

## LaPAC AGENCY SECURITY ADMINISTRATOR SETUP FORM FOR NON-ISIS AGENCIES

The Agency Security Administrator is responsible for setting up and maintaining the person(s) in their agency who will perform the post and award function, and training the agency user(s) in the functions of the system. In addition to maintaining the agency's users, the Agency Security Administrator has Edit Bid and Edit Addenda capabilities, as well as bid deletion authority for the agency.

\*AGENCY/DEPARTMENT NAME: \_\_\_\_\_

\*AGENCY TYPE:       State       Political       Public       Community  
                          Agency       Subdivision       School       College       University

### LaPAC AGENCY SECURITY ADMINISTRATOR INFORMATION:

\*First Name: \_\_\_\_\_ \*Last Name: \_\_\_\_\_

\*Phone: \_\_\_\_\_ Ext: \_\_\_\_\_ \*Fax: \_\_\_\_\_

\*E-Mail: \_\_\_\_\_

### LaPAC AGENCY CONTACT PERSON:

This section is mandatory. The LaPAC Agency Contact Person will be responsible for LaPAC support in their agency, and may receive e-mails from vendors regarding solicitations posted on LaPAC. This person should be familiar with the products needed to create standard PDF (Portable Document Format) documents, and to scan, upload, and retrieve documents in LaPAC. This person should be able to assist agency users with installing the necessary software products and scanner, and checking to see why there is a problem scanning, uploading, or retrieving a document. The agency's users of LaPAC will report any problems related to the software products, scanning, uploading, or retrieving documents to the agency's LaPAC Contact Person.

\*Section: \_\_\_\_\_

\*First Name: \_\_\_\_\_ \*Last Name: \_\_\_\_\_

\*Address: \_\_\_\_\_  
\_\_\_\_\_

\*City: \_\_\_\_\_ \*State: \_\_\_\_\_ \*Zip: \_\_\_\_\_

\*Phone: \_\_\_\_\_ Ext: \_\_\_\_\_ \*Fax: \_\_\_\_\_

\*E-Mail: \_\_\_\_\_

**\*Required Fields**