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

Training Manual

November 19, 2025

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WELCOME

The new EIS system has changed! It is now a fully windows-based system with many new live data features, improved data security, refined user access/password process, improved search and sort features, and ability for all users to generate system reports.

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 database can be found at:

 eis.dfa.ms.gov

Your username and password are:
Username: _____
Password: _____ (must be at least 14 characters)

For any information or questions regarding system, please 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

There is a great value and importance of the EIS to the State of Mississippi. It is the sole resource to produce the annual Inventory of Buildings report that is required by law to be distributed to the Mississippi legislature and Executive Branch of our government.

It also maintains the Statement of Values (SOV), which is the collection of all state-owned buildings and personal property, that is required by law and required by our property insurers. Some of the data fields include physical address, building type, personal property, roof, flood zones, lat/long coordinates, contact information, accounting records, photos, videos, attachments, and appraisal data.

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 log in and use the EIS, and to continually monitor, manage, and update information for every property record of its agency.

FORGOT PASSWORD

The new, re-engineered EIS is live! This system provides more functionality, such as enhanced reporting, searching records, and sorting data with the new Search field.

1. Please go to https://eis.dfa.ms.gov/

2. Click "Login"

EIS **Login**

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EIS – Executive Information System

Inventory of Buildings and Statement of Values

3. Click "Forgot your password?"

EIS   Login

Log in
Use a local account to log in.

| Username | ••• |

| Password | ••• |

☐ Remember me?

Log in

Forgot your password?

Register as a new user

Resend email confirmation

4. Enter your email address used for EIS and click Reset Password

EIS Login

Forgot your password?
Enter your email.

Email

Reset Password

5. You will receive an email from EIS@dfa.ms.gov with the following message

Please reset your password by clicking here.

6. Click the link "clicking here" to create a new password.
Enter your email address, new password, confirm your new password, and click Reset

EIS Login

Reset password
Reset your password.

Email

Password

Confirm password

Reset

The password complexity rules include being no less than 14 total characters, and must have at least one number, one lowercase letter, one uppercase letter, and one special character.

7. From the Login screen (https://eis.dfa.ms.gov/, Login) enter your Username and newly created password. **Remember your username may not be your email address.**

EIS   Login

Log in
Use a local account to log in.

| Username ⋯ |

| Password ⋯ |

☐ Remember me?

Log in

[Forgot your password?](#)

[Register as a new user](#)

[Resend email confirmation](#)

Home Page

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

EIS	Home Facilities Search Reporting Account	Hello gr596498! Logout

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## EIS – Executive Information System

Inventory of Buildings and Statement of Values

From this page one can highlight and click on the live options at the top left including **Home, Facilities, Search, Reporting,** and **Account.**

Facilities Page

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

Click on the **Select an Agency** area and a single agency or listing of agencies will display as shown below.
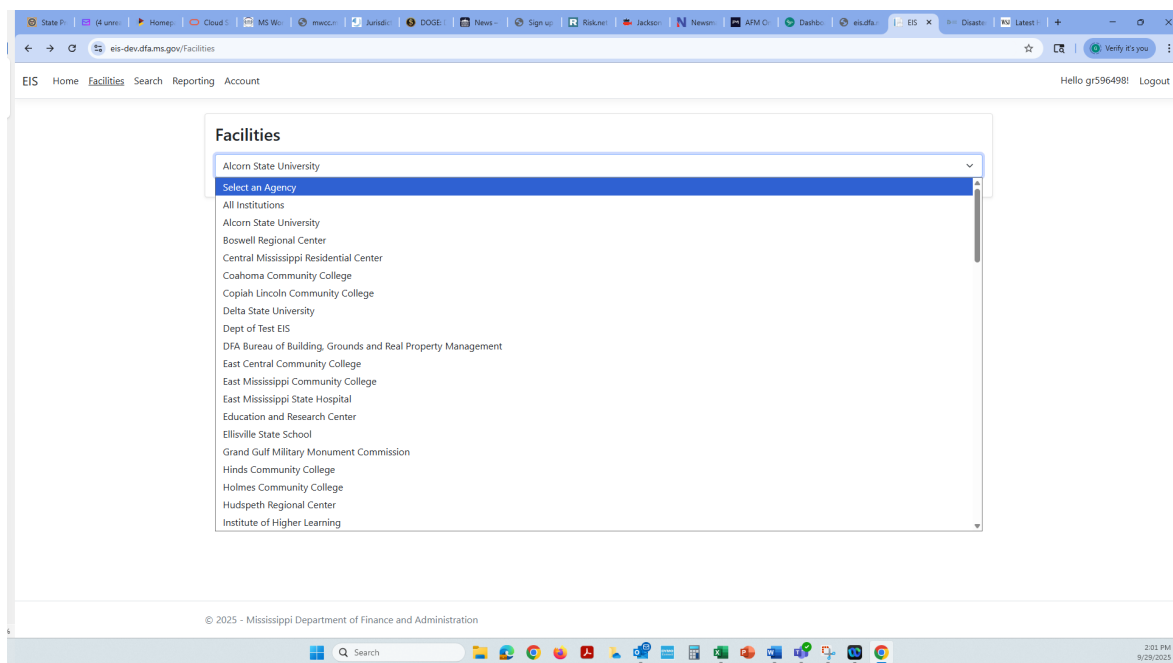
You can change the page by changing the # of entries per page at the top left. You can also sort the data by clicking a column to sort.

You can search for one or a group of buildings by entering a partial name or phrase in the **Search** field. Any of the data on the screen can be used for the search (numbers or letters). 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.

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

[+] **Facilities Needs**

[+] **Enhanced Information**

[+] **Appraisal Information**

[+] **Accounting History**

[+] **Photos**

[+] **Videos**

[+] **Attachments**

Search Page

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

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 by the gray buttons below.

Reporting Page

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

All users have access to the **Reporting** page. Reports can be generated for all buildings belonging to the Agency.

Use the Select Columns buttons and Save to create the exact report you desire. Press Run Report button to execute the report.   As in the **Search** page, a gray set of Copy, CSV, Excel, and Print options are for your data displayed.

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

Account Page

ONLY Admin users will have access to the **Account** tab that is displayed below.

Admin Functions

| Lookup Manager | Manage Users | Manage Agencies | Change Values (Bulk Update) | Upload Training Manual |

The live links in blue can be selected edited if necessary. Admin users should <u>use caution</u> when editing content.   If you have any question about this screen, contact George Roberson at george.roberson@dfa.ms.gov or (601) 720-4207 or (601) 576-2553.