

# IPAC Enrollment and Account Modification

<b>New User Registration (Single Sign On)</b>	Page 2
<b>User Enrollment</b>	Page 3
<b>Agency Administrator (AA) Enrollment</b>	Page 9
<b>Master Administrator (MA) Enrollment</b>	Page 15
<b>Account Modification</b>	Page 15
<b>IPAC System User Roles and Functions</b>	Page 20

# IPAC Enrollment and Account Modification

## New User Registration

The term “new user” refers to an individual who does not currently have an identity (Single Sign On user ID and password, or SSO account) established to access Treasury applications via the UPS or ITIM provisioning services. If you already have an SSO account with which you access other Treasury applications via UPS or ITIM, proceed to the User Enrollment or Agency Administrator Enrollment section of this guide.

**To create an identity (Single Sign On user ID and password),** access the Fiscal Service Self-Enrollment page at <https://reg.fms.treas.gov/selfenroll/register>. When the page opens, enter information in all required fields (denoted with an asterisk), retype the validation text in the corresponding field, and then click **Submit**.

**Note: Access to the IPAC Application requires a government email (no .com emails will be accepted). Email addresses will be reviewed on an ongoing basis.**

### Fiscal Service Self Enrollment

Fields with (\*) are required

Legal Prefix	<input type="text"/>
Legal First Name *	<input type="text"/>
Legal Middle Name	<input type="text"/>
Legal Last Name *	<input type="text"/>
Generational Identifiers / Suffix	<input type="text"/>
Title	<input type="text"/>
Email *	<input type="text"/>
Re-Enter Email *	<input type="text"/>
Sponsoring Application *	-- Select --
Organization *	<input type="text"/> <input type="button" value="Search"/>
External Supervisors	<input type="text"/> <input type="button" value="Search"/>
Mobile Phone	<input type="text"/>
Office Phone *	<input type="text"/>
Office Extension	<input type="text"/>
Pager Number	<input type="text"/>
Office Fax	<input type="text"/>
Office Room Number	<input type="text"/>
Office Street Address *	<input type="text"/>
Office Street Address 2	<input type="text"/>
Office City *	<input type="text"/>
Office State *	-- Select --
Office Zip *	<input type="text"/>
Office Country *	UNITED STATES

Please type the text from the image below.

**mixed**

# IPAC Enrollment and Account Modification

## User Enrollment

1. Access the **ITIM Self-Service website** at <https://reg.fms.treas.gov/itim/self>. Enter your user ID and password, and then click **Log In**.



[Change Password](#) | [Forgot your Password?](#) | [Forgot your User Id?](#) | [Register](#) ?

Log In To: <https://reg.fms.treas.gov/itim/self>

The screenshot shows the login page with the following elements:

- Header: "Select an authentication method and enter your credentials"
- Left sidebar: "Log In using your Fiscal Service ID:" with three options: "SSO User ID and Password", "SecurID Token", and "PKI Certificate".
- Main content: "To log in using your Fiscal Service Single Sign On User ID and Password, please enter your User ID and Password." followed by input fields for "User ID:" (containing "itusr05") and "Password:" (containing "\*\*\*\*\*"). Below the fields are "Log In" and "Reset" buttons. The "Log In" button is highlighted with a red box.
- Footer: "Forgot your User Id?" and "Forgot your Password?" links.

2. The **Self-Service home page** will load. To enroll, click the **Request Account** link in the **My Access** section.

The screenshot shows the Self-Service home page with the following sections:

- Top section: "[Change forgotten Password information](#)" with the text "Use this link if you need to change the information required to log in when you have forgotten your password."
- "My Access" section: Includes a user icon and a list of links: "Request Account" (highlighted with a red box), "Delete Account", "View or Change Account", "Request Access", and "View Access".
- "My Profile" section: Includes a link "View or Change Profile".

# IPAC Enrollment and Account Modification

- When the **Request Account** page loads, enter “IPAC” in the **Search for:** field, and then click **Search**.

## Request Account

Enter information to search for the type of account you would like to request.

Search for:

[Go to Home Page](#)

- When the **Search Results** appear, click **IPAC**.

## Search Results

Click the account type that you would like to request.

Account Type 	Description
<b>IPAC</b>	

- When the **Account Information** page opens, click **Details**.

## Account Information

Type the requested information below. When you are done specifying information, click Next. All required fields are marked with (\*).

\* User ID

Admin Role

Modules, Roles, and ALCs

Suspended Due to Inactivity?

# IPAC Enrollment and Account Modification

6. When the **IPAC Access Permissions** page opens, navigate through each of the three dropdown menus in order from left to right to select the appropriate options in the **Module**, **Role**, and **ALC** fields.

*NOTE: The ALC 0 checkbox will be unavailable.*

https://ireg-pps.fms.treas.gov/?target\_dn=erglobalid%3D2499433232331296036%2Cou%3D0%2Cou%3Dpeop - Windows Internet Explorer

### IPAC Access Permissions

Please provide the permissions for this user's IPAC access.

- The *ALC 0* flag will override any value chosen in the *ALC* dropdown box.
- The *RITS Payroll* text box value will override any value chosen in the *ALC* dropdown box.

Module	Role	ALC	ALC 0
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="checkbox"/>
<input type="text" value="IPACB"/>	<input type="text" value="IPAC User"/>	<input type="text" value="00000343"/>	<input type="checkbox"/>
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="checkbox"/>

Module dropdown options: BYSLB, ENROL, **IPACB**, RITSB, TRACB

Role dropdown options: IPAC User, Online Third Party, Bulk File Submitter, IPAC Supervisor, IPAC Reports, IPAC System Log

ALC dropdown options: 00000343, 00000349, 00000449, 00001001, 00001003, 00001070, 00001071, 00001072, 00001073, 00001074, 00001075, 00001076, 00001077, 00001078

# IPAC Enrollment and Account Modification

7. If selecting the **RITSB** module option, enter the RITS Payroll ID in the appropriate field of the ALC column (if the **RITS Payroll ID** field is populated, the **ALC** field below it should not be populated).

8. After all three fields are populated with your selections, click **Add**. This will add the Module/Role/ALC combination to the **Current Permissions** section.

**NOTE:** Only one ALC may be selected per row. To add additional modules/roles for the same or other ALCs, move through steps 6-8 as many times as needed. Upon entering each module/role/ALC combination, verify that it appears in its own row under **Current Permissions**. To add additional access at a later time, it will be necessary to follow the instructions in the Account Modification section of this guide.

Module	Role	ALC	ALC 0
ENROL	Agency Administrator (AA)	00000220	<input type="checkbox"/>

Add OK Cancel

**Current Permissions**

Module	Role	ALC	Remove
--------	------	-----	--------

# IPAC Enrollment and Account Modification

9. When all needed module/role/ALC combinations appear in the **Current Permissions** section, click **OK**.

Module	Role	ALC	ALC 0
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

## Current Permissions

Module	Role	ALC	Remove
ENROL	Administrator	00000220	<input type="button" value="Remove"/>

10. When the **Account Information** page reopens, click **Next**.

## Account Information

Type the requested information below. When you are done specifying information, click Next. All required fields are marked with (\*).

\* User ID

tisusr05

Admin Role

Modules, Roles, and ALCs

Suspended Due to Inactivity?

11. When the **Request Account: IPAC** page appears, click **Request Account**.

## Request Account: IPAC

Click Request Account to submit a request for a new account on IPAC

User ID: tisusr05

Account type: IPAC

# IPAC Enrollment and Account Modification

12. When the **Request Submitted: Request Account** page appears, click **View My Requests** to view the status of the request.

## Request Submitted: Request Account

You have submitted a request. Below is the information available to you at this time.

### Request Detail

Request ID: 7632956883220539153  
Date submitted: February 25, 2014 10:43:11 AM  
Request type: Account Add  
Account/Access: tisusr05 on IPAC

### Related Tasks

- To check on the status of your request, refer to the **View My Requests** page.
- To create another request, click on **Request Account**.
- To perform other tasks go to the **Tivoli Identity Manager Home** page.

13. When the **View My Requests** page opens, the status of the request will be visible. To view request details, click **Account Add** to access the **Request Information** page, including the list of approvers who are authorized to take action on the request. When the request has been completed (approved or rejected), the status will change accordingly.

**IMPORTANT NOTE:** Access requests are reviewed and approved/rejected on a case-by-case basis according to the ALC selected. Each ALC has at least one Agency Administrator (AA) and one Master Administrator (MA) who approve access requests. If multiple module/role/ALC combinations are submitted, a separate access request will be sent to the appropriate AA/MA for the ALC from each combination, even if the AA(s)/MA(s) are the same for all ALCs to which access was requested.

Because access to a variety of module/role/ALC combinations may be requested within a single submission, it is possible that one of the combinations may have been rejected by the AA and/or MA for that ALC, even if the submission appears on the **View My Requests** page with a status of "Success." If you are unable to access IPAC with any module/role/ALC combination(s) you requested, you will need to resubmit an access request for the missing module/role/ALC combination(s) as described in the Account Modification section of this guide.

## View My Requests

Click the request type to view its information.

View: Show last 31 days

Request Type	Date Submitted	Status	Account/Access
<b>Account Add</b>	February 25, 2014 2:49:33 PM	In Process	tisusr05 on IPAC

## Request Information

### Request Detail

Request ID: 7696449222154186331  
Date submitted: February 25, 2014 2:49:33 PM  
Request type: Account Change  
Account/Access: auser007 on IPAC

### Status Detail: Pending approval

Due date: February 28, 2014 2:49:40 PM  
Approvers:

#### Full Name

Glenda AA  
IPAC Test  
Milano MA  
Sancho AA

Page 1 of 1 Total: 4 Displayed: 4

# IPAC Enrollment and Account Modification

## Agency Administrator (AA) Enrollment

1. Access the **ITIM Self-Service** website at <https://reg.fms.treas.gov/itim/self>. Enter your user ID and password, and then click **Log In**.



[Change Password](#) | [Forgot your Password?](#) | [Forgot your User ID?](#) | [Register](#) ?

Log In To: <https://reg.fms.treas.gov/itim/self>

Select an authentication method and enter your credentials

Log In using your Fiscal Service ID:

- SSO User ID and Password ▶
- SecurID Token
- PKI Certificate

To log in using your Fiscal Service Single Sign On User ID and Password, please enter your User ID and Password.

User ID:

Password:

[Forgot your User ID?](#)  
[Forgot your Password?](#)

2. The **Self-Service** home page will load. To enroll, click the **Request Account** link in the **My Access** section.

[CHANGE FORGOTTEN PASSWORD INFORMATION](#)  
Use this link if you need to change the information required to log in when you have forgotten your password.

---

**My Access**

- [Request Account](#)  
Request a new account.
- [Delete Account](#)  
Delete one of your existing accounts.
- [View or Change Account](#)  
Change one of your existing accounts.
- [Request Access](#)  
Request access to items such as accounts and applications.
- [View Access](#)  
View your access to items such as accounts and applications.

---

**My Profile**

- [View or Change Profile](#)

# IPAC Enrollment and Account Modification

- When the **Request Account** page loads, enter “IPAC” in the **Search for:** field, and then click **Search**.

## Request Account

Enter information to search for the type of account you would like to request.

Search for:

IPAC

[Go to Home Page](#)

- When the **Search Results** appear, click **IPAC**.

## Search Results

Click the account type that you would like to request.

Account Type 	Description
<a href="#">IPAC</a>	

- When the **Account Information** page opens, click **Details**.

## Account Information

Type the requested information below. When you are done specifying information, click Next. All required fields are marked with (\*).

\* User ID

jsusr05

Admin Role

Modules, Roles, and ALCs

Suspended Due to Inactivity?

# IPAC Enrollment and Account Modification

- When the **IPAC Access Permissions** page opens, navigate through each of the three dropdown menus in order from left to right to select the Agency Administrator options: for **Module**, "ENROL"; for **Role**: "Agency Administrator"; and the necessary **ALC**.

*NOTE: The ALC 0 checkbox will be unavailable.*

https://ireg-pps.fms.treas.gov/?target\_dn=erglobalid%3D2499433232331296036%2Cou%3D0%2Cou%3Dpeop - Windows Internet Explorer

### IPAC Access Permissions

Please provide the permissions for this user's IPAC access.

- The ALC 0 flag will override any value chosen in the ALC dropdown box.
- The RITS Payroll text box value will override any value chosen in the ALC dropdown box.

Module	Role	ALC	ALC 0
ENROL	Agency Administrator (AA)		<input type="checkbox"/>

Current Permissions

Module	Role	ALC
ENROL	Agency Administrator (AA)	00000220

# IPAC Enrollment and Account Modification

7. After all three fields are populated with your selections, click **Add**. This will add the module/role/ALC combination into the **Current Permissions** section.

**NOTE:** Only one ALC may be selected per row. To enroll as an AA for multiple ALCs, move through steps 6 and 7 as many times as needed, selecting a different ALC each time. Upon entering each ALC access request, verify that it appears in its own row under **Current Permissions**. To add AA access for additional ALCs at a later time, it will be necessary to follow the instructions in the Account Modification section of this guide.

If you need other IPAC roles outside of the AA designation, you can also select them from this screen by following the steps above.

Module	Role	ALC	ALC 0
ENROL	Agency Administrator (AA)	00000220	<input type="checkbox"/>

**Add**

**Current Permissions**

Module	Role	ALC	Remove
--------	------	-----	--------

8. If you need other IPAC roles outside of the Agency Administrator designation, select them from this screen following the steps above. If selecting the **RITSB** module option, enter the RITS Payroll ID in the appropriate field of the ALC column (if the **RITS Payroll ID** field is populated, the **ALC** field below it should not be populated).

https://ireg-pps.fms.treas.gov/?target\_dn=erglobalid%3D2499433232331296036%2Cou%3D0%2Cou%3Dpeop - Windows Internet Explorer

**IPAC Access Permissions**

Please provide the permissions for this user's IPAC access.

- The ALC 0 flag will override any value chosen in the ALC dropdown box.
- The RITS Payroll text box value will override any value chosen in the ALC dropdown box.

Module	Role	ALC	ALC 0
BYSLB <b>ENROL</b> IPACB RITSB TRACB			<input type="checkbox"/>
<b>RITSB</b>		RITS Payroll ID: <input type="text"/> ALC: <input type="text"/>	<input type="checkbox"/>

# IPAC Enrollment and Account Modification

9. When all needed module/role/ALC combinations appear in the **Current Permissions** section, click **OK**.

Module	Role	ALC	ALC 0
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

## Current Permissions

Module	Role	ALC	Remove
ENROL	Administrator	00000220	<input type="button" value="Remove"/>

10. When the **Account Information** page reopens, click **Next**.

## Account Information

Type the requested information below. When you are done specifying information, click Next. All required fields are marked with (\*).

\* User ID  
tisusr05

Admin Role

Modules, Roles, and ALCs

Suspended Due to Inactivity?

11. When the **Request Account: IPAC** page appears, click **Request Account**.

## Request Account: IPAC

Click Request Account to submit a request for a new account on IPAC

User ID: tisusr05  
Account type: IPAC

# IPAC Enrollment and Account Modification

12. When the **Request Submitted: Request Account** page appears, click **View My Requests** to view the status of the request.

## Request Submitted: Request Account

You have submitted a request. Below is the information available to you at this time.

### Request Detail

Request ID: 7632956883220539153  
Date submitted: February 25, 2014 10:43:11 AM  
Request type: Account Add  
Account/Access: tisusr05 on IPAC

### Related Tasks

- ◆ To check on the status of your request, refer to the **View My Requests** page.
- ◆ To create another request, click on **Request Account**.
- ◆ To perform other tasks go to the **Tivoli Identity Manager Home** page.

13. When the **View My Requests** page opens, the status of the request will be visible. To view request details, click **Account Add** to access the **Request Information** page, including the list of approvers who are authorized to take action on the request. When the request has been completed (approved or rejected), the status will change accordingly.

**IMPORTANT NOTE:** Access requests are reviewed and approved/rejected on a case-by-case basis according to the ALC selected. For Agency Administrator (AA) access, each request will be sent to the Master Administrator (MA) for that ALC. If access requests for multiple ALCs are submitted, a separate access request will be sent to the appropriate MA for each ALC, even if the MA is the same for all ALCs to which access was requested.

Because access to multiple ALCs may be requested within a single submission, it is possible that a specific ALC access request within the submission may have been rejected by the MA for that ALC, even if the submission appears on the **View My Requests** page with a status of "Success." If you do not receive approval requests for any ALC to which you requested access, verify whether you have the AA role for that ALC. If not, you will need to resubmit a request for AA access to that ALC as described in the Account Modification section of this guide.

## View My Requests

Click the request type to view its information.

View: Show last 31 days

Request Type	Date Submitted	Status	Account/Access
<b>Account Add</b>	February 25, 2014 2:49:33 PM	In Process	tisusr05 on IPAC

### Request Information

#### Request Detail

Request ID: 7696449222154186331  
Date submitted: February 25, 2014 2:49:33 PM  
Request type: Account Add  
Account/Access: tisusr05 on IPAC

#### Status Detail: Pending approval

Due date: February 28, 2014 2:49:40 PM  
Approvers:

Full Name   
Milano MA

Page 1 of 1 Total: 1 Displayed: 1

# IPAC Enrollment and Account Modification

## MA Enrollment

To enroll as an IPAC Master Administrator, complete and submit [the Master Administrator Enrollment form](#) to the Treasury Support Center (TSC). For assistance or questions, please contact the TSC at 877-440-9476 or [ipac@stls.frb.org](mailto:ipac@stls.frb.org).

Note: The MA can only suspend a user's account.

## Modifying Your User Account (For Users Only)

1. Access the ITIM Self-Service website at <https://reg.fms.treas.gov/itim/self>. Enter your user ID and password, and then click **Log In**.



[Change Password](#) | [Forgot your Password?](#) | [Forgot your User Id?](#) | [Register](#) ?

Log In To: <https://reg.fms.treas.gov/itim/self>

2. The Self-Service home page will load. To modify your account, click the **View or Change Account** link in the **My Access** section.

# IPAC Enrollment and Account Modification

- When the **View or Change Account** page opens, select the **IPAC** account type.

Welcome, Andres User [Help](#) [Logoff](#) [Switch Application](#)

[Home](#) > View or change account

## View or Change Account

Click the account type of the account you want to view or change. If you do not see your recently requested account below, click [View My Requests](#).

Account Type <sup>▲</sup>	User ID	Status	Description
<a href="#">CashTrack</a>	auser007	Active	
<b>IPAC</b>	auser007	Active	
<a href="#">ITIM Service - Hosted</a>	auser007	Active	
<a href="#">Single Sign On (FSLDAP)</a>	auser007	Active	This Single Sign On (FSLDAP) account (user ID) will enable you to log into The Bureau of Fiscal Service's applications.

Page 1 of 1 Total: 4 Displayed: 4

[Go to Home Page](#)

- When the **Account Information** page opens, click **Details**.

## Account Information

Change the account information below. When you are done changing information, click OK. All required fields are marked with (\*).

\* User ID

tisusr07

Admin Role

Modules, Roles, and ALCs

**Details**

Suspended Due to Inactivity?

OK

Cancel

# IPAC Enrollment and Account Modification

5. **To add additional access:** When the **IPAC Access Permissions** page opens, navigate through each of the three dropdown menus to select the appropriate options in the **Module**, **Role**, and **ALC** fields, and then click **Add** then **OK** (see A).

**To remove existing access:** When the **IPAC Access Permissions** page opens, click the **Remove** button that corresponds with the ALC access you wish to remove from the account. After the row showing that ALC disappears from the **Current Permissions** list, click **OK** (see B).

https://ireg-pps.fms.treas.gov/?target\_dn=erglobalid%3D7643200488974471367%2Cou%3D0%2Cou%3Dacco - Windows Inte...

### IPAC Access Permissions

Please provide the permissions for this user's IPAC access.

- The *ALC 0* flag will override any value chosen in the *ALC* dropdown box.
- The *R/TS Payroll* text box value will override any value chosen in the *ALC* dropdown box.

Module	Role	ALC	ALC 0
IPACB	IPAC Reports	00001420	<input type="checkbox"/>

Add OK Cancel

### Current Permissions

Module	Role	ALC	Remove
IPACB	IPAC User	11440001	Remove
TRACB	TRACS Reports	11440001	Remove

Module	Role	ALC	ALC 0
IPACB	IPAC Reports	00001420	<input type="checkbox"/>

Add OK Cancel

### Current Permissions

Module	Role	ALC	Remove
IPACB	IPAC User	11440001	Remove
TRACB	TRACS Reports	11440001	Remove

# IPAC Enrollment and Account Modification

- When the **Account Information** page reopens, click **OK**.

## Account Information

Change the account information below. When you are done changing information, click OK. All required fields are marked with (\*).

\* User ID  
tiusr07

Admin Role

Modules, Roles, and ALCs

Details

Suspended Due to Inactivity?

OK Cancel

- When the **Request Submitted: Change Account** page appears, click **View My Requests** to view the Status of the request.

## Request Submitted: Change Account

You have submitted a request. Below is the information available to you at this time.

### Request Detail

Request ID: 8705474836176285629  
Date submitted: February 28, 2014 8:05:05 AM  
Request type: Account Change  
Access/Account: tiusr07 on IPAC

### Information Updated

No changes were made.

### Related Tasks

- To check on the status of your request, refer to the **View My Requests** page.
- To change another account, click **View or Change Account**.
- To perform other tasks go to the **Tivoli Identity Manager Home** page.

# IPAC Enrollment and Account Modification

8. When the **View My Requests** page opens, click **Account Change** to access the **Request Information** page, including the list of approvers who are authorized to take action on the request.

**IMPORTANT NOTE:** Access requests are reviewed and approved/rejected on a case-by-case basis according to the ALC selected. Each ALC has at least one Agency Administrator (AA) and one Master Administrator (MA) who approve access requests. If multiple module/role/ALC combinations are submitted, a separate access request will be sent to the appropriate AA/MA for the ALC from each combination, even if the AA(s)/MA(s) are the same for all ALCs to which access was requested.

Because access to a variety of module/role/ALC combinations may be requested within a single submission, it is possible that one of the combinations may have been rejected by the AA and/or MA for that ALC, even if the submission appears on the **View My Requests** page with a status of “Success.” If you are unable to access IPAC with any module/role/ALC combination(s) you requested, you will need to resubmit an access request for the missing module/role/ALC combination(s) by recompleting steps 1-6 above.

## View My Requests

Click the request type to view its information.

<b>View:</b> Show last 31 days ▾	<input type="button" value="Go"/>		
<b>Request Type</b>	<b>Date Submitted</b> ▾	<b>Status</b>	<b>Account/Access</b>
<a href="#">Account Change</a>	February 28, 2014 8:05:05 AM	In Process	tisusr07 on IPAC

## Request Information

### Request Detail

Request ID: 8705474836176285629  
Date submitted: February 28, 2014 8:05:05 AM  
Request type: Account Change  
Account/Access: tisusr07 on IPAC

### Status Detail: Pending approval

Due date: March 3, 2014 8:05:07 AM  
Approvers:

<b>Full Name</b> ▲
Demo Sup
IPAC Test
Milano MA
<b>Page 1 of 1</b> <b>Total: 3</b> <b>Displayed: 3</b>

# IPAC Enrollment and Account Modification

## IPAC System User Roles and Functions

### IPAC Module

User Role	Function Performed
IPAC Reports	<ul style="list-style-type: none"> <li>• Display messages</li> <li>• Access to the following reports:               <ul style="list-style-type: none"> <li>Agency special requirements</li> <li>ALC Information</li> <li>ALC Information Download</li> <li>Headquarters transactions</li> <li>Headquarters transaction download</li> <li>IPAC and zero dollar transactions</li> <li>IPAC transaction download</li> <li>Parent / child relationships</li> <li>Predecessor / Successor ALCs</li> <li>Sender required fields</li> <li>Treasury reporting requirements</li> </ul> </li> <li>• Review reports / data files</li> <li>• Purge reports / data files</li> </ul>
IPAC User	<p>Same access rights as the IPAC reports role, plus</p> <ul style="list-style-type: none"> <li>• Process payment, collection, adjustment and zero dollar transactions</li> <li>• Complete incomplete transactions</li> <li>• View status of agency special requirements request</li> <li>• Add / edit SGL information to transactions received / sent</li> </ul>
IPAC Supervisor	<p>Same access rights as the IPAC reports role, plus</p> <ul style="list-style-type: none"> <li>• Request an update to agency billable status</li> <li>• View agency billable status</li> <li>• Request an update to agency special requirements</li> <li>• View status of agency special requirements request</li> <li>• Request establishment of a parent / child relationship</li> <li>• Update agency information</li> </ul>
Bulk File Submitter	<ul style="list-style-type: none"> <li>• Submit bulk IPAC transactions via IPAC on-line</li> <li>• Review bulk file status information (including confirmation/error/rejection information)</li> <li>• Display messages</li> <li>• Review reports / data files</li> <li>• Purge reports / data files</li> </ul>

# IPAC Enrollment and Account Modification

## Buy/Sell Module

User Role	Function Performed
Seller	<ul style="list-style-type: none"> <li>• Display messages</li> <li>• Access to Buy/Sell reports</li> <li>• Process/Submit Agreements, Orders, Advances, Accruals, Invoices, and Adjustments</li> <li>• Update Agreements, Orders, Accruals, Advances, Invoices, and Adjustments</li> <li>• Modify Agreements and Orders</li> <li>• Save Agreements, Orders, and Invoices</li> <li>• Delete Agreements, Orders, and Invoices</li> <li>• Approve/Reject Agreements, Orders, and Adjustments</li> <li>• Cancel Agreements and Orders</li> <li>• Inquire/Upload/Delete Supporting Documents</li> <li>• Inquire Buyer Agency Profile</li> </ul>
Buyer	<ul style="list-style-type: none"> <li>• Display messages</li> <li>• Access to Buy/Sell reports</li> <li>• Update Agreements, Orders, Accruals, Advances and Adjustments</li> <li>• Modify Agreements and Orders</li> <li>• Approve/Reject Agreements, Orders, Advances, Invoices, and Adjustments</li> <li>• Close Agreements</li> <li>• Process/Submit Accrual and Adjustments</li> <li>• Inquire/Upload/Delete Supporting Documents</li> <li>• Inquire Buyer Agency Profile</li> </ul>
Read Only	<ul style="list-style-type: none"> <li>• Display messages</li> <li>• Access to Buy/Sell reports</li> <li>• Inquire on Agreements, Orders, Advances, Accruals, Invoices, Adjustments, Supporting Documents and Buyer Agency Profile</li> </ul>
Agency Buy/Sell Supervisor	<ul style="list-style-type: none"> <li>• Display messages</li> <li>• Access to Buy/Sell reports</li> <li>• Inquire on Agreements, Orders, Advances, Accruals, Invoices, Adjustments, and Supporting Documents</li> <li>• Maintain Buyer Agency Profile</li> </ul>

## TRACS

User Role	Function Performed
TRACS Reports	<ul style="list-style-type: none"> <li>• Displays messages</li> <li>• Access to TRACS Reports</li> <li>• Review reports / data files</li> <li>• Purge reports / data files</li> </ul>

# IPAC Enrollment and Account Modification

## RITS

User Role	Function Performed
RITS Accountant	<ul style="list-style-type: none"> <li>• Display messages</li> <li>• View list of all health benefit codes</li> <li>• Access to the following reports:               <ul style="list-style-type: none"> <li>Computer generated 2812 or 2812A</li> <li>Enrollment codes</li> <li>Holiday schedule</li> </ul> </li> <li>• Review reports / date files</li> <li>• Purge reports / data files</li> </ul>
RITS Payroll Clerk	Same access rights as the RITS Accountant role, plus <ul style="list-style-type: none"> <li>• Manage 2812</li> </ul>
RITS Payroll Admin	Same access rights as the RITS Accountant role, plus <ul style="list-style-type: none"> <li>• Manage 2812</li> <li>• Maintain payroll office / pay cycle</li> </ul>
Bulk File Submitter	<ul style="list-style-type: none"> <li>• Submit bulk 2812s vva RITS on-line</li> <li>• Display messages</li> <li>• Access to confirmation / rejection report</li> <li>• Review reports / data files</li> <li>• Purge reports / data files</li> </ul>