

Task Description

Identify agency personnel that require access to FLIPS.

Task Overview

Each agency must complete the Access Control form for each identified FLIPS end user and submit to the Bureau of Vendor Relations (BVR).

When assigning access, the agency must:

- Enforce Separation of Duties:
 - FLIPS users cannot have disbursement capabilities
 - FLAIR DB Functionality
 - Florida PALM Agency AP Processor
 - Florida PALM Agency AP Approver
 - Florida PALM Agency AP Finance & Accounting (FA) Approver
- Select users that can confirm payee contact information is valid
- Prepare business rules defining authorized access within the agency

Task Instructions

Complete the access request form following the instructions on the form and return it to: FloridaPayee.Portal.Support@MyFloridaCFO.com . For further guidance see the JobAids posted online [FLIPS](#) .