

**Mississippi Management and Reporting System
PayMode e-Payment
E-Invoice Management (DFA/OFM or DFA/MMRS Only)
Profile Maintenance Form**

Maintenance Action (Select only one)		
<input type="checkbox"/> Add User	<input type="checkbox"/> Update User	<input type="checkbox"/> Delete User (Effective Deletion Date ____/____/____)
User Information		
Name:		MAGIC Business Area: _____
Phone:		
Fax:		
E-mail Address:		
Agency Name:		

Requested Access		
e-Payments:		
View Payments Y N	View Remittance Summary Y N	View Remittance Details Y N
e-Invoices; DFA/OFM or DFA/MMRS Only:		
View Invoices Y N	View Invoice Details Y N	

Account Level Privileges - For DFA/OFM or DFA/MMRS Only		
MMRS Only (Operators or Security Administrators):		
Import Payment Files Y N	Approve payments Y N	Manage Company Information Y N
Add/Edit Bank Accounts Y N		
MMRS Only (Security Administrators):		
Add users Y N	Create PayMode Accounts Y N	
Group Administration Y N		
OFM Only:		
Post-Approval Maintenance Y N		
View Invoice Exceptions Reporting (PO Exceptions Report) Y N		

Authorized FI/LO Security Contact		
Name: (Please Print)	Phone:	
Signature:	Date:	
Please complete and return this form to:		For MMRS Use Only:
Dept. of Finance and Administration/MMRS MMRS Security Administrator Robert Clark Building 301 North Lamar Street, Suite 400 Jackson, MS 39201	Fax Number: 601-359-6551 Email: MASH@dfa.ms.gov	Processed Date: _____ By: _____