



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

APPLICATION SYSTEM ROLES				
<p><u>AFMS</u> <u>General Ledger</u></p> <ul style="list-style-type: none"> <input type="radio"/> Journal Entry Group <input type="radio"/> Journal Approver Group <input type="radio"/> Journal Posting Group <input type="radio"/> Reports and Inquiry Group <input type="radio"/> Budget Definition Group <input type="radio"/> Budget Entry Group <input type="radio"/> Budget Posting Group <input type="radio"/> COA GL Inquiry Group <p><u>Fixed Assets</u></p> <ul style="list-style-type: none"> <input type="radio"/> FA Manager <input type="radio"/> FA Custodian <input type="radio"/> FA Inquiry 	<p><u>Accounts Payable</u></p> <ul style="list-style-type: none"> <input type="radio"/> Invoice Entry Group <input type="radio"/> Invoice Validation Group <input type="radio"/> Invoice Accounting Entry Creation Group <input type="radio"/> Payment Entry Group <input type="radio"/> Payment Accounting Entry Group <input type="radio"/> COA AP Inquiry Group <p>For COA only:</p> <ul style="list-style-type: none"> <input type="radio"/> COA FA Inquiry Group 	<p><u>Accounts Receivable</u></p> <ul style="list-style-type: none"> <input type="radio"/> AR Manager <input type="radio"/> AR REMS Invoice Processor <input type="radio"/> AR Manager <input type="radio"/> AR Manual Invoice Processor <input type="radio"/> AR Manual Receipt Processor <input type="radio"/> AR Inquiry <input type="radio"/> COA AR Inquiry Group 	<p><u>Purchasing</u></p> <ul style="list-style-type: none"> <input type="radio"/> PO Approver <input type="radio"/> PO Preparer <input type="radio"/> PR Approver <input type="radio"/> PR Requestor <input type="radio"/> PO Accounting Officer <input type="radio"/> PO Receiver <p><u>FIRST</u></p> <ul style="list-style-type: none"> <input type="radio"/> FIRST Accounting Officer <input type="radio"/> FIRST Invoicing User <input type="radio"/> FIRST Receiving User 	<p><u>Cash Management</u></p> <ul style="list-style-type: none"> <input type="radio"/> CM Manager <input type="radio"/> CM Processor <input type="radio"/> CM Inquiry <input type="radio"/> COA CM Inquiry Group <p><u>PEMS</u></p> <ul style="list-style-type: none"> <input type="radio"/> Workplan Manager <input type="radio"/> Invoice Processor <input type="radio"/> Project Inquiry
<p><u>POMS</u></p> <ul style="list-style-type: none"> <input type="radio"/> Transaction Monitoring Officer <input type="radio"/> HO <input type="radio"/> PMO <input type="radio"/> Port Safety Officer <input type="radio"/> Safety Clerk <input type="radio"/> First TOO <input type="radio"/> Data Encoder <input type="radio"/> Terminal Supervisor <input type="radio"/> Terminal Officer <input type="radio"/> Harbor Officer <input type="radio"/> Statistician 	<p><u>REMS</u></p> <ul style="list-style-type: none"> <input type="radio"/> REM Recommending Officer <input type="radio"/> REM Supervisor <input type="radio"/> Engineering Officer <input type="radio"/> REM Approver <input type="radio"/> REM Officer <input type="radio"/> HO Transaction Monitoring Officer <p><u>WEBCOMMSYS</u></p> <ul style="list-style-type: none"> <input type="radio"/> WebCommSys User <input type="radio"/> WebCommSys RC/AU Manager <input type="radio"/> WebCommSys Administrator 	<p><u>RMS</u></p> <ul style="list-style-type: none"> <input type="radio"/> RMS Administrator <input type="radio"/> RMS Officer <p><u>EPMS</u></p> <ul style="list-style-type: none"> <input type="radio"/> EPMS Approver <input type="radio"/> EPMS Officer <input type="radio"/> EPMS Port Police <p><u>iPORTS</u></p> <ul style="list-style-type: none"> <input type="radio"/> Terminal Manager <input type="radio"/> Harbor Master <input type="radio"/> Finance Officer <input type="radio"/> Others _____ 	<p><u>NOA/ABA</u></p> <ul style="list-style-type: none"> <input type="radio"/> Terminal Manager <p><u>ePAYMENT</u></p> <ul style="list-style-type: none"> <input type="radio"/> Finance Officer <p><u>EBlotter</u></p> <ul style="list-style-type: none"> <input type="radio"/> PMO Port Police <input type="radio"/> HO Port Police <p><u>eAS</u></p> <ul style="list-style-type: none"> <input type="radio"/> PMO Officer <input type="radio"/> PMO Manager <input type="radio"/> LSD Officer <input type="radio"/> TD Officer <input type="radio"/> POSD Officer <input type="radio"/> AGMO Officer <input type="radio"/> GM Officer 	
<p>REMARKS</p>				

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.