



**FAQ Number:** 1392

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**Question:** How do I transfer my account or reassign my user role?

**Answer:**

Accounts are transferred outside of the User Registration System; this cannot be done until an organization has received its Usernames and Passwords. To transfer an account, an individual must access the Manage My Account application from the CSAT site. An account can be transferred to an existing CSAT user or to a new user. If a new user is specified, a new PDF form must be created, signed, and submitted to DHS.

For more information, please reference the CSAT Account Management User Guide <http://www.dhs.gov/sites/default/files/publications/chemsec-csataccountmanage-userguide.pdf> (PDF, 15 pages - 243KB).