

For: County Offices

National Payment Services (NPS)

Approved by: State Executive Director



1 Overview

A Purpose

This notice will provide information on adding or deleting employees' security access to the NPS database. The initial security access database was established on information provided by Notice FI-2626. When an employee leaves the Agency or moves to a different county office, the employee must be removed from the database. As new employees are delegated authority to disburse payments on CCC-392, they must be added to the database.

CED's shall notify the Oklahoma State Office of any changes needed in security access to NPS.

2 Adding or Deleting Employees' Security Access

A Action

CED's shall use EXHIBIT 1 of this notice to notify the State Office of needed changes to the NPS database.

Exhibit 1 shall be completed and signed by the CED or Acting CED and sent by mail to the State Office to the attention of Lynn McCoy, Administrative Section.

The authorized employees must have a valid eAuthentication user ID and password to gain access to NPS.

Disposal Date: January 1, 2006

Distribution: County Offices

