**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** | | | | | | | | | | | | | | | | |
| ** New User\*** | ** Add Role** | | | | ** Delete Role/s** | | | ** Change Site** | | ** Change Role/Password** | | | | | | ** 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**   * Journal Entry Group * Journal Approver Group * Journal Posting Group * Reports and Inquiry Group * Budget Definition Group * Budget Entry Group * Budget Posting Group * COA GL Inquiry Group   **Fixed Assets**   * FA Manager * FA Custodian * FA Inquiry | | **Accounts Payable**   * Invoice Entry Group * Invoice Validation Group * Invoice Accounting Entry Creation Group * Payment Entry Group * Payment Accounting Entry Group * COA AP Inquiry Group   **For COA only:**   * COA FA Inquiry Group | | | | | **Accounts Receivable**   * AR Manager * AR REMS Invoice Processor * AR Manual Invoice Processor * AR Manual Receipt Processor * AR Inquiry * COA AR Inquiry Group   **Budget Module**   * Budget Super User * Budget Approver * Budget Preparer * Budget Reviewer | | | | **Purchasing**   * PO Approver * PO Preparer * PR Approver * PR Requestor * PO Accounting Officer * PO Receiver   **FIRST**   * FIRST Accounting Officer * FIRST Invoicing User * FIRST Receipting User | | | | **Cash Management**   * CM Manager * CM Processor * CM Inquiry * COA CM Inquiry Group   **PEMS**   * Workplan Manager * Invoice Processor * Project Inquiry | |
| **POMS**   * Transaction Monitoring Officer * HO  PMO * Port Safety Officer * Safety Clerk * First TOO * Data Encoder * Terminal Supervisor * Terminal Officer * Harbor Officer * Statistician | | | | **REMS**   * REM Recommending Officer * REM Supervisor * Engineering Officer * REM Approver * REM Officer * HO Transaction Monitoring Officer | | | | | **RMS**   * RMS Administrator * RMS Officer | | | | **NOA/ABA**   Terminal Manager | | | |
| **EPMS**   * EPMS Approver * EPMS Officer * EPMS Port Police | | | | **ePAYMENT**   Finance Officer | | | |
| **EBlotter**   * PMO Port Police * HO Port Police | | | |
| **WEBCOMMSYS**   * WebCommSys User * WebCommSys RC/AU Manager * WebCommSys Administrator | | | | |
| **eAS**   * PMO Officer * PMO Manager * LSD Officer * TD Officer * POSD Officer * AGMO Officer * GM Officer | | | |
| **iPORTS**   * Terminal Manager * Harbor Master * Finance Officer   o Others | | | |
| **DMS**   * DMS Administrator * DMS Manager * DMS Personnel | | | | **OPCE**   * Admin * PPA Approver * Helpdesk * Port User | | | | |
| **REMARKS** | | | | | | | | | | | | | | | | |
| **AUTHORIZATION** | | | | | | | | | | | | | | | | |
| **REQUESTED BY:**  **EMPLOYEE’S SIGNATURE** | | | | | | | | | **APPROVED BY:**  **PPA AUTHORIZED SIGNATURE** | | | | | |  | **DATE** |
| **FOR SYSTEM ADMINISTRATION PERSONNEL ONLY** | | | | | | **IMPLEMENTATION** | | | |  |  |  |  |  |  |  |
| *USER LOGIN DETAILS (as defined in the system)* | | | | | | | | | **IMPLEMENTED BY:**  **SYSTEMS ADMINISTRATOR** | | | | | |  |  |
| **USER LOGIN NAME** | | | | | | | | |  | **DATE** |
| **INITIAL PASSWORD** | | | | | | | | | **NOTED BY:**  **CENTRAL FACILITY OFFICER-IN-CHARGE** | | | | | |  |  |
| **REMARKS** | | | | | | | | |
|  |  |  |  |  |  |  | **DATE** |

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**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.

*UAR FORM V 2018*