Instructions for the MRM System Access Request Forms (SARF)

The System Access Request Forms MMS - 4426/4427 replace Forms MMS-4397d/4397s. A user must complete form MMS-4426 to obtain access to the Minerals Revenue Management (MRM) systems. **Users requiring Web Portal access for BRIO only, should use form MMS - 4427.** Use a black pen or type the information so that the form can be scanned. Return the completed original form with the appropriate signatures for the areas outlined in gray. The form will be routed internally for appropriate signatures that are not present on the form.

User Information – Choose only one box to indicate user status.
- **New User** - If you are a new user of the MRM system, mark this option.
- **Change User** - If you require a new user ID because of a name change, if you have a change in job function requiring different access requirements, or if you need access to additional MRM systems, mark this option and provide your current user ID. Any deletion or addition of group membership or application access after a network account is established is considered a Change User Request.
- **Delete User** - If you no longer need access to **ALL MRM** systems, mark this option and provide your current user ID.

Legal Name – Enter you Last Name, First name, and Middle Initial as they appear on your birth certificate or passport.
Preferred Name – Enter your Last Name, First name, and Middle Initial, as you prefer to be addressed, if different from your Legal Name.
Telephone Number – Enter your daytime telephone number.
Organization – Enter the full name of the Federal Agency, State Agency, Tribal Name, or Company that you are associated with.
User Mailing Address – Enter your work mailing address including street address, P.O. Box or internal routing information as appropriate, and city, state, and postal code.
User Email Address – Enter your electronic mailing address if available. This field is required for users who submit P&R Reports. This field is optional for other users, but email provides faster notification of a new, changed, or deleted User ID.
Certification – Read this section before signing.
User Signature – Sign and date the SARF if you agree to abide by the rules and restrictions stated in the Certification section.
Supervisor name/Signature – Your supervisor's name and telephone number must be printed. Your supervisor must also sign and date the form. Supervisors may not sign their own SARF request.

Form 4426 only
Network Account – Check for a user ID to be created to access the MMS System Infrastructure.
Messaging/Scheduler – Check for MMS email setup.
Dial In Access – Check if you will access systems from a remote site using a dial-In connection from a MRM issued laptop.

VPN – Check if you will access systems from a remote site using VPN through a dial-in/ISP connection from a MRM issued laptop. (For additional VPN procedures go to: http://rmppipeline.rmp.mms.gov/mmsknwlpipe/Business/MRMSYS/sysPDF/VPNUserProcedures.pdf on the Pipeline).

Check Scanner – Insert Check Scanner info.

Domain Location – Enter your location. Valid values are Den-*Denver*, Hern-*Herndon*, NOLA-*New Orleans (OMM)*, CAM-*Camarillo*, ANC-*Alaska*. Valid values are in a pull down menu if using Jetforms.

Group – Enter the functional area you are working in. Valid values are FM, Onshore, Offshore, ITC, RIK, CFE, Accenture and other. Check with supervisor for correct group. The Subgroup field will be completed internally based on requestor organization and group.

Access Request:

This section is for requesting access to MMS Systems. Check the box of each system you need access to. MMS Customer Support will route the form to the appropriate system/software owners for signatures authorizing your access.

Model New User Access (Optional) – If there is an existing user whose access is identical to that required by the requesting user, enter the existing user ID in this field.

Check the System box for access to the following systems:

COLD – Computer Output to Laser Disk

Web Portal (BRIO/Solids/RIK):

Select Financial Reports, Compliance or RIK – In general, if you are not part of an auditing/compliance function or part of RIK, you need access to Financial Reports data. If Compliance is checked, indicate the functions required by checking the appropriate box.

If CIM is checked, indicate the role required, the appropriate office code, and the appropriate sub-office code from the list provided. If the appropriate signature has not been obtained, MMS Customer Support will forward the SARF to the Role Owner for approval.

If SDC is checked, list your previous role and newly assigned role.

If RIK is checked, indicate the functions required by checking the appropriate box(es). If the appropriate signature has not been obtained, MMS Customer Support will forward the SARF to the Role Owner for approval.

MRM Financial System (PeopleSoft) Security – Only one role can be assigned. Supervisor must determine appropriate Role for functions assigned to requestor. The pull down menu in Jetforms lists available roles. New Users should check the appropriate box. If you already have been assigned a role and your job description changes, check the Existing User/Change Role box and indicate current role in Previous PeopleSoft Role field. If the appropriate signatures have not been obtained, MMS Customer Support will forward the SARF to the Role Owner for approval.

RIK (Nucleus) Security – Only one role can be assigned. Supervisor must determine the appropriate Role for functions assigned to the requesting user. The pull down menu in

Jetforms lists available roles. New Users should check the appropriate box. If you already have been assigned a role and your job description changes, check the Existing User/Change Role box and indicate current role in Previous Nucleus Role field. If the appropriate signatures have not been obtained, MMS Customer Support will forward the SARF to the Role Owner for approval.

RIK (SPR Interface) Security – RIK (SPR Interface) Security is partitioned into two sections. One refers to the ordinary role (top-level), aligned with a "Read-only User", "User", and "Super User". The other partition refers to the 2014 Processing role (bottom-level), aligned with a "Read-Only 2014 Proc User" and "2014 Proc User". A maximum of two roles can be checked; one from the ordinary role section, and one from the 2014 Processing role section. New Users should check the appropriate box. If you already have been assigned a role and your job description changes, check the Existing User/Change Role box and indicate the new role by checking the appropriate box. If the appropriate signatures have not been obtained, MMS Customer Support will forward the SARF to the Role Owner for approval.

Indian Pricing Tests - This application is only for Indian CAM and will not be accessed by the other CAMs. A limited number of users will have edit capabilities, so the default for any new Indian CAM user should be Read-Only. STRAC will not have access to this application.

Comments: Provide any additional information that you think is important. Special Software requirements not addressed in other areas of this form should be listed here, example: Visio.

Form 4427 Only
Check only one box for web access to BRIO reports and data. If Industry is checked, at least one Customer ID/Payor Code must be provided.
Federal – Provide the acronym of the agency that employs you. Examples of valid codes are BLM, BIA, or OMM. BIA employees should provide the name of their agency, location and the Indian tribes they support in the comments field.
State – Provide the two-digit State postal abbreviation.
Tribe – Provide the name of the Indian tribe you represent in the Organization field.
Industry – Provide the five-digit reporter codes for the company that employs you. If your company has multiple reporter codes, provide only the code(s) for the data that you need to access from the MRM system.
Check if Solids P&R reports submitted – If your company produces solid minerals and you will be submitting the Productions and Royalty (P&R) report, mark this option. If not, leave this option blank.
205 Auditor – If you are a 205 auditor, check this box and the state box.
202 Auditor – If you are a 202 auditor, check this box and the tribe box.

Mail the original hardcopy SARF to the following address:
MMS Customer Support
Denver Federal Center, Building 53

Mail stop 3753
P.O. Box 25165
Lakewood, CO 80225

After MMS Customer Support receives the form, the supervisor may be called to confirm the information on the SARF. The user will be notified of access to the MRM System, either by electronic mail, U.S. mail or Inter-office mail. New user notification will include the user ID and initial password for access to requested systems. Once notified, user must login and change initial password to a unique password.
Forms faxed to MMS Customer Support (303-231-3803) will not initiate the access request processing.
The original SARF must be received before MMS will provide access.