

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

Training Manual

October 8, 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.

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.

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 Page

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

EIS [Home](#) Facilities Search Reporting Account

Hello gr596498! Logout

Department of Finance & Administration

EIS – Executive Information System

Inventory of Buildings and Statement of Values

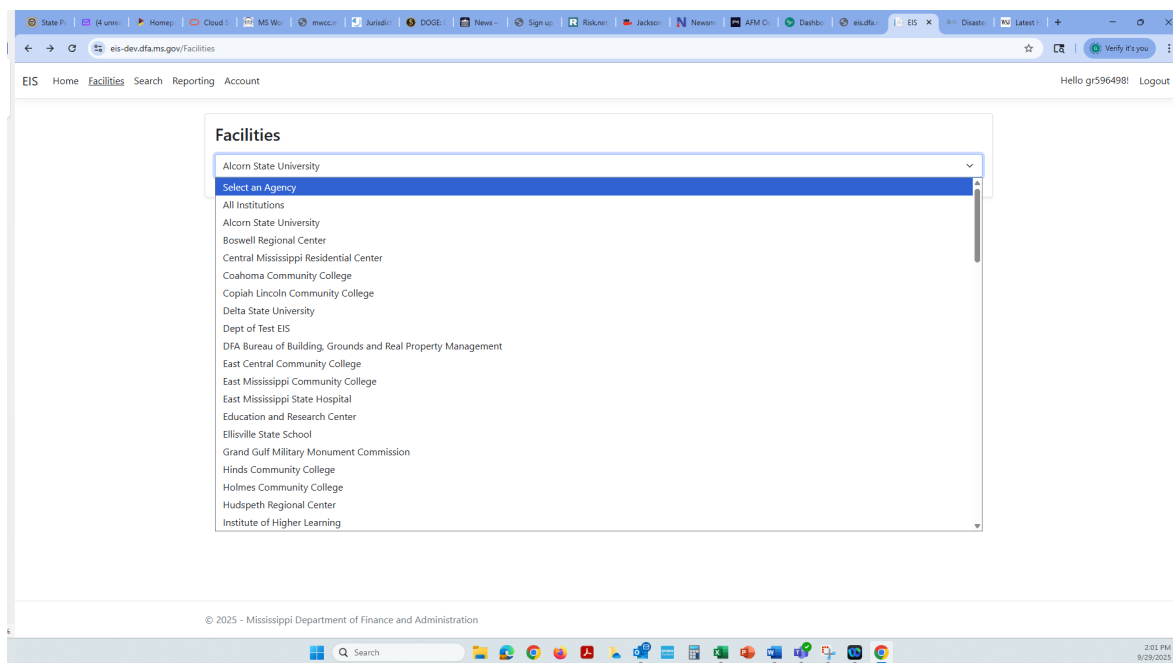
From this page one can highlight and click on the live options at the top left including **Home**, **Facilities**, **Search**, **Reporting**, and **Account**.

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 in the **Search** field. Select the desired building by clicking the highlighted **Building Name**.

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 field will display data options or remain blank for data entry.

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

[+] Enhanced Information
[+] Appraisal Information
[+] Accounting History
[+] Photos
[+] Videos
[+] Attachments

Search Page

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

EIS Home Facilities Search Reporting Account 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

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.

Reporting Page

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

EIS Home Facilities Search Reporting Account

Hello gr596498! Logout

Single Agency Reports

Agency/Institution

All Institutions



Report

Inventory of Building Report



Run Report

SOV Report

Select Agencies

Select Columns

Run Report

Underwriter 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.

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

Account Page

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

EIS Home Facilities Search Reporting Account Hello gr596498! Logout

[View Training Manual](#)

Agency Info

Institution/Agency: 371 Mississippi Department of Finance and Administration

Agency Number: 371

Contact First Name: Glenn

Contact Last Name: Kornbrek

Address1: 501 North West Street

Address2: Suite 1301

City: Jackson

State: MS

Zip: 39201

Email: glenn.kornbrek@dfa.ms.gov

Phone No.: (601) 359-3031

[Edit](#)

[Lookup Manager](#) [Manage Users](#) [Manage Agencies](#) [Change Values \(Bulk Update\)](#) [Upload Training Manual](#)

All users have access to the Account page but the options available will differ depending on if the person logged in is an Admin or Agency user. The live links in blue can be selected, and modifications of data can be accomplished if necessary. Admin users should be extremely careful when editing content. If you have any question at all about this screen, contact George Roberson at george.roberson@dfa.ms.gov or 601-720-4207 or 601-576-2553.