

**Usage Notes: One User Access Form is required per user for create/change/termination of access.
All fields marked with a (*) in this form are required.*

1. User Information

Effective Date* Submit Date*

Organization Name* Organization Number*

First Name* Last Name* 3rd Party Contractor

Department Title*

E-mail* Phone Number* Ext.

2. User Access Details

Action Requested

- Create New Account Change Existing Account Terminate User Access

User Security Profile

- Select security roles to add or remove from the list. Select all roles which apply.
- This section is not required when "Terminate User Access" is selected from the "Action Requested" section.

Security Roles

- | | | |
|--|---------------------------|------------------------------|
| Admin Functions | <input type="radio"/> Add | <input type="radio"/> Remove |
| Analytical Accounting (AA) Clerk | <input type="radio"/> Add | <input type="radio"/> Remove |
| Analytical Accounting (AA) Manager | <input type="radio"/> Add | <input type="radio"/> Remove |
| AP Cheque Functions | <input type="radio"/> Add | <input type="radio"/> Remove |
| AP Functions (No Access to Payment Processing) | <input type="radio"/> Add | <input type="radio"/> Remove |
| AR Functions (No Access to Payment Processing) | <input type="radio"/> Add | <input type="radio"/> Remove |
| AR Payment Functions | <input type="radio"/> Add | <input type="radio"/> Remove |
| Bank Reconciliation Function | <input type="radio"/> Add | <input type="radio"/> Remove |
| Budgeting Functions | <input type="radio"/> Add | <input type="radio"/> Remove |
| FA Manager | <input type="radio"/> Add | <input type="radio"/> Remove |
| GL Functions | <input type="radio"/> Add | <input type="radio"/> Remove |
| Grant Management | <input type="radio"/> Add | <input type="radio"/> Remove |
| Inquiry Functions (All Areas) | <input type="radio"/> Add | <input type="radio"/> Remove |
| Invoicing Functions | <input type="radio"/> Add | <input type="radio"/> Remove |
| MMS Invoice Match Functions | <input type="radio"/> Add | <input type="radio"/> Remove |
| MMS PO Functions | <input type="radio"/> Add | <input type="radio"/> Remove |
| MMS PO Requisitions | <input type="radio"/> Add | <input type="radio"/> Remove |

Security Roles

- | | | |
|--|---------------------------|------------------------------|
| MMS PO Requisitions Approval | <input type="radio"/> Add | <input type="radio"/> Remove |
| MMS Receiving Functions | <input type="radio"/> Add | <input type="radio"/> Remove |
| Payable EFT Generation | <input type="radio"/> Add | <input type="radio"/> Remove |
| Revenue/Expense Deferral (RED) Clerk | <input type="radio"/> Add | <input type="radio"/> Remove |
| Revenue/Expense Deferral (RED) Manager | <input type="radio"/> Add | <input type="radio"/> Remove |
| Statistics Entry | <input type="radio"/> Add | <input type="radio"/> Remove |

Additional Options

- | | | |
|-------------------------------|---------------------------|------------------------------|
| Bank Inquiry | <input type="radio"/> Add | <input type="radio"/> Remove |
| Bank Maintenance | <input type="radio"/> Add | <input type="radio"/> Remove |
| Bank Reports | <input type="radio"/> Add | <input type="radio"/> Remove |
| Bank Setup | <input type="radio"/> Add | <input type="radio"/> Remove |
| Bank Transactions | <input type="radio"/> Add | <input type="radio"/> Remove |
| Budget Inquiry | <input type="radio"/> Add | <input type="radio"/> Remove |
| Budget Maintenance | <input type="radio"/> Add | <input type="radio"/> Remove |
| Budget Reports | <input type="radio"/> Add | <input type="radio"/> Remove |
| Company Report | <input type="radio"/> Add | <input type="radio"/> Remove |
| Company Setup | <input type="radio"/> Add | <input type="radio"/> Remove |
| GL Inquiry | <input type="radio"/> Add | <input type="radio"/> Remove |
| GL Maintenance | <input type="radio"/> Add | <input type="radio"/> Remove |
| GL Reports | <input type="radio"/> Add | <input type="radio"/> Remove |
| GL Setup | <input type="radio"/> Add | <input type="radio"/> Remove |
| GL Transaction | <input type="radio"/> Add | <input type="radio"/> Remove |
| GL Year End Procedures | <input type="radio"/> Add | <input type="radio"/> Remove |
| Inventory Inquiry | <input type="radio"/> Add | <input type="radio"/> Remove |
| Inventory Maintenance | <input type="radio"/> Add | <input type="radio"/> Remove |
| Inventory Reports | <input type="radio"/> Add | <input type="radio"/> Remove |
| Inventory Setup | <input type="radio"/> Add | <input type="radio"/> Remove |
| Inventory Transaction | <input type="radio"/> Add | <input type="radio"/> Remove |
| Inventory Year End Procedures | <input type="radio"/> Add | <input type="radio"/> Remove |
| Invoicing Inquiry | <input type="radio"/> Add | <input type="radio"/> Remove |
| Invoicing Maintenance | <input type="radio"/> Add | <input type="radio"/> Remove |
| Invoicing Reports | <input type="radio"/> Add | <input type="radio"/> Remove |

Additional Options

Invoicing Setup	<input type="radio"/> Add	<input type="radio"/> Remove
Invoicing Transactions	<input type="radio"/> Add	<input type="radio"/> Remove
Invoicing Year End Procedures	<input type="radio"/> Add	<input type="radio"/> Remove
MIS Maintenance	<input type="radio"/> Add	<input type="radio"/> Remove
MIS Report	<input type="radio"/> Add	<input type="radio"/> Remove
MIS Setup	<input type="radio"/> Add	<input type="radio"/> Remove
MMS Inquiry	<input type="radio"/> Add	<input type="radio"/> Remove
MMS Invoice Matching Transactions	<input type="radio"/> Add	<input type="radio"/> Remove
MMS Receiving Trans	<input type="radio"/> Add	<input type="radio"/> Remove
MMS Reports	<input type="radio"/> Add	<input type="radio"/> Remove
MMS PO Transactions	<input type="radio"/> Add	<input type="radio"/> Remove
MMS Setup	<input type="radio"/> Add	<input type="radio"/> Remove
MMS Year End Procedures	<input type="radio"/> Add	<input type="radio"/> Remove
Payable Inquiry	<input type="radio"/> Add	<input type="radio"/> Remove
Payable Maintenance	<input type="radio"/> Add	<input type="radio"/> Remove
Payable Payment Process	<input type="radio"/> Add	<input type="radio"/> Remove
Payable Reports	<input type="radio"/> Add	<input type="radio"/> Remove
Payable Setup	<input type="radio"/> Add	<input type="radio"/> Remove
Payable Transactions	<input type="radio"/> Add	<input type="radio"/> Remove
Payable Year End Procedures	<input type="radio"/> Add	<input type="radio"/> Remove
Receivable Cash Receipt	<input type="radio"/> Add	<input type="radio"/> Remove
Receivable Inquiry	<input type="radio"/> Add	<input type="radio"/> Remove
Receivable Maintenance	<input type="radio"/> Add	<input type="radio"/> Remove
Receivable Reports	<input type="radio"/> Add	<input type="radio"/> Remove
Receivable Setup	<input type="radio"/> Add	<input type="radio"/> Remove
Receivable Transaction	<input type="radio"/> Add	<input type="radio"/> Remove
Receivable Year End Procedures	<input type="radio"/> Add	<input type="radio"/> Remove

Additional Access

FRx Report Designer	<input type="radio"/> Add	<input type="radio"/> Remove
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3. Approvals

Organization Approver's First Name* Last Name*
Title* E-mail*
Phone Number* Ext.

Approver Signature*

Approval Date*

Return this form to: servicedesk@ccim.on.ca

CCIM Initials & Date
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