rensselaer
	0610 Auburn	4610 Mechanicville	2810 Rochester
	0410 Binghamton	3610 Middletown	3310 Rome
	1510 Buffalo	6010 Mount Vernon	4620 Saratoga Springs
	0120 Cohoes	3620 Newburgh	3315 Sherrill
	3810 Fulton	6020 New Rochelle	1530 Tonawanda
	3010 Glen Cove	3220 Niagara Falls	4220 Troy
	5510 Ithaca	0910 Norwich	3320 Utica
	5610 Kingston	4510 Ogdensburg	2310 Watertown
	1520 Lackawanna	2710 Oneida	0130 Watervliet
		3910 Oneonta	6050 White Plains
		3820 Oswego	6060 Yonkers

TOWNS	<i>Code</i>
	3070 Hempstead
	0111 Colonie

REGIONAL	<i>Code</i>
	0820 Chemung Co./Elmira