Tenant coordinator enters FMIC request for key with required information such as shown in the below. (Revised FMIC form with key information).

1. Enter short description in the space for Description of Customer Request.
2. Enter key information in the space for Extra Description. You may copy, paste and complete required fields. There is enough space (4000 Character MAX) for multiple key requests.
3. Enter Funding Use Code.
4. Submit your request.

