USER ACCOUNT REQUEST FORM

UAR No:	Date:

USER ACCOUNT INFORMATION *File Copy*

NAME OF EMPLOYEE *(Last name, First Name, Middle Name)*		**EMPLOYEE NO.**	**POSITION**
DEPARTMENT	**SITE NAME**	**CONTACT NUMBER**	**E-MAIL**
DATE EMPLOYED*	**DATE OF BIRTH***	**ADDRESS***	

TYPE OF UPDATE

o New User*	o Add Role	o Delete Role/s	o Change Site	o Change Role/Password	o Delete User
ROLE/S *Use this box to specify role other than those indicated in Roles box*			**NEW SITE NAME**	**MOTHER'S FULL MAIDEN NAME** For verification purposes	**ROLE/PASSWORD**

APPLICATION SYSTEM ROLES

AFMS

General Ledger
- o Journal Entry Group
- o Journal Approver Group
- o Journal Posting Group
- o Reports and Inquiry Group
- o Budget Definition Group
- o Budget Entry Group
- o Budget Posting Group
- o COA GL Inquiry Group

Accounts Payable
- o Invoice Entry Group
- o Invoice Validation Group
- o Invoice Accounting Entry Creation Group
- o Payment Entry Group
- o Payment Accounting Entry Group
- o COA AP Inquiry Group

For COA only:
- o COA FA Inquiry Group

Accounts Receivable
- o AR Manager
- o AR REMS Invoice Processor
- o AR Manager
- o AR Manual Invoice Processor
- o AR Manual Receipt Processor
- o AR Inquiry
- o COA AR Inquiry Group

Fixed Assets
- o FA Manager
- o FA Custodian
- o FA Inquiry

Purchasing
- o PO Approver
- o PO Preparer
- o PR Approver
- o PR Requestor
- o PO Accounting Officer
- o PO Receiver

FIRST
- o FIRST Accounting Officer
- o FIRST Invoicing User
- o FIRST Receipting User

Cash Management
- o CM Manager
- o CM Processor
- o CM Inquiry
- o COA CM Inquiry Group

PEMS
- o Workplan Manager
- o Invoice Processor
- o Project Inquiry

POMS
- o Transaction Monitoring Officer
- o HO o PMO
- o Port Safety Officer
- o Safety Clerk
- o First TOO
- o Data Encoder
- o Terminal Supervisor
- o Terminal Officer
- o Harbor Officer
- o Statistician

REMS
- o REM Recommending Officer
- o REM Supervisor
- o Engineering Officer
- o REM Approver
- o REM Officer
- o HO Transaction Monitoring Officer

RMS
- o RMS Administrator
- o RMS Officer

EPMS
- o EPMS Approver
- o EPMS Officer
- o EPMS Port Police

NOA/ABA
- o Terminal Manager

ePAYMENT
- o Finance Officer

DMS
- o DMS Administrator
- o DMS Manager
- o DMS Personnel

WEBCOMMSYS
- o WebCommSys User
- o WebCommSys RC/AU Manager
- o WebCommSys Administrator

iPORTS
- o Terminal Manager
- o Harbor Master
- o Finance Officer

REMARKS

AUTHORIZATION

REQUESTED BY:	APPROVED BY:
EMPLOYEE'S SIGNATURE	PPA AUTHORIZED SIGNATURE / DATE

FOR SYSTEM ADMINISTRATION PERSONNEL ONLY **IMPLEMENTATION**

USER LOGIN DETAILS (as defined in the system)	IMPLEMENTED BY:
USER LOGIN NAME	SYSTEMS ADMINISTRATOR / DATE
INITIAL PASSWORD	NOTED BY:
REMARKS	CENTRAL FACILITY OFFICER-IN-CHARGE / DATE

Important Reminder:
The information contained herein should be kept confidential and should be used solely by the employee whose name appears above. Should you fail to comply or should the security of your login credentials be compromised, your account will be locked out until such time that security is restored.