



NATURAL RESOURCES  
DIVISION

# EnABLE™ User Access Form

11/19/2024

Type of form (please mark all that apply.)

Organization Legal Name: \_\_\_\_\_

Organization DBA or Short Name: \_\_\_\_\_

FEIN: \_\_\_\_\_ SAM.gov UEI: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Physical Address: \_\_\_\_\_

New recipient user(s)

Update recipient user(s)

New consultant/engineer

Update consultant/engineer

Add users to project

(include EnABLE project number )

Name	Title	Email Address	Phone Number	Role	EnABLE Project#	Funding Applications	Loan Documents	Draw Request
				Primary Contact				
				Accounts Payable/ Billing contact				

Name and Title of Authorized Representative	Date	Signature
---	------	-----------

- **Primary Contact** (Required): person to contact for all funding related questions.
- **Accounts Payable/Billing contact** (Required): person to contact related to loan repayment, will receive emailed debt service invoices for outstanding loans.
- **Secondary Contact** (optional) person that may be contacted in the absence of the Primary Contact or by designation by Primary Contact.
- **Client DCE Reviewer (required if Consultant or Consulting Engineer authorized to submit draw requests)**: Person that will approve draws initiated by a Consultant or Consulting engineer which will be submitted to ANRD for review and approval of reimbursement. Organizations may have multiple Client DCE Reviewers.
- **Consultant or Consulting Engineer (optional) with the Draw Request checked**: person that can initiate draw requests to be approved by Client DCE Reviewer. System only allows one Client DCE Reviewer per project.
- **Consultant or Consulting Engineer with Funding Applications checked** can initiate: a funding application but not submit it. The Consultant or Consulting Engineer will need to notify the applicant when a funding application is ready to be reviewed and/or submitted. The application must be submitted any authorized signatory authority.
- **Check the funding application and/or draw request for at least one user for the organization.** For the organization user a project number is not required. Multiple users may have this functionality.
- **Multiple forms may be submitted if needed to include additional users**
- **EnABLE Project Number**: will limit the access of the user assigned a project number to only view the designated project data. Recommend a project number for Consultant or Consulting engineer. Contact Natural Resources Division staff if you do not know your EnABLE project number.

Natural Resources Division, 10421 W Markham St., Little Rock, AR 72205-2190 (501)-682-1611 Submit to: ANRC.Applications@agriculture.arkansas.gov

## EnABLE User Access Form

To set up an EnABLE User Account, please complete the form, must be signed by authorized signatory on file with Natural Resources Division. Please check the type of form.

### Definition of Role:

**Primary Contact (Required):** person to contact for all funding related questions.

**Accounts Payable/Billing contact (Required):** person to contact related to loan repayment, will receive emailed debt service invoices for outstanding loans.

**Secondary Contact (Optional)** person that may be contacted in the absence of the Primary Contact or by designation by Primary Contact.

**Client DCE Reviewer (Required if Consultant or Consulting Engineer authorized to submit draw requests):** Person that will approve draws initiated by a Consultant or Consulting engineer which will be submitted to ANRD for review and approval of reimbursement. Recipients can have more than one Client DCE Reviewer

**Consultant or Consulting Engineer (Optional) with the Draw Request checked:** person that can initiate draw requests to be approved by Client DCE Reviewer. System only allows one disbursing consulting engineer per project.

**Consultant or Consulting Engineer with Funding Applications checked can initiate:** a funding application but not submit it. The Consultant or Consulting Engineer will need to notify the applicant when a funding application is ready to be reviewed and/or submitted. The application must be submitted any authorized signatory authority.

Check the funding application and/or draw request for at least one user for the organization. For the organization user a project number is not required. Multiple users may have this functionality.

**EnABLE Project Number:** will limit the access of the user assigned a project number to only view the designated project data. Recommend a project number for Consultant or Consulting engineer. Contact Natural Resources Division staff if you do not know your EnABLE project number.

Once an EnABLE User Account has been created, a temporary password will be sent to each user from the system with further instructions to access EnABLE from Natural Resources (AR\_NRD@enablesupport.com), this is not a monitored email address.

**Do not share** your user ID or password with anyone. Submitting information using a user identification or password not assigned to the person submitting information is defined as financial identity fraud in Arkansas Code 5-37-227 (a)(1).

For assistance with this form please contact:

**Amy Theriac**  
Program Outreach Coordinator  
Natural Resources Division  
Office (501) 682-0547  
[amy.theriac@agriculture.arkansas.gov](mailto:amy.theriac@agriculture.arkansas.gov)

**Chris James, CPA**  
Accounting Operations Manager  
Natural Resources Division  
Office (501) 682-3921  
[chris.james@agriculture.arkansas.gov](mailto:chris.james@agriculture.arkansas.gov)