

Mississippi Management and Reporting System Public Meeting Notice Security Maintenance Form

Senate Bill No. 2070 (2013 Regular Legislative Session) mandates state agencies to publish notices of regular public meetings. In order for your agency to comply with this mandate, please designate at least one or two master users for this process. The master user(s) will serve as the administrator to publish meeting notices for your agency. Further responsibilities of the master user(s) will be to create and manage additional agency users who will also have the ability to publish public meeting notices to the Public Meeting Notice (PMN) site on behalf of your agency.

DFA will verify the information on this form and forward it to Mississippi Interactive (MSI) for processing. You will receive an e-mail from MSI with training information on how to access and use the PMN site.

Please complete the following form for *each* master user (up to two per agency).

Maintenance Action (Select only one)	
<input type="checkbox"/> Add User	<input type="checkbox"/> Delete User (Effective Deletion Date ___/___/___)
User Information	
Name:	
Agency Name:	
Work Phone:	
E-mail Address:	
Authorized SPAHRS Security Contact	
Name (Please Print):	Phone:
Signature:	Date:
Please complete and return this form to: MASH@dfa.ms.gov Subject Line: Security Public Meeting Notice (PMN)	FOR MMRS USE ONLY: Processed Date: _____ By: _____