NC eProcurement Contracts
User Maintenance Form

This form should be completed and submitted by the entity’s Contracts System Administrator to request a user be added, have their current access updated, or be removed from the Contracts module of NC eProcurement.

Name: ___________________________  NCID: ___________________________

Email Address: ___________________________

Department: ___________________________  Division: ___________________________

Select All Applicable User Roles Below:

☐ Project Owner – User creates and owns a Contract Workspace through publication.
☐ Reviewer – User has access to Contract Workspace for Document review and editing purposes only.
☐ Approver – User approves Contract Documents prior to publishing. User can comment on the documents.
☐ Observer – User can search and view Contract Workspace.
☐ System Administrator – User can manage users, request template modifications and Contract Workspace deletions, and can ‘Bulk Load’ existing contracts.

Contracts System Administrator Use Only

System Admin Name: ___________________________  Phone Number: ___________________________

Signature: ___________________________

Comments: ___________________________

NC eProcurement Help Desk Use Only

CSR Name: ___________________________  Date Processed: ___________________________

Signature: ___________________________

Comments/Actions: ___________________________

Please email this form to the NC eProcurement Help Desk at ephelpdesk@its.nc.gov

Questions About this Form? Please contact the NC eProcurement Help Desk at 1-888-211-7440 option 3, or via email to ephelpdesk@its.nc.gov

Form Last Updated: 2/18/2020