

## *Instructions for Obtaining a User ID and Password*

A User ID and password are required for each person entering data into the Operations Plan Application. One will also be required for the person with signature authority. In order to use the Operations Planning Application, you will need to provide the Executive Budget Office with the following information for each user:

Name:  
Email address:  
Signature authority (yes or no):  
What you would like your User ID to be:  
    Minimum 5 characters  
    Maximum 10 characters  
    Alpha and numeric are acceptable  
    Not case sensitive  
What you would like your password to be:  
    Minimum 5 characters  
    Maximum 10 characters  
    Alpha and numeric are acceptable  
    Case sensitive

This information needs to be provided to the Executive Budget Office in writing on letterhead. It can be sent by mail or fax and addressed to Joey Collier, Systems Administrator. The address and fax number are as follows:

Joey Collier  
State of Alabama  
Executive Budget Office  
11 South Union Street, Suite 237  
Montgomery, AL 36130  
Fax (334) 242-3776

### IMPORTANT NOTES

If the Agency Director is giving signature authority to someone other than themselves, a signed letter must be mailed to the Executive Budget Office on letterhead specifically stating that this person has signature authority for the submission of Operation Plans. (Faxed letters will not be accepted for this purpose.)

Agencies are required to notify the Executive Budget Office when staff changes require the revocation of authority to use the Internet Operations Plan Application. This means as the agencies staff changes it is the agencies responsibility to notify the Executive Budget Office to remove user id's for the individuals listed by the Agency. This is especially important for those individuals with signature authority.

For persons that enter Operation Plans for more than one agency, please note that in your letter and it can be set up so that one user id can handle multiple agencies.

If you have any further questions, you may contact Joey Collier at (334) 353-8717 or by email at [joey.collier@budget.alabama.gov](mailto:joey.collier@budget.alabama.gov).