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AGENCY: ADMINISTRATION

1. Log on to the State Controller's Web site, select Statewide Accounting System, select **Vendor Remit**, then select **Administration**. If you are responsible for more than one agency, select the agency number after you select **Vendor Remit**.
2. On the **User Maint** tab, Click **Find New User**.
3. In the **User Lookup** dialog box, type the last name of the new user in the **Last Name** field. (You can type the first few letters of a user's name if you are not sure how it is spelled.)
 - a. To add an employee from another agency, type the last and/or first name and enter their agency number in the **Agency** field.

Figure 2 – Find a user



4. Click **Find**. If the user cannot be found, contact your payroll administrator to make sure that the person has been added to state payroll records.
5. Click **Select** next to the user's name, and then click **OK** to confirm adding the user.
6. Check the **Active** check box to give the user access to the application.
7. Check the **Administrator** check box if you want to give the user Administrator privileges.
8. Click **Add User**.