

INSTRUCTIONS IN THE EIS / Web-Based System for Additions and Deletions:

ADDITIONS:

1. Log into the EIS system using your User Name and Password
2. Once logged in, click the **Facilities** tab at the top. Once you click this tab, you should see a list of all your buildings.
3. In the lower left-hand corner of the page, click “Add Facility”
4. Create a new Building ID in the first field. This ID can follow sequentially all existing numbers and will be the next number if the series.
5. Enter in all the appropriate information regarding this new building
6. Once the information is completed, click “Save” in the center of the page. The Building should now appear in your list of buildings under the “Facilities” tab.

DELETIONS:

1. Log into the EIS system using your User Name and Password
2. Once logged in, click the Facilities tab at the top. Once you click this tab, you should see a list of all your buildings.
3. Find the building you intend to delete and click the Building Name. This should open up the record and all information regarding that particular building.
4. Pull down the drop-down arrow for the box titled “Added / Deleted” and select “**Deleted.**”
5. In the adjacent field to the right titled “Year Added / Deleted” put the appropriate year fiscal year in which the building was deleted.
6. Click “Save” in the center of the page.
7. Next, expand the Attachments field at the bottom of the page and click “Add Attachment.”
8. Here, you will be required to save any necessary information from the Mississippi Department of Archives and History as well as any information from the EPA / Mississippi Department of Environmental Quality regarding the deletion and/or demolition of the building. Be sure to include and attach any and all approvals from the Mississippi Department of Archives and History, EPA, or MDEQ to this record.
9. Click “Save” in the center of the page.

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