



COMMONWEALTH OF MASSACHUSETTS

Office of the Comptroller MMARS Security Request Form

Security Request Type	
<input type="checkbox"/>	New
<input type="checkbox"/>	Change
<input type="checkbox"/>	Delete (User)

Department Code: _____

UAID: _____

Last Name: _____

First Name: _____

Employee ID: _____

Telephone: _____ Ext: _____

Locality: _____

E-Mail: _____

Previous UAID: _____ (Please supply this UAID if the user has transferred from another Department)

AUTHORIZED SIGNATORY DESIGNATIONS

- | Add | Del | |
|--------------------------|--------------------------|---------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | ACCOUNTS PAYABLE |
| <input type="checkbox"/> | <input type="checkbox"/> | ACCOUNTS RECEIVABLE |
| <input type="checkbox"/> | <input type="checkbox"/> | BUDGET |
| <input type="checkbox"/> | <input type="checkbox"/> | FIXED ASSETS |
| <input type="checkbox"/> | <input type="checkbox"/> | PROCUREMENT |
| <input type="checkbox"/> | <input type="checkbox"/> | TRUST |
| <input type="checkbox"/> | <input type="checkbox"/> | VENDOR/CUSTOMER |
| <input type="checkbox"/> | <input type="checkbox"/> | PAYROLL |

- | Add | Del | |
|--------------------------|--------------------------|------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | AUTHORIZED CHARGEBACK |
| <input type="checkbox"/> | <input type="checkbox"/> | FISCAL - ALL FUNCTIONS |
| <input type="checkbox"/> | <input type="checkbox"/> | CREDIT CARDS |
| <input type="checkbox"/> | <input type="checkbox"/> | INTERFACE |
| <input type="checkbox"/> | <input type="checkbox"/> | LCM ADJUSTMENTS |
| <input type="checkbox"/> | <input type="checkbox"/> | LCM LABOR DEFAULT/EXCEPTIONS |
| <input type="checkbox"/> | <input type="checkbox"/> | LCM RULES |
| <input type="checkbox"/> | <input type="checkbox"/> | LCM - ALL FUNCTIONS |

MMARS SECURITY ROLES

- | Add | Del | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | ALL SCAN DEPARTMENT (DSCAN) |
| <input type="checkbox"/> | <input type="checkbox"/> | ALL SCAN STATEWIDE (DSCSW) |
| <input type="checkbox"/> | <input type="checkbox"/> | ACCOUNTS PAYABLE USER (DAPU) |
| <input type="checkbox"/> | <input type="checkbox"/> | ACCOUNTS PAYABLE ADMINISTRATOR (DAPA) |
| <input type="checkbox"/> | <input type="checkbox"/> | ACCOUNTS RECEIVABLE USER (DARU) |
| <input type="checkbox"/> | <input type="checkbox"/> | ACCOUNTS RECEIVABLE ADMINISTRATOR (DARA) |
| <input type="checkbox"/> | <input type="checkbox"/> | BUDGET USER (DBGU) |
| <input type="checkbox"/> | <input type="checkbox"/> | BUDGET ADMINISTRATOR (DBGA) |
| <input type="checkbox"/> | <input type="checkbox"/> | FIXED ASSETS USER (DFAU) |
| <input type="checkbox"/> | <input type="checkbox"/> | FIXED ASSETS ADMINISTRATOR (DFAA) |
| <input type="checkbox"/> | <input type="checkbox"/> | PROCUREMENT USER (DPROU) |
| <input type="checkbox"/> | <input type="checkbox"/> | PROCUREMENT ADMINISTRATOR (DPROA) |
| <input type="checkbox"/> | <input type="checkbox"/> | TRUST USER (DTRSU) |
| <input type="checkbox"/> | <input type="checkbox"/> | TRUST ADMINISTRATOR (DTRSA) |
| <input type="checkbox"/> | <input type="checkbox"/> | VENDOR/CUSTOMER USER (DVCU) |
| <input type="checkbox"/> | <input type="checkbox"/> | VENDOR/CUSTOMER ADMINISTRATOR (DVCA) |
| <input type="checkbox"/> | <input type="checkbox"/> | AUTHORIZED CHARGEBACK ADMIN (DACA) |
| <input type="checkbox"/> | <input type="checkbox"/> | FISCAL ADMINISTRATOR - ALL FUNCTIONS (DFISC) |
| <input type="checkbox"/> | <input type="checkbox"/> | SECURITY OFFICER (DSO) |

MMARS LCM-SPECIFIC

- | Add | Del | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | SCAN ALL (Includes Labor History) (LSCN) |
| <input type="checkbox"/> | <input type="checkbox"/> | SCAN LIMITED (Does not include Labor History) (LSCNL) |
| <input type="checkbox"/> | <input type="checkbox"/> | ADJUSTMENTS USER (LADJU) |
| <input type="checkbox"/> | <input type="checkbox"/> | ADJUSTMENTS ADMINISTRATOR (LADJA) |
| <input type="checkbox"/> | <input type="checkbox"/> | LABOR DEFAULT/EXCEPTIONS USER (LLDEU) |
| <input type="checkbox"/> | <input type="checkbox"/> | LABOR DEFAULT/EXCEPTIONS ADMIN (LLDEA) |
| <input type="checkbox"/> | <input type="checkbox"/> | RULES USER (LRULU) |
| <input type="checkbox"/> | <input type="checkbox"/> | RULES ADMINISTRATOR (LRULA) |
| <input type="checkbox"/> | <input type="checkbox"/> | LCM ADMINISTRATOR - ALL FUNCTIONS (LALLF) |

MMARS INTERFACE ROLE (For Interface Dept. Only)

- | Add | Del | |
|--------------------------|--------------------------|-----------|
| <input type="checkbox"/> | <input type="checkbox"/> | INTERFACE |

Comments / Requests:

I certify that the Department Head has personally approved any requests for Administrator roles and Department Head Signature Authorization designations. This approval is maintained as part of Department Internal Controls.



Please send form to: securityrequest@massmail.state.ma.us

PLEASE DO NOT WRITE IN
THIS BOX

FOR USE BY COMPTROLLER
SECURITY UNIT ONLY