

**Mississippi Management and Reporting System  
Award / Contract Web Interface Security Maintenance Form**

<b>Maintenance Action</b> (Select only one)	
_____ Add User    _____ Update User    _____ Delete User    (Effective Deletion Date ___ / ___ / ___)	
SPAHRS Agency Number(s) _____ ; _____ ; _____ ; _____ ; _____	
<b>Agency Information</b>	
<b>Agency Name:</b>	
<b>Agency Address:</b>	
<b>User Information</b>	
<b>User Name:</b>	
<b>User Work Phone:</b>	
<b>User E-mail Address:</b>	
<b>User Authorization: (Select all that apply)</b>	<input type="checkbox"/> Access to the Award / Contract Web Interface for manual entry of contract data.  <input type="checkbox"/> Authorization to submit <i>2010 Transparency Agency Contract Load Spreadsheet and Instructions</i> for batch load of contract data.
<b>Authorized MATA Agency Contact or SPAHRS Security Contact</b>	
<b>Name (Please Print):</b>	<b>Phone:</b>
<b>Signature:</b>	<b>Date:</b>
<b>Please complete and return this form to:</b>  Dept. of Finance and Administration/MMRS Robert Clark Building, 301 North Lamar St., Suite 400 Jackson, MS 39201 Fax Number: 601-359-6551 E-mail: <a href="mailto:MASH@dfa.ms.gov">MASH@dfa.ms.gov</a>	<b>FOR MMRS USE ONLY:</b>  Processed Date: _____  By: _____