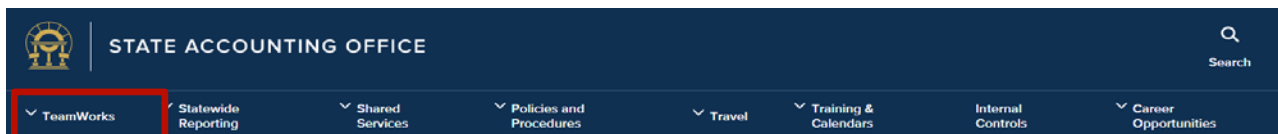


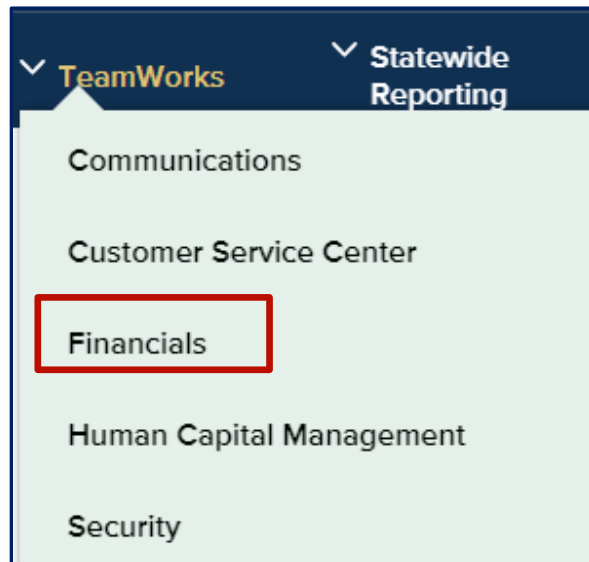
Submitting an Agency Contact Form



Step	Action
1.	Starting from the Georgia State Accounting Office Home Page.



Step	Action
2.	Begin by navigating to the TeamWorks Financials page. Click the TeamWorks link.



Step	Action
3.	Click the Financials link.

Financials

TeamWorks Financials modules address the State’s financial records; everything from Asset Management and Accounts Receivable to Purchasing and Vendor Payment.

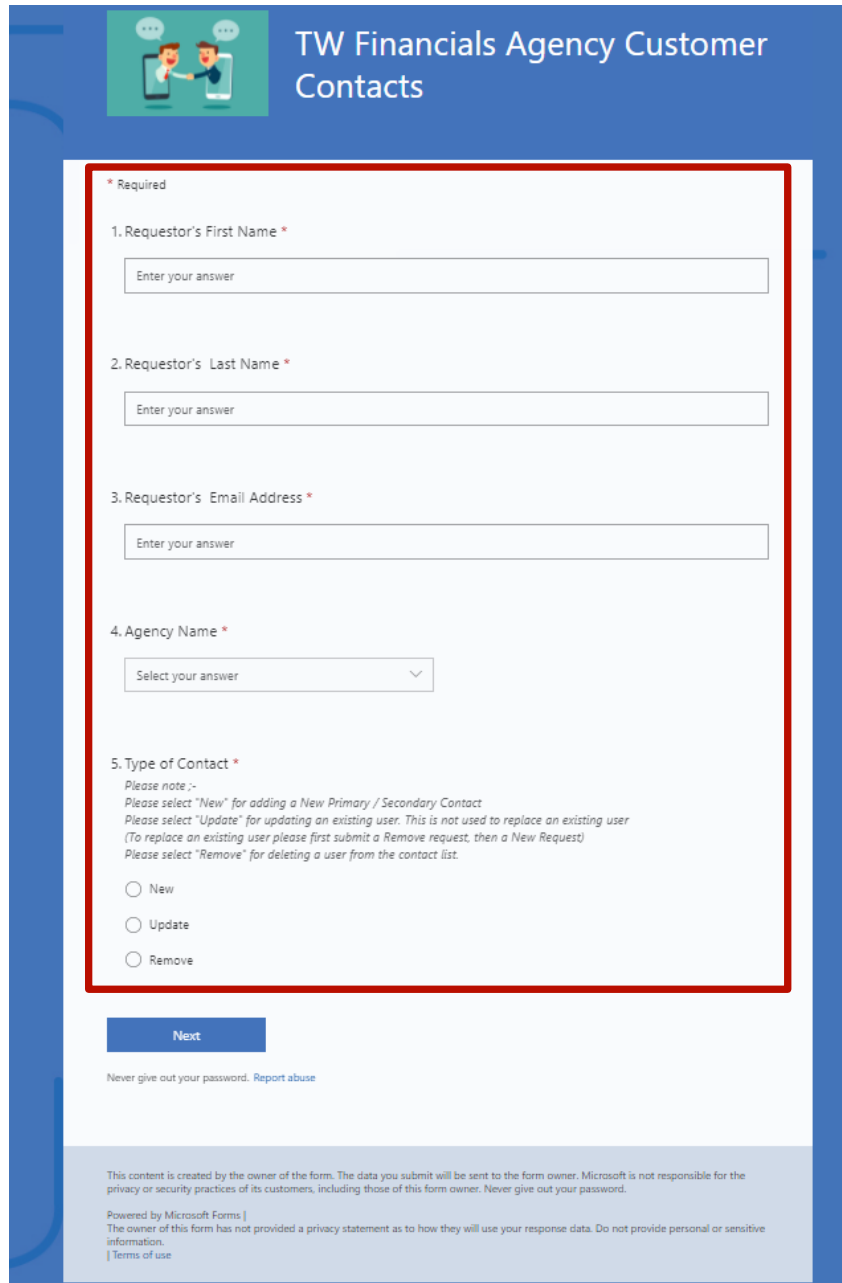
News and Information

- [Year-End Information](#)
- [Financial Masking](#)

TeamWorks Financials Agency Contact Form

Please use the [TW Financials Agency Contact Form](#) to submit your organization’s Financials Primary and Secondary contacts.

Step	Action
4.	Click the TW Financials Agency Contact Form link.



TW Financials Agency Customer Contacts

* Required

1. Requestor's First Name *

Enter your answer

2. Requestor's Last Name *

Enter your answer

3. Requestor's Email Address *

Enter your answer

4. Agency Name *

Select your answer

5. Type of Contact *

Please note :-
 Please select "New" for adding a New Primary / Secondary Contact
 Please select "Update" for updating an existing user. This is not used to replace an existing user
 (To replace an existing user please first submit a Remove request, then a New Request)
 Please select "Remove" for deleting a user from the contact list.

New
 Update
 Remove

Next

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Step	Action
5.	<p>Note: All required field are denoted with a red asterisk.</p> <p>Enter the following information:</p> <ul style="list-style-type: none"> • Requestor First Name • Requestor Last name • Requestors Email Address • Agency Name • Type of Contact

TW Financials Agency Customer Contacts

** Required*

1. Requestor's First Name *

2. Requestor's Last Name *

3. Requestor's Email Address *

4. Agency Name *

5. Type of Contact *

*Please note :-
Please select "New" for adding a New Primary / Secondary Contact.
Please select "Update" for updating an existing user. This is not used to replace an existing user
(To replace an existing user please first submit a Remove request, then a New Request)
Please select "Remove" for deleting a user from the contact list.*

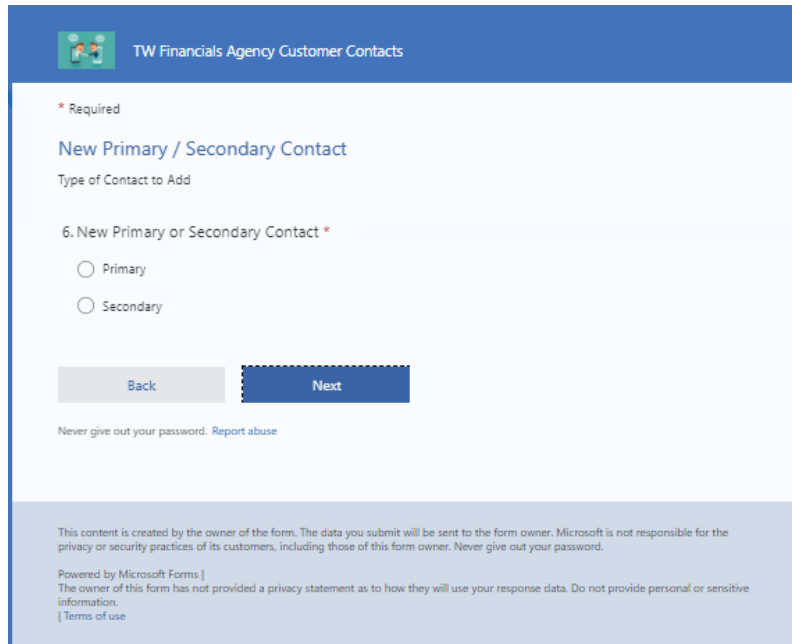
New
 Update
 Remove

Next

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Step	Action
6.	Click the Next button.



TW Financials Agency Customer Contacts

* Required

New Primary / Secondary Contact

Type of Contact to Add

6. New Primary or Secondary Contact *

Primary

Secondary

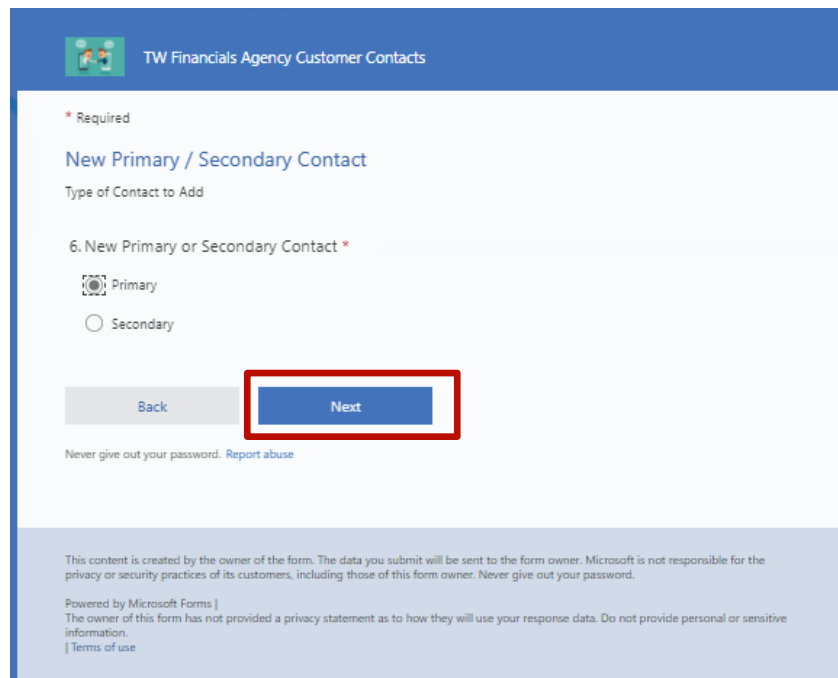
Back Next

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Step	Action
7.	<p>Select the appropriate New Primary/Secondary Contact.</p> <p>Select:</p> <ul style="list-style-type: none"> • Primary or • Secondary



TW Financials Agency Customer Contacts

* Required

New Primary / Secondary Contact

Type of Contact to Add

6. New Primary or Secondary Contact *

Primary

Secondary

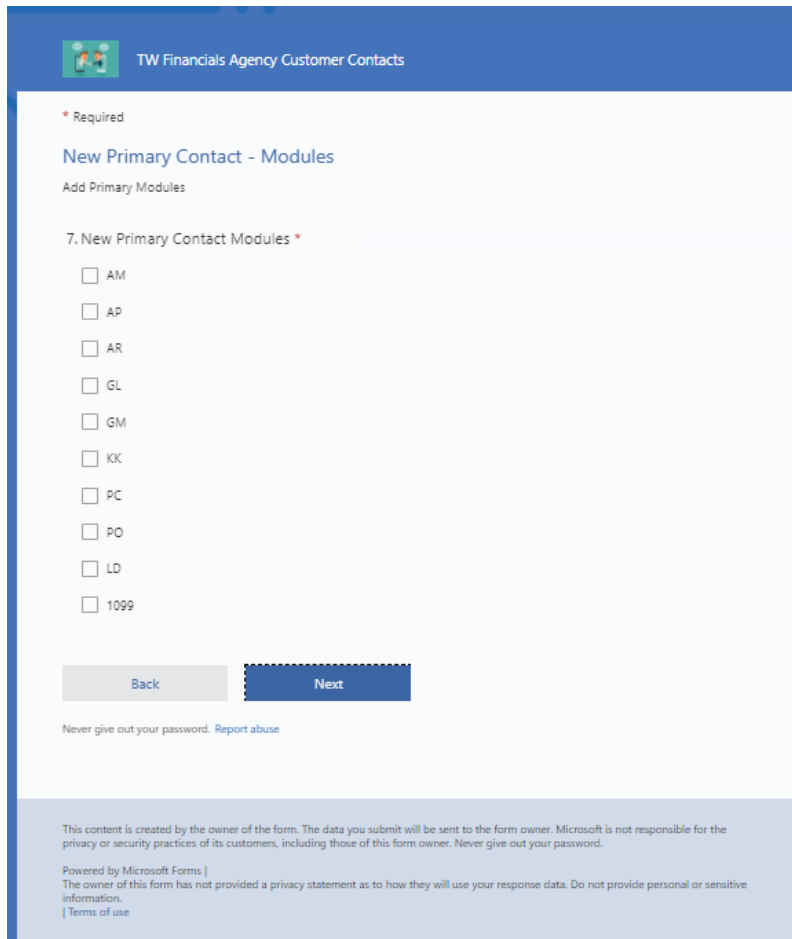
Back Next

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Step	Action
8.	Click the Next link.



TW Financials Agency Customer Contacts

* Required

New Primary Contact - Modules

Add Primary Modules

7. New Primary Contact Modules *

- AM
- AP
- AR
- GL
- GM
- KK
- PC
- PO
- LD
- 1099

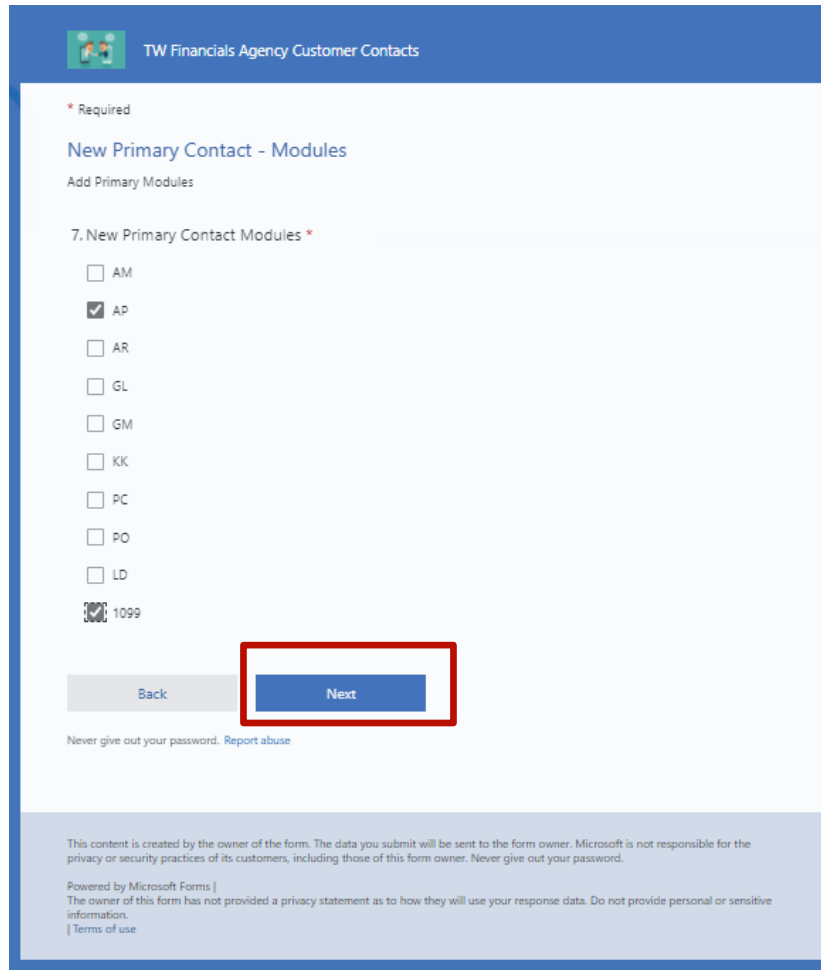
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Step	Action
9.	<p>Note: This information is based on if the user is being entered as a Primary or Secondary contact.</p> <p>Select the appropriate Contact Module(s) fields.</p>



TW Financials Agency Customer Contacts

* Required

New Primary Contact - Modules

Add Primary Modules

7. New Primary Contact Modules *

- AM
- AP
- AR
- GL
- GM
- KK
- PC
- PO
- LD
- 1099

Back Next

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Step	Action
10.	Click in the Next field.

TW Financials Agency Customer Contacts

* Required

New Primary Contact Details

8. New Primary Contact - First Name *

9. New Primary Contact - Last Name *

10. New Primary Contact - Phone Number *

11. New Primary Contact - Email Address *

12. New Primary Contact - Title / Role *


Back
Next

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Step	Action
11.	<p>Note: This information is based on if the user is being entered as a Primary or Secondary contact.</p> <p>Enter the Contact Details. Complete the required fields:</p> <ul style="list-style-type: none"> • New Primary - Contact First Name • New Primary - Contact Last Name • New Primary – Phone Number • New Primary – Email Address • New Primary Contact – Title/Role


TW Financials: Agency Customer Contacts

* Required

New Primary Contact Details

8. New Primary Contact - First Name *

9. New Primary Contact - Last Name *

10. New Primary Contact - Phone Number *

11. New Primary Contact - Email Address *

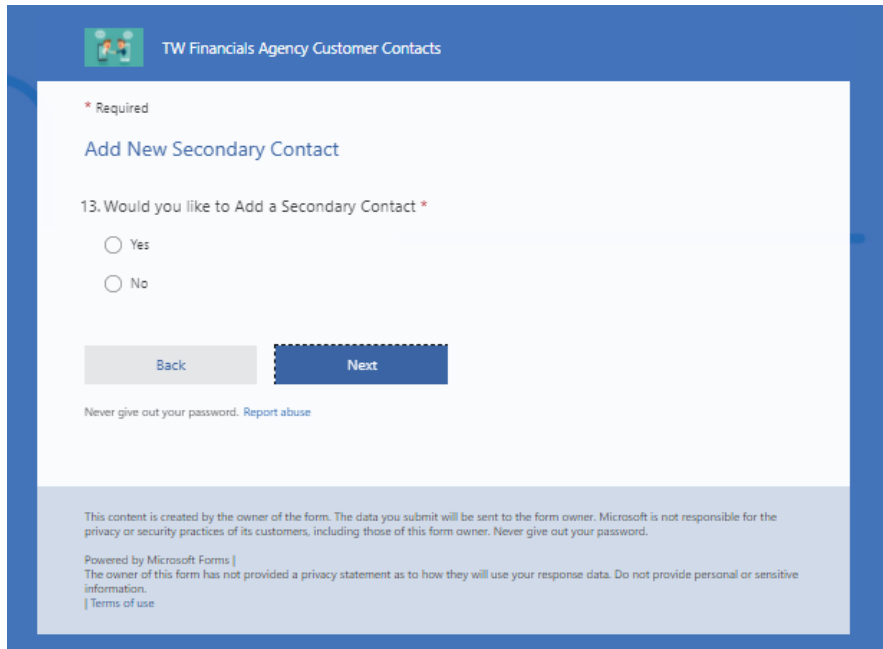
12. New Primary Contact - Title / Role *

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Step	Action
12.	Click the Next button.



TW Financials Agency Customer Contacts

* Required

Add New Secondary Contact

13. Would you like to Add a Secondary Contact *

Yes

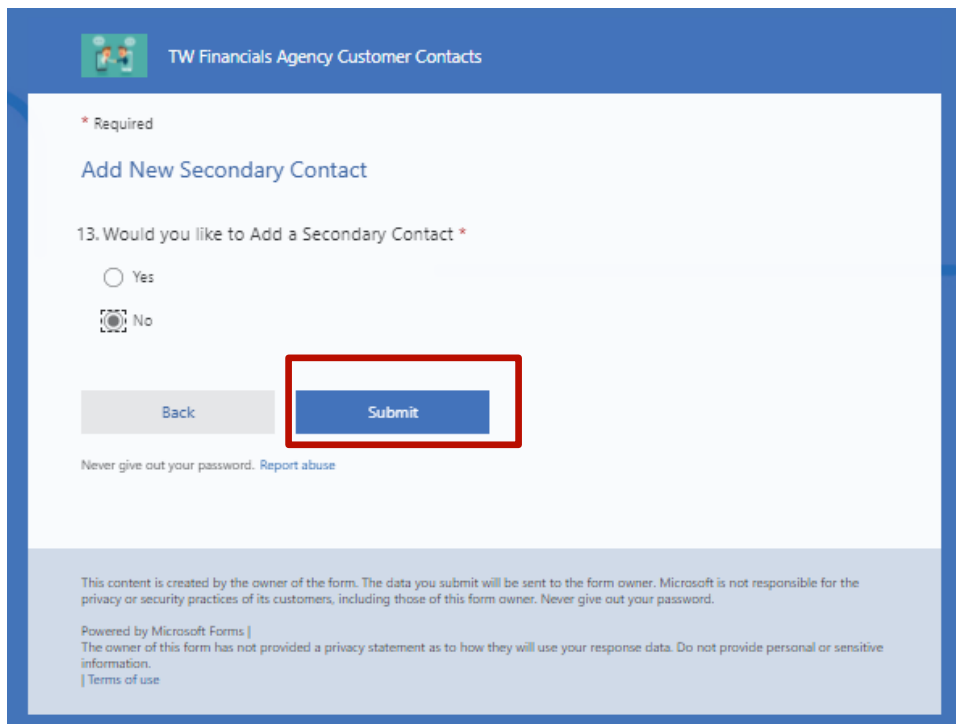
No

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Step	Action
13.	Select the appropriate response if a secondary contact is being added. Select: <ul style="list-style-type: none"> • Yes or • No



TW Financials Agency Customer Contacts

* Required

Add New Secondary Contact

13. Would you like to Add a Secondary Contact *

Yes

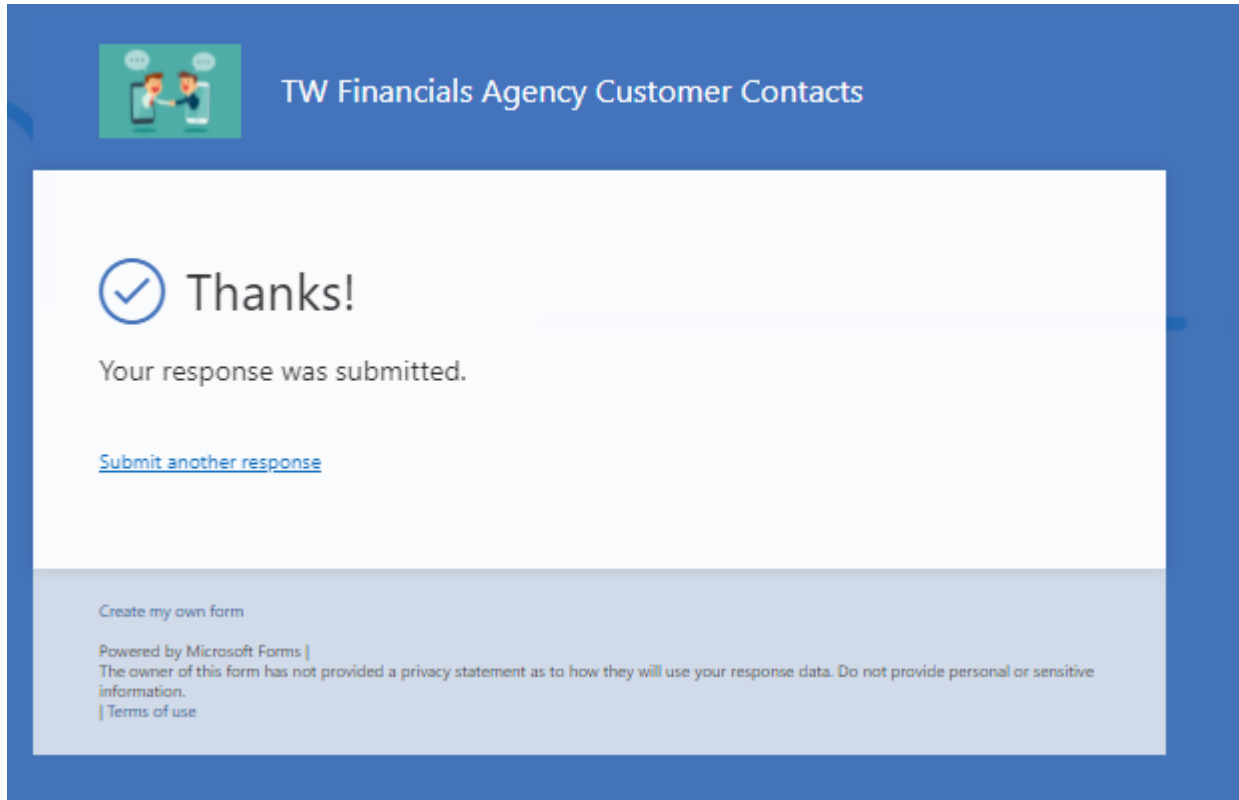
No

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Step	Action
14.	<p>Note: If the user selects “Yes”, the secondary’s contact is also <i>required</i> to be entered.</p> <p>Click the Submit button.</p>



Step	Action
15.	<p>Congratulations! You have completed submitting a new agency customer contact. End of Procedure.</p>