*This form will be rejected if required fields are not completed*

**(\* indicates required field)**

**Access Information**

New User Access  Access Update  Inactivate User

Have you passed the Certified Contract Manager (CCM) training: Yes / No

Are you the Primary Contract Manager (CCM) for your Budget Account: Yes / No

**\* Access Type: (more than one can be selected)**

|  |  |  |
| --- | --- | --- |
| 1.  Accounts Payable (AP) | 2. Department Access (DA)  Basic level of NEVADAePro access | 3.  Basic Purchaser (BP)  CCM normally required |
| AP access allows the user to access invoice and credit memo functions for orders. Users in this role cannot create requisitions, purchase orders or change orders. | DA access allows the creation of requisitions, purchase orders and change orders. | Users can do everything DA users can as well as create bid solicitations and contracts. |

**User Information**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| \* First name: | Click or tap here to enter text. | | \* Last Name: | Click or tap here to enter text. |
| \* Job title: | Click or tap here to enter text. | | \* Phone (ext.): | Click or tap here to enter text. |
| \* State email address: | | Click or tap here to enter text. | | |

**Department Location Information**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Copy profile of (name required):  (optional, if used do not complete the rest of form) | | | | Click or tap here to enter text. | | | | | | | |
| \* Department/location:  (example: Governor’s Finance Office / Budget Division) | | | | | Choose an item. | | | | | Click or tap here to enter text. | |
| \* Primary budget account(s): | | | Click or tap here to enter text. | | | | | | | | |
| Additional requested budgets: (Optional) | Click or tap here to enter text. | | | | Click or tap here to enter text. | Click or tap here to enter text. | | | Click or tap here to enter text. | | Click or tap here to enter text. |
| \* Primary bill to address: | | Click or tap here to enter text. | | | | | | | | | |
|  | | Click or tap here to enter text. | | | | | | | | | |
| City, State, Zip | | Click or tap here to enter text. | | | | | NV | Click or tap here to enter text. | | | |