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**STMS Account Request**

**Add, Remove, or Modify STMS User**

**Mail completed form to: accounting@justiceadmin.org State Employee**

Add New Employee  Modify Existing Employee  Remove Existing Employee

**Employee Information**

First Name: Last Name:

Email:

PF ID (Log-in Number, not Employee ID):

FLAIR Org Code (default):

Title:

STMS Profile:

Traveler  Proxy Traveler  Preparer

Fiscal Accountant  Auditor  Reporter

If Approver, type:

Reviewer  Payment Approver  
 Agency Head/Delegate Approver

Supervisor (first approver) in STMS:

STMS access approved by Supervisor:

**Office (CCRC, GAL, PD, RC, or SA):**

**Headquarters Information**

City:

HQ is Home

**Misc.**

Leadership (for Quarterly Senior Management Report)

The following indicators will be pulled from People First:

Sworn Protected Restricted Restricted Relative

Enter applicable indicator:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Person Making the Request:

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: