



# Imaging System User Profile

**Purpose:**            **New User**            **Change Access****Employee Information**

Name	
Department	
Telephone	
Imaging User Name	
UO eMail Address	

**Document Privileges** *(Check All Required)*

Payroll	Direct Deposit, I-9, MCR, PAR, Payroll Checks, SEF, W-4, W-8
Accounts Payable	AP Checks, Direct Deposit, Invoices, Payroll Checks, PSC, Travel, W-4, W-8, W-9
Loans	Direct Deposit, Direct Debit, Loan App's, Promissory Notes, Truth in Lending, R&R
Collections	Agency Referral, Revolving Charge, Short Term Loan, Loan App's
Billing	Resource Aid, Revolving Charge, Safekeeping, Scholarship, Short Term Loan
Cashier	Dept Deposit, Dept Credit Card Auth, ACH, Wire Xfer, DCDT, Bank Deposit Slips, Safekeeping, Scholarships
Contracts	Contracts and Purchase Agreements, Credit Card Auth, Sign Auth, PSC, PO
Purchasing	Contracts and Purchase Agreements, Credit Card Auth, Sign Auth, PSC, PO
Accounting	Source of Funds, Payroll Checks
Administrator	View all documents and assign user privileges.

**Remarks**

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Authorization	Printed Name	Signature	Date
Employee			
Department Head			
Imaging Security Officer	Michael Walsh		