

ARKANSAS DEPARTMENT OF HUMAN SERVICES  
COMMODITY DISTRIBUTION PROGRAM

REQUEST FOR ACDS LOGIN & PASSWORD ASSISTANCE

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**If you are a new user:** Please fill out the bottom portion of this form as well as the Recipient Agency contract Addendum (DCO – 1845) and fax both to 501-371-1410. We will update your agency's files and email your new login information to you within one business day.

**If you are a current user:** It is not necessary to contact the Commodity Distribution office if you have forgotten your password. On the login page, simply click "Forgot Password". After you correctly answer the three security questions you previously set up, you can enter a new password. If your account is "locked out", or you can't answer the security questions, please fill in the information below and fax to 501-371-1410. We will correct the problem and contact you within one business day.

**For security reasons, we can no longer do this by phone.**

**New Users:**

Recipient Agency: \_\_\_\_\_ Recipient Agency #: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Emergency #: \_\_\_\_\_

**Returning Users:**

User Name: \_\_\_\_\_ Recipient Agency: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_