

**Mississippi Management and Reporting System**  
**PayMode e-Payment**  
 e-Invoice Management (DFA/OFM or DFA/MMRS Only)  
**Profile Maintenance Form**

Maintenance Action (Select only one)		
<input type="checkbox"/> Add User	<input type="checkbox"/> Update User	<input type="checkbox"/> Delete User (Effective Deletion Date ____/____/____)
User Information		
<b>Name:</b>		<b>MAGIC Business Area:</b> _____
<b>Phone:</b>		
<b>Fax:</b>		
<b>E-mail Address:</b>		
<b>Agency Name:</b>		

Requested Access		
<b>e-Payments:</b>		
View Payments Y N	View Remittance Summary Y N	View Remittance Details Y N
<b>e-Invoices; for DFA/OFM or DFA/MMRS Only:</b>		
View Invoices Y N	View Invoice Details Y N	

Account Level Privileges - DFA/OFM or DFA/MMRS Only		
<b>MMRS Only (Operators or Security Administrators):</b>		
Import Payment Files Y N	Approve payments Y N	Manage Company Information Y N
Add/Edit Bank Accounts Y N		
<b>MMRS Only (Security Administrators):</b>		
Add users Y N	Create PayMode Accounts Y N	
Group Administration Y N		
<b>OFM Only:</b>		
Post-Approval Maintenance Y N		
View Invoice Exceptions Reporting (PO Exceptions Report) Y N		

Authorized FI/LO Security Contact		
Name: (Please Print)	Phone:	
Signature:	Date:	
<b>Please complete and return this form to:</b>		<b>For MMRS Use Only:</b>
Dept. of Finance and Administration/MMRS MMRS Security Administrator 210 East Capitol Street 1400 Regions Plaza Jackson, MS 39201	Fax Number: 601-359-6551  Email: <a href="mailto:MASH@dfa.ms.gov">MASH@dfa.ms.gov</a>	Processed Date: _____  By: _____