



Request for Access to DocumentDirect On-Line Reports

To complete this form, follow the instructions on the second page.

1. User's Last Name	First Name	MI	Charge Number (required)
Agency Name	Agency Code		User's Telephone Number
User's Location (Address, City, State, Zip Code)			
User's E-mail Address			

2. User's logon ID (required):

3. Type of action requested. (Place an X in one box.)

Establish a new user.
 Cancel a user's clearance
 Modify a current user's clearance.

4. Enter the name and logon ID of another user who currently has the exact viewing access required. ** Preferred for new user. **

Name _____ Logon ID _____

OR Viewing capabilities available for any, or all, of the following three categories of reports: MAPS Accounting, MAPS Procurement, and SEMA4 (click on links below). Within each category, select packet(s) of reports the user needs to view. Select as many as required and list them in the space provided below. If a user requires only a few select reports, the report names may be listed in the space provided.

[MAPS Accounting \(GFS\)](#)

(Signature of employee's supervisor is required.)

[MAPS Procurement \(AGPS\)](#)

(Signature of employee's supervisor is required.)

[SEMA4](#)

(Signature of agency security administrator is required.)

Human Resources packet with HR Processing Unit Code of _____

Payroll packet with Payroll Processing Unit Code of _____

The following accounting reports/packets

The following procurement reports/packets

The following HR/Payroll reports/packets

5. Printer Device Identification (DID) code - 4 characters (required if the user wants to print any reports): _____

6. The employee named above requires clearance to view the reports listed in order to carry out the responsibilities of his/her job. **** If SEMA4 reports are being requested, the signature of the agency's SEMA4 Security Administrator must be included. ****

Authorized Signature:	Telephone:	Date:
Title:	E-mail Address:	

Instructions for Form FI-00569-01
Request for Access to DocumentDirect On-Line Reports

TRANSMISSION INFORMATION:

This form can be faxed, mailed or e-mailed to the Department of Finance. (Phone numbers and e-mail address are listed on the front of the form.) **If the form is sent by e-mail, it must be sent by the person who is authorized to sign the form. They must include their e-mail address on the form, but do not need to physically sign the document.**

1. **USER INFORMATION/CHARGE NUMBER:** If necessary, ask your agency's Accounting department to look it up. This is the OET mainframe charge number.
2. **USER'S LOGON ID:** Before a user can be cleared to use the DocumentDirect mainframe system, he/she must have a mainframe logon ID. Logon IDs for employees of most state agencies are assigned by the Office of Enterprise Technology (OET). If a user has transferred from another state agency where he/she had been assigned a logon ID, a new logon ID must be obtained that follows the assigned pattern of the employee's current agency. To obtain a logon ID, contact your agency's mainframe security officer or data security contact person.
3. **TYPE OF ACTION REQUESTED:** **When a user no longer needs access to the system, his/her supervisor must notify the Department of Finance InfoPac Unit to cancel the user's DocumentDirect clearance.** If the user is transferring to another agency or leaving state service, the logon ID must also be canceled. If the user remains in the same agency and needs the logon ID for signing onto other systems, he/she may retain it.
4. **DOCUMENTDIRECT REPORT PACKAGES AVAILABLE FOR USERS TO ACCESS:** Access is available to reports in three different categories: MAPS Accounting, MAPS Procurement, and SEMA4. Within each category, select the packet(s) of reports for which the user requires access. You may select as many packet(s) as necessary. However, if the user should be restricted to only a few reports, the report names can be listed in the space provided. If the user needs exactly the same access as another user in your agency, you may enter that user's name and logon ID, instead of indicating the report packet names.

If access to any of the SEMA4 report packet(s) is requested, an additional piece of information is required. The Human Resources Processing Unit Code must be provided (for the HR packet); or the Payroll Processing Unit Code must be provided (for the Payroll packet). If necessary, ask your agency's Payroll or the agency's designated DDIR in HR to look it up.

5. **PRINTER DEVICE IDENTIFICATION (DID):** This four-character code is required to automatically print reports at an agency printer. If the user will only be viewing reports, it is not required.
6. **SIGNATURE:** If any of the SEMA4 reports/packet(s) are being requested, the signature of the agency's SEMA4 Security Administrator is required. If only MAPS reports/packet(s) are being requested, the signature of the employee's supervisor is sufficient. Include the e-mail address of the above authorized signature.