

**ViewDirect “Recipient ID” Request
For Human Resources - PEP Application**

AGENCY NAME:

AGENCY CODE: (3 character RSTARS code)

ADDRESS:

REQUESTOR’S NAME:

PHONE NO.:

REQUESTED RECIPIENT ID:
(6-10 characters)

AGENCY CODE(s) AUTHORIZED TO VIEW:
(6 digit STARS code)

REMOTE PRINTER ID (RMTxxxx):

EIS PRINTER CODES (4 character):
(This field is NOT required if you know the “RMTxxxx” number.)

AGENCY ACCOUNTING CODE:

AGENCY PERSONNEL OFFICER:

DATE:

DBM PEP COORDINATOR:

DATE:

For EIS Use Only:

PASSWORD: _____
PRINTER JCL: _____

The following procedure should be used to add ViewDirect access to HR reports for a new report recipient, modify ViewDirect access to HR reports for an existing report recipient security profile, or delete a ViewDirect report recipient security profile or profiles:

Obtain a blank **EIS ViewDirect “Recipient ID” Request For Human Resources – PEP Application** form.

1. **Agency Name** - Enter the home agency name of the user.
2. **Agency Code** - Enter the 3-digit Agency Code associated with the requestor's RSTARS Agency Code.
3. **Address** - Enter the mailing address of the person requesting the Recipient ID.
4. **Requestor’s Name** - Enter the first and last name of the person requesting the Recipient ID.
5. **Phone No.** - Enter the telephone number of the person requesting the Recipient ID.
6. **Requested Recipient ID** - Enter a desired 6-10 character ID.
7. **Agency Code(s) Authorized to View:** Enter the 6-digit STARS Agency Code(s) for those agencies for which the report recipient is authorized to view HR reports in ViewDirect.
Note: Wildcard characters are not permitted when specifying agencies for report viewing in ViewDirect.
8. **Remote Printer ID** - Enter the Remote Printer ID (RMTxxxx) for the printer on which the recipient will print HR reports from ViewDirect.
9. **EIS Printer Code (4 character)** - Enter the 4-character CICS printer ID for the printer on which the recipient will print HR reports from ViewDirect. This field is not required if the above Remote Printer ID (RMTxxxx) is entered.
10. **Agency Accounting Code (for ADC Job Accounting)** - Enter the agency ADC account number to which charges for printing reports from VIEWDIRECT will be billed.
11. **Agency Personnel Officer** - The Agency Personnel Officer signs and dates the form.
12. **DBM PEP Coordinator** – Send the completed form to Cindy Kollner, DBM OPSB, 301 W. Preston Street, Baltimore, MD 21201 to obtain the DBM PEP Coordinator signature.
13. The DBM PEP Coordinator sends the completed and signed form to EIS Operations, 45 Calvert St., Annapolis, 21401.

The EIS Operations ensures that the ViewDirect Recipient ID is created, with a password and printer JCL, and notifies the requestor.