## Level 1 Payment Office Purpose Code Manager

Self-Registration

Registrati

## DoDAAC H91317

## Payment Office Purpose Code Manager

The Level 1 Payment Office Purpose Code Manager can submit updates to any DoDAAC in their span of control for the Payment Office Flag. The Level 1 Payment Office Code Manager must register in the Level 1 DoD – Comptroller organization DoDAAC H91317. This Purpose Code Manager also manage all approvals for the Level 2 -7 Payment Office Purpose Code flag change requests.

Registration Steps	User Profile							
1. Registration Home	First Name *	Middle Name		Last Name *			Suffix	
2. Authentication	Sally			Rider				
3. Security Questions	Home Organization DoDAAC/FEDAAC*	Crganization *		Job Series *		Job Title *		Grade/Rank *
4. Profile 心	GPC DoDAAC Lookup H91317	Help Desk		1102	~	Contracting		Rank
5. Supervisor / Agency	Email *	Confirm Email *		C. h A	ess Training Date *			
3. Roles	sally.rider@navy.mil	sally.rider@navy.n	il	2019/09/17	ess Training Date			
7. Justification				2010/00/17				
3. Summary	Commercial Telephone !	Extension In	tl Country Code and Phone !		Mobile Telephor	ne	DSN Telephor	ne
9. Agreement								
	Citizenship *	Designation *						
	US	CIVILIAN	~					
		_						
	Next < Previous Asve Re	gistration 🤨 Help						

2: Government Employees and Government Support Contractors can self-register as a Purpose Code Manager (Payment Office) against the Level 1 group representing the Department of Defense. Once registration is complete, the role must be approved and activated by the PIEE PMO.

Registration Steps	Roles					
1. Registration Home	Step 1. Select the appropriate Application from the list below	Step 2. Select One or I	Step 2. Select One or More Roles from the list below (Ctrl+Click) Step 3. Click 'Add Roles'			
2. Authentication	PCM - Purpose Code Management		Contract Admin Purpose Code Manager		+ Add Roles	
3. Security Questions		Contractor Purpose	Code Manager micromice (Gree) manager pose Code Manager			
4. Profile		Payment Onice Put	puse code manager			
5. Supervisor / Agency	Step 4. Fill out the required information for the applicable applications					
6. Roles ∜	Roles Summary					
7. Justification						
8. Summary	Application Line Role PCM Admin Group Payment Office Purpose Code Manager	J↑ Location Code Type N/A	Location Code *	Extension N/A	Group         J1 Action           Defense, Department of         Group Lookup   Delete	
9. Agreement	Showing 1 to 1 of 1 entries					
	Trp If you need access to any other applications, Repeat Steps 1 to 4 again					
	► Next					
					! Symbol indicates situational entry, at least one is	required.
					* Asterisk indicates requi	red entry.

Registration Steps	Roles						
1. Registration Home 2. Authentication	Error: The Home Organization FU4417 provided is not authorized to request the Procurement and Grant Purpose Code Manager role you selected at the level requested (it is restricted to certain organization select another level to request the role or contact your supervisor for the correct information.						
3. Security Questions	Stop 1. Select the appropriate Application from the list below	Step 2. Select One or More Roles from the list below (Ctrl+Cli	ick) Step 3. Click 'Add Roles'				
4. Profile 5. Supervisor / Agency	PCM - Purpose Code Management	User Roles for PCM Contractor DoDAAC Manager Admin Roles for PCM Contract Admin Purpose Code Manager Contractor Purpose Code Manager DCMA Contract Admin Office (CAO) Manager	Add Roles				
6. Roles 0: 7. Justification	Step 4. Fill out the required information for the applicable applications						
8. Summary	Roles Summary						
9. Agreement	Application	Location Code Type Location Code * Ext	ttension Group				
	PCM     Admin Group Procurement and Grant Purpose Code Ma     Showing 1 to 1 of 1 entries	anager N/A N/A	N/A Defense, Department of Group Loo				
	Tep If you need access to any other applications, Repeat Steps 1 to 4 again						