

Enhanced Information System (EIS)
Mississippi Department of Finance and Administration

Training Manual

July 16, 2026



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WELCOME

The EIS was originally developed by the Mississippi Department of Finance and Administration, Bureau of Building Real Property Management. It has been refined by the Office of State Property Insurance and Office of Insurance. Its purpose is to maintain an accurate account of the real and personal property in state-owned buildings. Users are granted secure access to this online database system. This is a guide to the operation of this system.

The EIS Log in page can be found at:

eis.dfa.ms.gov

After you have been added and given access to the system, at the Log in page, enter your Username and Password. If you need to establish a password, select "Forgot your password?". You will receive an email to step you through the process to set up a new password.

For any information or questions regarding the system, contact:

George Roberson
george.roberson@dfa.ms.gov
Office of Insurance

or

Kent Adams
kent.adams@dfa.ms.gov
Bureau of Building, Grounds and Real Property Management

AGENCY AND INSTITUTION REQUIREMENTS

The EIS database is of great importance to the State of Mississippi. It contains the physical property data of all state-owned property and buildings. It is a resource to produce the annual Inventory of Buildings reports that are required by law for the Mississippi legislature and Executive Branch of our government.

It maintains the Statement of Values (SOV), the collection of all state-owned buildings and personal property required by law and required by our property insurers.

It is the method to manage the state property Bureau of Building (BOB) roof survey maintenance and management process, including the reports and requirements established by the Mississippi legislature.

It is the responsibility of every state government agency and institution to have at least one person capable of using and maintaining this system.

LOGIN

The figure below shows the login page for the EIS. Enter your username and password for access to the system. Use the options below for gaining access to various pages.

[EIS](#) [Home](#) [Facilities](#) [Search](#) [Reporting](#) [Account](#)

Log in

Use a local account to log in.

The Password field is required.

☐ Remember me?

Log in

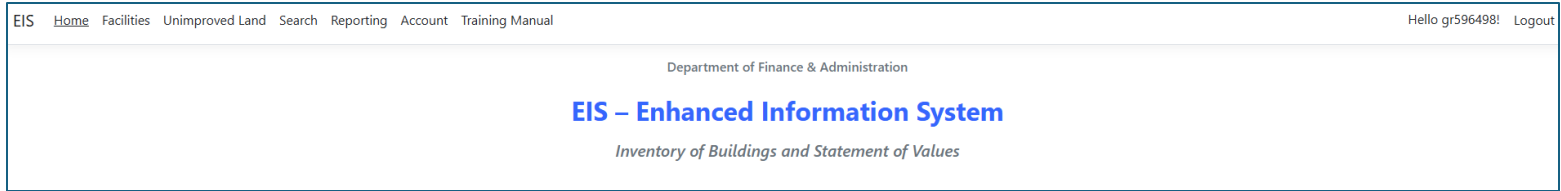
[Forgot your password?](#)

[Register as a new user](#)

[Resend email confirmation](#)

HOME

The figure below is the **Home** screen after successfully logging into the EIS.



This page allow single click access to each of the pages shown including: **Home**, **Facilities**, **Unimproved Land**, **Search**, **Reporting**, **Account** and **Training Manual**.

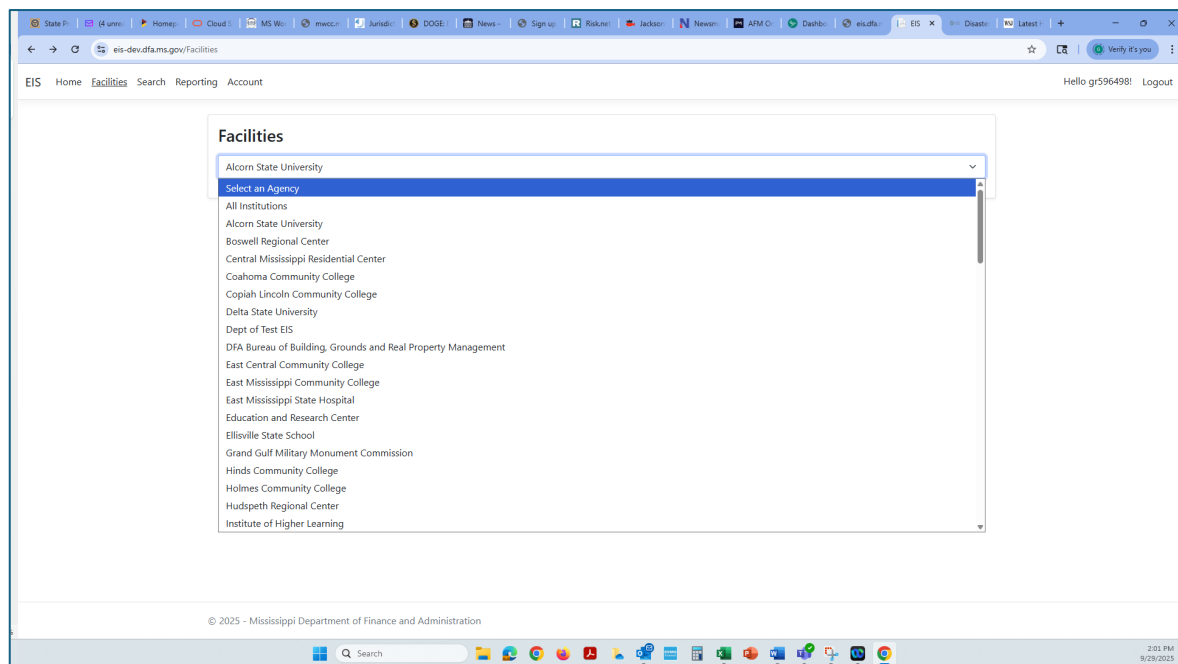
FACILITIES

After selecting the **Facilities** tab, the screen below is displayed.



The screenshot shows the EIS application interface. At the top, there is a navigation bar with links: EIS, Home, Facilities, Search, Reporting, Account, and Training Manual. On the right side of the navigation bar, it says "Hello gr596498! Logout". Below the navigation bar, there is a large white box with the title "Facilities" and a dropdown menu labeled "Select an Agency".

Click on the **Select an Agency** area and a single agency or listing of agencies will display as shown below. Use this page to select your agency.



This screenshot shows the EIS application interface with the "Facilities" dropdown menu open. The menu displays a list of agencies, including: Alcorn State University, Select an Agency, All Institutions, Alcorn State University, Boswell Regional Center, Central Mississippi Residential Center, Coahoma Community College, Copiah Lincoln Community College, Delta State University, Dept of Test EIS, DFA Bureau of Building, Grounds and Real Property Management, East Central Community College, East Mississippi Community College, East Mississippi State Hospital, Education and Research Center, Ellisville State School, Grand Gulf Military Monument Commission, Hinds Community College, Holmes Community College, Hudspeth Regional Center, and Institute of Higher Learning. The bottom of the screen shows a copyright notice: "© 2025 - Mississippi Department of Finance and Administration".

Facilities continued...

You can change the page display by changing the # of entries per page at the top left. You can also sort the data by clicking a column to sort.

You can search for one or a group of buildings by entering a partial name in the **Search** field. Select the desired building by clicking the highlighted **Building Name**.

EIS Home Facilities Search Reporting Account

Hello gr596498! Logout

Facilities

Alcorn State University

Add Facility

Showing 1 to 100 of 118 entries

100 entries per page

Search:

Building Number	Building Name	Use	Date	Building Id
257-B000000091	Albert L. Lott Hall	Residential	1962	6543
257B000000184	Amenities Building	Support	2010	346
257-B000000183	Aquaculture Center (Goat Facility)	Other	1969	6598
257-B000000176	Baseball Stadium	Arena	2008	6594
257-B000000114	Belle Lettres Hall	Other	1830	6549
257-B000000137	Biological Research Building	Laboratory	1976	6561
257-B000000058	Biology Lab	Laboratory	1976	6523

The building data will display and can be edited and saved with the **Save** button at bottom. There are two data fields, replacement value and building contents, that can only be updated by Admin users. All other fields are editable by all users. After the record is saved, you can return to the listing with the red **Return to List** button.

Some data fields will display data options or remain blank for data entry.

Facilities continued...

The options in blue at bottom can be expanded and edited.

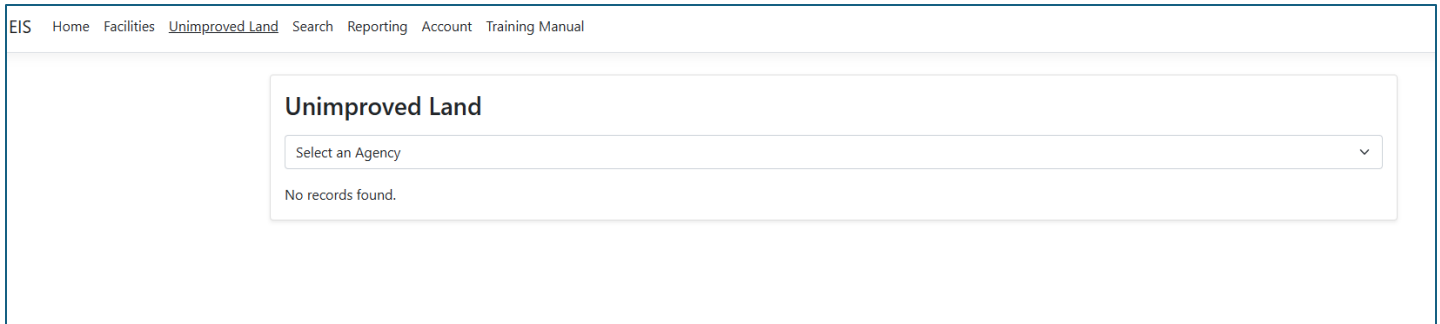
[+] Facilities Needs
[+] Enhanced Information
[+] Appraisal Information
[+] Accounting History

Add Accounting History

[+] Photos
[+] Videos
[+] Attachments

UNIMPROVED LAND

This is a new page. Enter all new unimproved land properties into these pages. After clicking on the **Unimproved land** tab, the screen below is displayed.



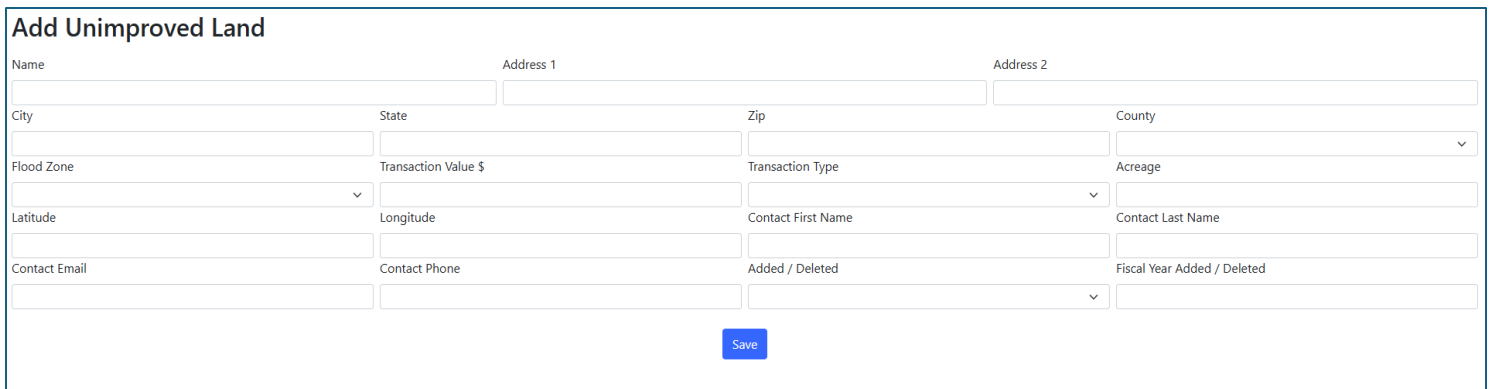
The screenshot shows the 'Unimproved Land' page. At the top is a navigation bar with links: EIS, Home, Facilities, Unimproved Land, Search, Reporting, Account, and Training Manual. Below the navigation bar is a white box titled 'Unimproved Land'. Inside this box is a dropdown menu labeled 'Select an Agency' with a downward arrow. Below the dropdown menu, it says 'No records found.'

Select your agency from the **Select an Agency** drop down and the following screen appears.



The screenshot shows the 'Unimproved Land' page after selecting an agency. The dropdown menu now displays 'Boswell Regional Center'. Below the dropdown menu, it says 'No records found.' In the bottom right corner of the white box, there is a blue button labeled 'Add Unimproved Land'.

Select the **Add Unimproved Land** button and the following screen appears. Enter all known data elements and select the **Save** button at the bottom.



The screenshot shows the 'Add Unimproved Land' form. The form has a title 'Add Unimproved Land' at the top left. Below the title are several input fields arranged in a grid. The fields are: Name, Address 1, Address 2, City, State, Zip, County, Flood Zone, Transaction Value \$, Transaction Type, Acreage, Latitude, Longitude, Contact First Name, Contact Last Name, Contact Email, Contact Phone, Added / Deleted, and Fiscal Year Added / Deleted. At the bottom center of the form is a blue button labeled 'Save'.

SEARCH

After clicking on the **Search** tab, the screen below is displayed.

EIS
Home
Facilities
Search
Reporting
Account
Training Manual
Hello gr596498!
Logout

Agency/Institution
All Institutions
Building Name
Campus
City

Present Condition
County
Type of Construction
Replacement Value Range to
Facility Needs

Roof Type
HVAC Type
Control System Type
Foundation Type
Use

Roof Date Range to
HVAC Date Range to
Control System Date Range to
Gross Sq Feet Range to
Assignable Sq Feet Range to

Outstanding Indebtedness Range to
Construction Date Range to
Previous Year Costs Range to
Estimated Repairs Range to
Added Deleted

Detailed Use
Roof Rating
Roof Date Inspection Range mm/dd/yyyy to mm/dd/yyyy
Roof Inspection Method
☐ Building is on Historic Registry

Search

Search returned no results.

The **Search** screen allows the user to search one or more records in whatever combination of data that is necessary. Enter data in one or more fields, click the **Search** button at the bottom left, and all corresponding properties matching the data request will be displayed.

After the data is displayed, it can be sorted by any of the columns, and it can be copied or exported into a CSV or Excel report, or it can be printed as shown below.

Copy CSV Excel Print

Showing 1 to 70 of 70 entries

Building Number and Name	Property Type	Item Use	Replacement Value	Transaction Value	Outstanding Indebtedness	Repairs for Prior Year	Present Condition	Facility Needs	Estimated Repairs	Flood Plain	Flood Zone	Gross Sq Ft	Assignable Sq Ft	Type of Construction	Added/Deleted	Fiscal Year Added/Deleted
50 RV PADS - NATCHEZ	Building	Other	285442.0000				Good					30000		Type II/Concrete Frame		2021

REPORTING

After clicking on the **Reporting** tab, the screen below is displayed.

SSRS Reports

Run Inventory of Buildings Report

SOV Report

Select Agencies

Select Columns

Run Report

Underwriter Report

Select Agencies

Select Columns

Run Report

Unimproved Land Report

Select Agencies

Select Columns

Run Report

All users have access to the **Reporting** page. Reports can be generated for all buildings belonging to the Agency. Using the **Select Agencies** and **Select Columns** buttons as shown to the following page, reports can be tailored the specific data element required.

Admin users will have access to all buildings of all agencies.

Select Agencies



- ☐ Select All
 - ☐ IHL Locations
 - ☐ State Agencies
-
- ☐ Alcorn State University
 - ☐ Boswell Regional Center
 - ☐ Central Mississippi Residential Center
 - ☐ Coahoma Community College
 - ☐ Copiah Lincoln Community College
 - ☐ Delta State University
 - ☐ East Central Community College
 - ☐ East Mississippi Community College
 - ☐ East Mississippi State Hospital
 - ☐ Education And Research Center
 - ☐ Ellisville State School
 - ☐ Grand Gulf Military Monument Commission
 - ☐ Hinds Community College
 - ☐ Holmes Community College
 - ☐ Hudspeth Regional Center
 - ☐ Institute Of Higher Learning
 - ☐ Itawamba Community College
 - ☐ Jackson State University
 - ☐ Jones County Junior College
 - ☐ Meridian Community College
 - ☐ Mississippi Agricultural And Forestry Aviation Museum
 - ☐ Mississippi Board Of Pharmacy
 - ☐ Mississippi Bureau Of Narcotics
 - ☐ Mississippi Delta Community College
 - ☐ Mississippi Department Of Agriculture & Commerce
 - ☐ Mississippi Department Of Archives And History

Drag labels to the right to select columns

×

Available Columns

Asset Number

Address

City

County

State Code

Zip

ISO Const

Construction Description

of Stories

Date

Occupancy

Square Footage

Flood Zone

Department Number

Contact

Contact Email

Contact Phone

Appr Company

Appr Date

Selected Columns

Location Name

Building

Personal Property

Total TIV

Department Name

TRAINING MANUAL

The EIS Training Manual is accessible at the link on the main EIS page. It is a PDF document detailing all aspects of the EIS system. Feel free to review or print this as needed.

EIS [Home](#) [Facilities](#) [Unimproved Land](#) [Search](#) [Reporting](#) [Account](#) [Training Manual](#)

Department of Finance & Administration

EIS – Enhanced Information System

Inventory of Buildings and Statement of Values

Get an instant AI-powered summary whenever you open a document.

Turn on auto-summary

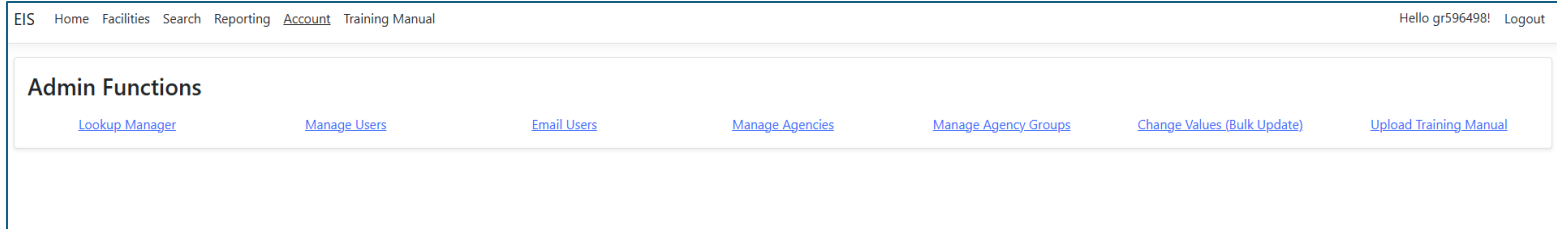
Enhanced Information System (EIS)
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June 18, 2026



ACCOUNT



After clicking on the **Account** tab, the screen below is displayed.

Only users that have Admin1 rights will see and have access to the **Account** page.

NO ONE should use or access the blue links unless directed to by DFA.

Admin1 users should be **extremely** careful when editing content. If you have any question about this screen, contact George Roberson, george.roberson@dfa.ms.gov, 601-720-4207 or 601-576-2553.