



USER ACCOUNT REQUEST FORM

UAR No:	Date:
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USER ACCOUNT INFORMATION	File Copy
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NAME OF EMPLOYEE <i>(Last name, First Name, Middle Name)</i>		EMPLOYEE NO.	POSITION
DEPARTMENT	SITE NAME	CONTACT NUMBER	E-MAIL
DATE EMPLOYED*	DATE OF BIRTH*	ADDRESS*	

TYPE OF UPDATE					
<input type="radio"/> New User*	<input type="radio"/> Add Role	<input type="radio"/> Delete Role/s	<input type="radio"/> Change Site	<input type="radio"/> Change Role/Password	<input type="radio"/> Delete User
ROLE/S <i>Use this box to specify role other than those indicated in Roles box</i>			NEW SITE NAME	MOTHER'S FULL MAIDEN NAME <i>For verification purposes</i>	ROLE/PASSWORD

APPLICATION SYSTEM ROLES

<p><u>AFMS</u> <u>General Ledger</u></p> <ul style="list-style-type: none"> <input type="radio"/> Journal Entry Group <input type="radio"/> Journal Approver Group <input type="radio"/> Journal Posting Group <input type="radio"/> Reports and Inquiry Group <input type="radio"/> Budget Definition Group <input type="radio"/> Budget Entry Group <input type="radio"/> Budget Posting Group <input type="radio"/> COA GL Inquiry Group <p><u>Fixed Assets</u></p> <ul style="list-style-type: none"> <input type="radio"/> FA Manager <input type="radio"/> FA Custodian <input type="radio"/> FA Inquiry 	<p><u>Accounts Payable</u></p> <ul style="list-style-type: none"> <input type="radio"/> Invoice Entry Group <input type="radio"/> Invoice Validation Group <input type="radio"/> Invoice Accounting Entry Creation Group <input type="radio"/> Payment Entry Group <input type="radio"/> Payment Accounting Entry Group <input type="radio"/> COA AP Inquiry Group <p>For COA only:</p> <ul style="list-style-type: none"> <input type="radio"/> COA FA Inquiry Group 	<p><u>Accounts Receivable</u></p> <ul style="list-style-type: none"> <input type="radio"/> AR Manager <input type="radio"/> AR REMS Invoice Processor <input type="radio"/> AR Manual Invoice Processor <input type="radio"/> AR Manual Receipt Processor <input type="radio"/> AR Inquiry <input type="radio"/> COA AR Inquiry Group <p><u>Budget Module</u></p> <ul style="list-style-type: none"> <input type="radio"/> Budget Super User <input type="radio"/> Budget Approver <input type="radio"/> Budget Preparer <input type="radio"/> Budget Reviewer 	<p><u>Purchasing</u></p> <ul style="list-style-type: none"> <input type="radio"/> PO Approver <input type="radio"/> PO Preparer <input type="radio"/> PR Approver <input type="radio"/> PR Requestor <input type="radio"/> PO Accounting Officer <input type="radio"/> PO Receiver <p><u>FIRST</u></p> <ul style="list-style-type: none"> <input type="radio"/> FIRST Accounting Officer <input type="radio"/> FIRST Invoicing User <input type="radio"/> FIRST Receipting User 	<p><u>Cash Management</u></p> <ul style="list-style-type: none"> <input type="radio"/> CM Manager <input type="radio"/> CM Processor <input type="radio"/> CM Inquiry <input type="radio"/> COA CM Inquiry Group <p><u>PEMS</u></p> <ul style="list-style-type: none"> <input type="radio"/> Workplan Manager <input type="radio"/> Invoice Processor <input type="radio"/> Project Inquiry
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<p><u>POMS</u></p> <ul style="list-style-type: none"> <input type="radio"/> Transaction Monitoring Officer <input type="radio"/> HO <input type="radio"/> PMO <input type="radio"/> Port Safety Officer <input type="radio"/> Safety Clerk <input type="radio"/> First TOO <input type="radio"/> Data Encoder <input type="radio"/> Terminal Supervisor <input type="radio"/> Terminal Officer <input type="radio"/> Harbor Officer <input type="radio"/> Statistician 	<p><u>REMS</u></p> <ul style="list-style-type: none"> <input type="radio"/> REM Recommending Officer <input type="radio"/> REM Supervisor <input type="radio"/> Engineering Officer <input type="radio"/> REM Approver <input type="radio"/> REM Officer <input type="radio"/> HO Transaction Monitoring Officer 	<p><u>RMS</u></p> <ul style="list-style-type: none"> <input type="radio"/> RMS Administrator <input type="radio"/> RMS Officer 	<p><u>NOA/ABA</u></p> <ul style="list-style-type: none"> <input type="radio"/> Terminal Manager
	<p><u>WEBCOMMSYS</u></p> <ul style="list-style-type: none"> <input type="radio"/> WebCommSys User <input type="radio"/> WebCommSys RC/AU Manager <input type="radio"/> WebCommSys Administrator 	<p><u>EPMS</u></p> <ul style="list-style-type: none"> <input type="radio"/> EPMS Approver <input type="radio"/> EPMS Officer <input type="radio"/> EPMS Port Police 	<p><u>ePAYMENT</u></p> <ul style="list-style-type: none"> <input type="radio"/> Finance Officer
		<p><u>iPORTS</u></p> <ul style="list-style-type: none"> <input type="radio"/> Terminal Manager <input type="radio"/> Harbor Master <input type="radio"/> Finance Officer <input type="radio"/> Others _____ 	<p><u>EBlotter</u></p> <ul style="list-style-type: none"> <input type="radio"/> PMO Port Police <input type="radio"/> HO Port Police
<p><u>DMS</u></p> <ul style="list-style-type: none"> <input type="radio"/> DMS Administrator <input type="radio"/> DMS Manager <input type="radio"/> DMS Personnel 	<p><u>OPCE</u></p> <ul style="list-style-type: none"> <input type="radio"/> Admin <input type="radio"/> PPA Approver <input type="radio"/> Helpdesk <input type="radio"/> Port User 		<p><u>eAS</u></p> <ul style="list-style-type: none"> <input type="radio"/> PMO Officer <input type="radio"/> PMO Manager <input type="radio"/> LSD Officer <input type="radio"/> TD Officer <input type="radio"/> POSD Officer <input type="radio"/> AGMO Officer <input type="radio"/> GM Officer

REMARKS

AUTHORIZATION

REQUESTED BY:	APPROVED BY:
EMPLOYEE'S SIGNATURE	PPA AUTHORIZED SIGNATURE
	DATE

FOR SYSTEM ADMINISTRATION PERSONNEL ONLY	IMPLEMENTATION
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<i>USER LOGIN DETAILS (as defined in the system)</i>	IMPLEMENTED BY:
USER LOGIN NAME	SYSTEMS ADMINISTRATOR
	DATE
INITIAL PASSWORD	NOTED BY:
REMARKS	CENTRAL FACILITY OFFICER-IN-CHARGE
	DATE

Important Reminder:
The information contained herein should be kept confidential and should be used solely by the employee whose name appears above. Should you fail to comply or should the security of your login credentials be compromised, your account will be locked out until such time that security is restored.