

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:

Select One
 Type of User
 Maintenance
 Below:

- Add New
- Update
- Delete

- 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