

Application and Authorization for OPSB MS310 Personnel Transaction System

Complete this form to request access to use the automated MS310 personnel transaction system, to change authorization for the system, or to inactivate (*i.e., cancel*) authorization for the system. "You" refers to the employee who is completing the form.

By submitting and signing this application, you agree as follows:

1. You agree that use of your password in connection with any transaction or submission in the automated MS310 Personnel Transaction System constitutes your signature, with all the legal effect of any other signature by you. Entering your password has the same effect as signing your name.
2. You agree to keep the password that you are assigned confidential and secure at all times. You agree not to disclose your password to another person or to allow another person to use your password.

Check One:	NEW	CHANGE	INACTIVATE
Effective Date:			
USER INFORMATION:		User Type (Role): Check Only One	
Last name:		Agency Initiator	
First name:		Budget/Finance Officer or Other Optional Reviewer	
Agency:		Appointing Authority	
*Agency Code:		Browse Only	
Agency Mailing Address:		DBM PTU	
		DBM Exec	
		DBM Class	
Phone:		DBM Recruitment	
Email:		Application Admin	
Signature:		Application Support	
LAN/Technical Contact (Name):		(Phone):	
AGENCY AUTHORIZING OFFICIAL:			
Name:		Title:	
Signature:		Date:	

- **Designate the Agency Code for which you will have Responsibility to Request or Review Personnel Transactions — Use One Agency Code (2, 4, 6 or 9-digits) Per Registration Form Per User**

**Mail to: Personnel Transactions Unit
Mrs. Joyce D. Davenport, Supervisor
301 West Preston Street, Room 602
Baltimore, MD 21201**

FOR DBM USE ONLY	
OPSB Authorization: _____	Date: _____
IT Security Authorization: _____	Date: _____