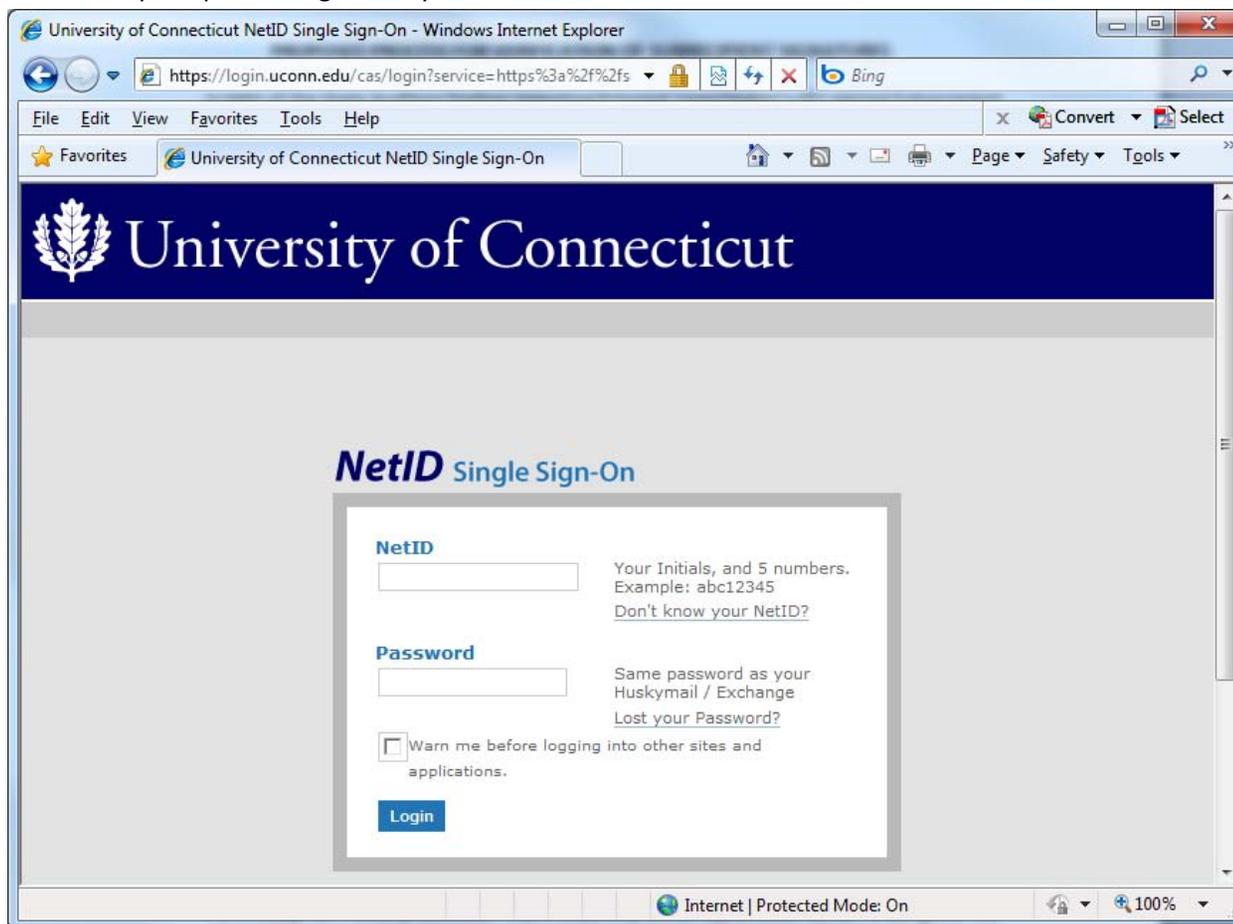


Instructions for Adding Sub-Recipient Signatures to the Administrative Task Authorization Tool

Note: Only department heads and their delegates can assign authorities in the ATA Tool

1. Open a web browser (Internet Explorer, Firefox, etc.) and navigate to <http://ata.purchasing.uconn.edu>.
2. You will be prompted to login with your NetID and Password

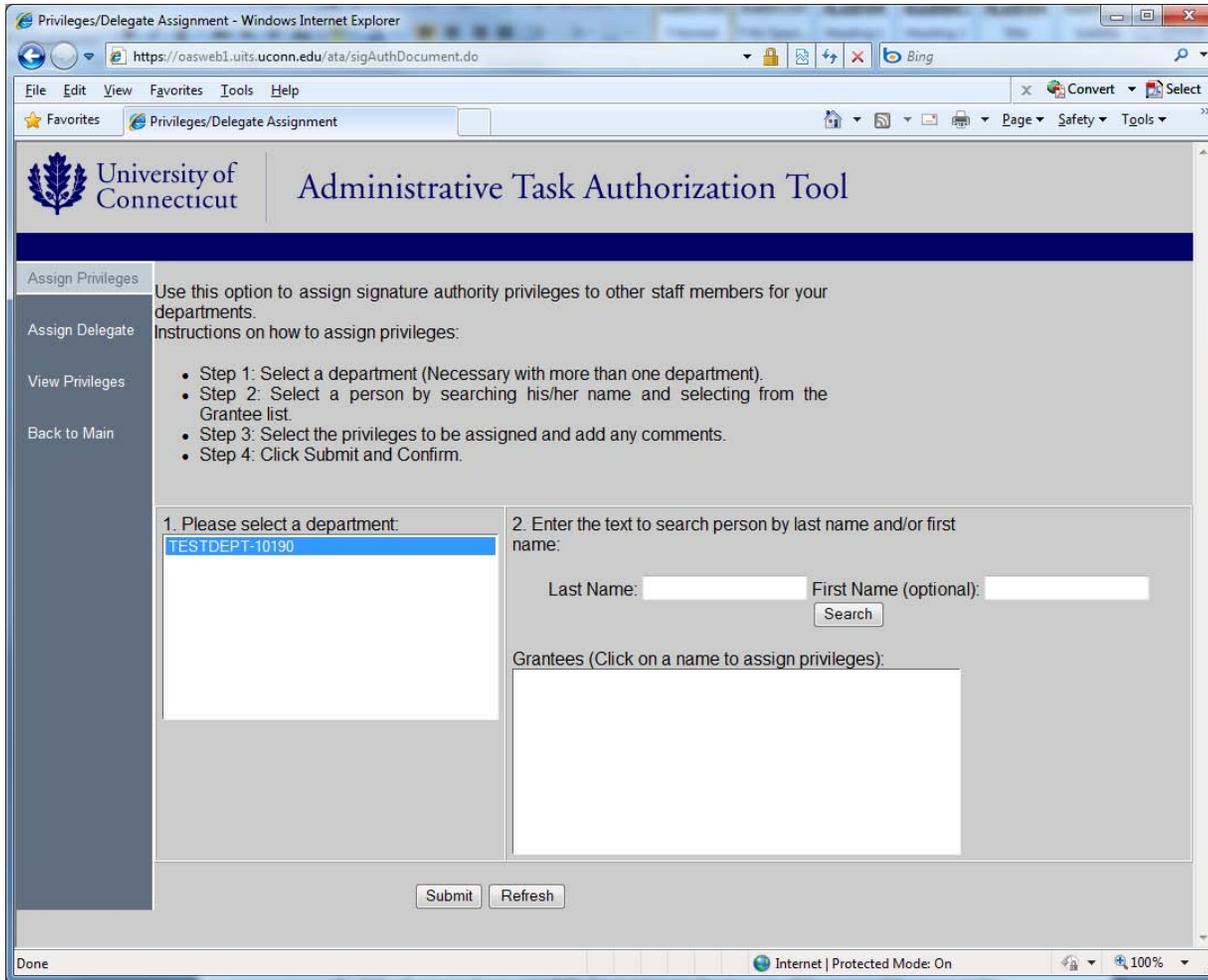


The screenshot shows a Windows Internet Explorer browser window displaying the University of Connecticut NetID Single Sign-On page. The browser's address bar shows the URL <https://login.uconn.edu/cas/login?service=https%3a%2f%2f>. The page features the University of Connecticut logo and the text "University of Connecticut" at the top. Below this, the heading "NetID Single Sign-On" is displayed. The main content area contains a login form with the following fields and options:

- NetID**: A text input field. To its right, the text reads: "Your Initials, and 5 numbers. Example: abc12345" and a link: "[Don't know your NetID?](#)".
- Password**: A text input field. To its right, the text reads: "Same password as your Huskymail / Exchange" and a link: "[Lost your Password?](#)".
- A checkbox labeled "Warn me before logging into other sites and applications." which is currently unchecked.
- A blue "Login" button.

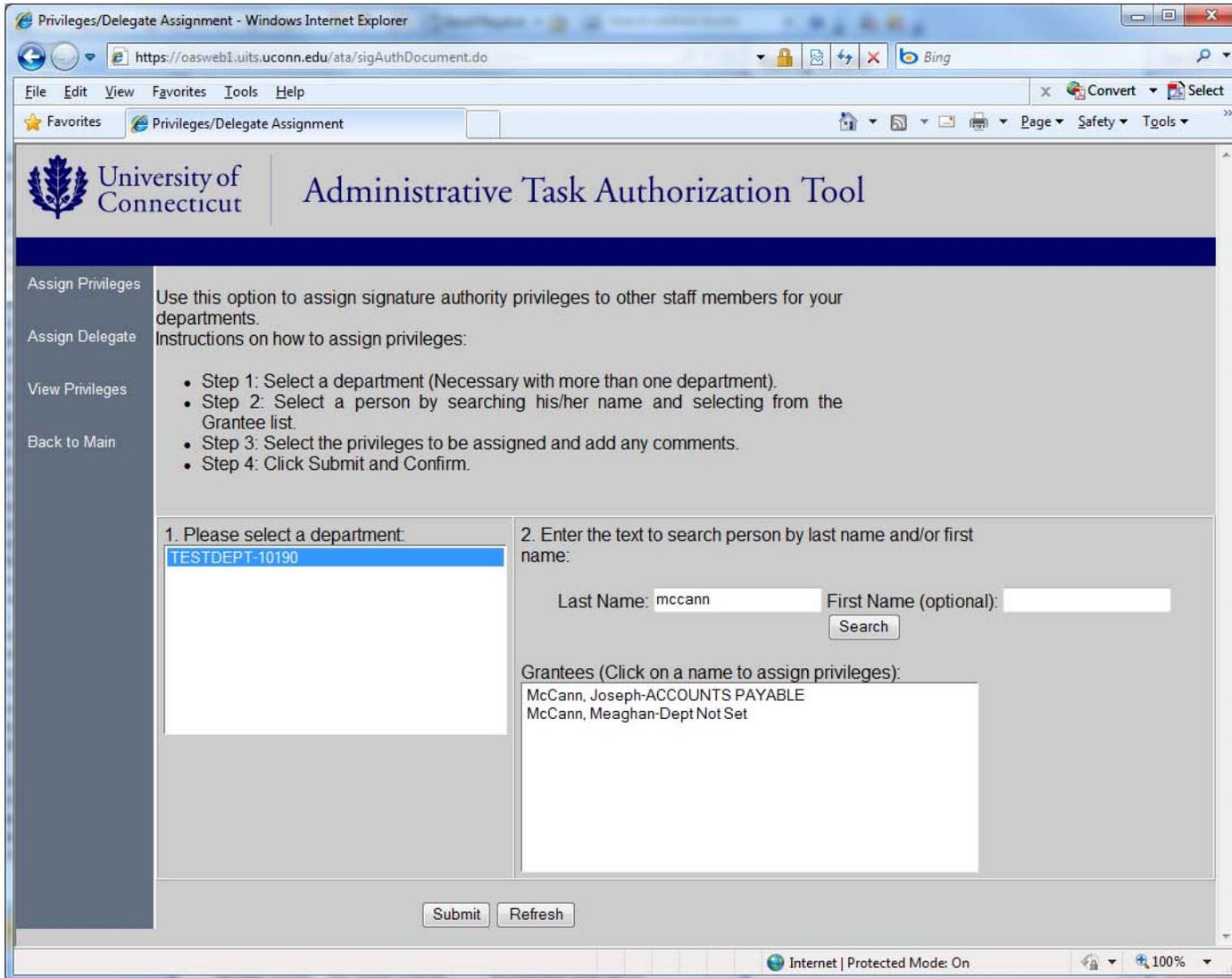
The browser's status bar at the bottom indicates "Internet | Protected Mode: On" and a zoom level of "100%".

3. Once you are logged in, you will be presented with the following screen. To begin assigning privileges click “Assign Privileges”.



4. Next select the department for which you want to assign the grantee
5. Then type in the last name of the grantee and click “Search”

6. The grantees that match will be displayed.



7. Select the grantee that you'd like to assign privileges to. When you select the grantee, the list of available privileges is displayed below. Note: If the selected grantee is already assigned with payment voucher authority, it will not show up in the list. You can view the level of authority by using the "View Privileges" option on the left side menu bar.

The screenshot shows a web browser window titled "Privileges/Delegate Assignment - Windows Internet Explorer". The address bar shows the URL: <https://oasweb1.uits.uconn.edu/ata/sigAuthDocument.do>. The page content includes:

Grantees (Click on a name to assign privileges):

- McCann, Joseph-ACCOUNTS PAYABLE
- McCann, Meaghan-Dept Not Set

3. NOTE: Only unassigned privileges will display in the privilege list. If the selected person has a pending privilege or already been assigned the privilege in a department, it will not be available to select again.

ClearComments

<input type="checkbox"/> Select All	Privilege (Click to toggle description on/off)	Optional Comments
<input type="checkbox"/>	Offer Letter	<input type="text"/>
<input type="checkbox"/>	Co-Op (B046)	<input type="text"/>
<input type="checkbox"/>	Travel Authorization	<input type="text"/>
<input type="checkbox"/>	Payment Vouchers	<input type="text"/>
<input type="checkbox"/>	Payroll Authorizations	<input type="text"/>
<input type="checkbox"/>	Search Cards	<input type="text"/>
<input type="checkbox"/>	Transfer Vouchers	<input type="text"/>
<input type="checkbox"/>	Short-term Student Loans (Financial Aid)	<input type="text"/>
<input type="checkbox"/>	Receiving Reports	<input type="text"/>
<input type="checkbox"/>	Purchase Order and Requisitions	<input type="text"/>
<input type="checkbox"/>	Time Cards	<input type="text"/>

Submit Refresh

Internet | Protected Mode: On

8. For sub-recipient signature verification, there are three options.

a. You can assign full payment voucher authorization by simply clicking on Payment Voucher and clicking "Submit"

<input checked="" type="checkbox"/>	Payment Vouchers	
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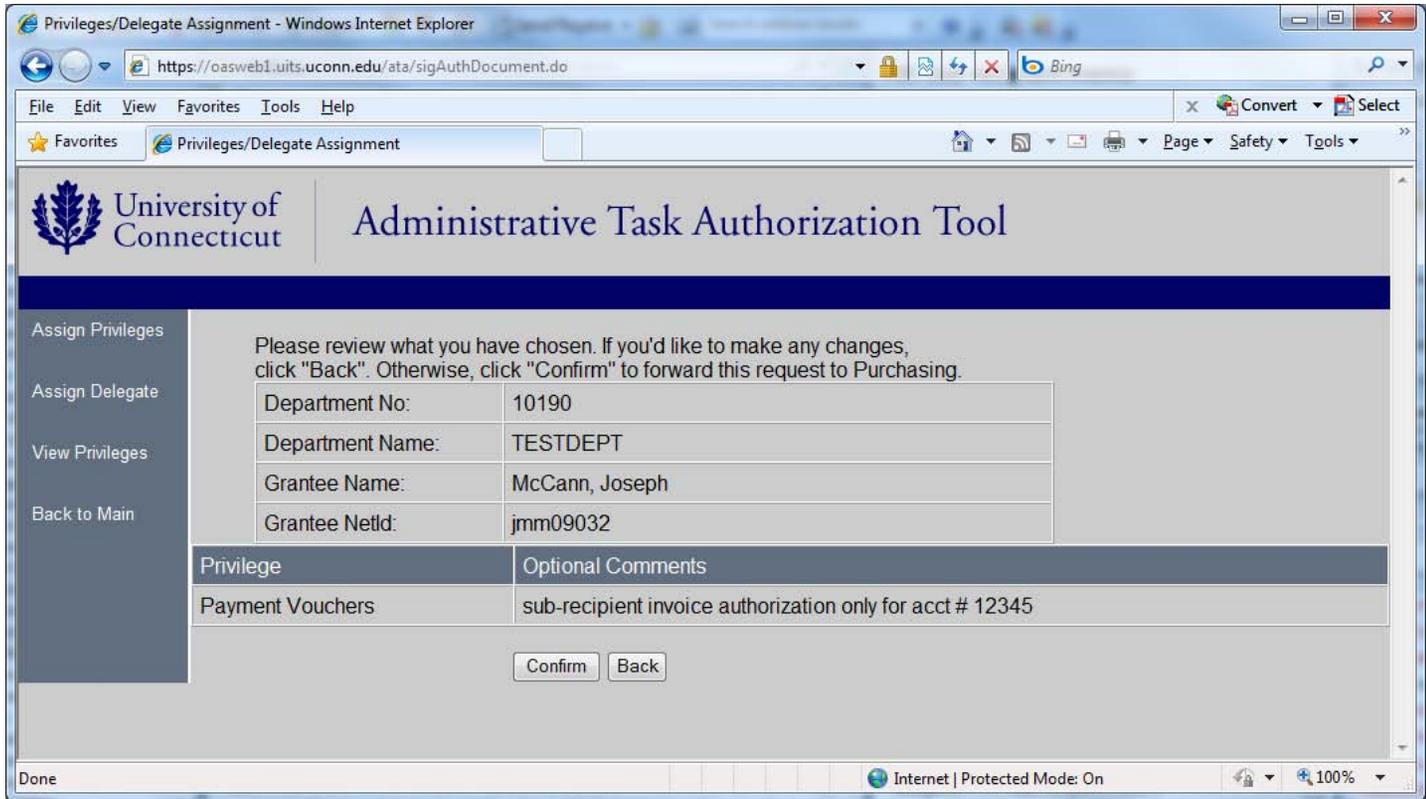
b. You can assign payment voucher authorization for sub-recipient invoices only by clicking on Payment Voucher, noting "sub-recipient invoice authorization only" in the comments field, and clicking "Submit"

<input checked="" type="checkbox"/>	Payment Vouchers	sub-recipient invoice authorization only
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c. You can assign payment voucher authorization for sub-recipient invoices only for a particular account by clicking on Payment Voucher, noting "sub-recipient invoice authorization only for acct # 12345" in the comments field, and clicking "Submit"

<input checked="" type="checkbox"/>	Payment Vouchers	sub-recipient invoice authorization only for acct # 12345
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9. Once you click submit you will be asked to confirm. Review the information and click the “Confirm” button if everything is correct.



10. After you click “Confirm” an email will be sent to the grantee. If Purchasing already has their signature on file, there is no further action required. If Purchasing does not have their signature on file, the email will direct them to an online form that they must print, sign, and mail to **Purchasing – Unit 6076**. Upon receipt of the signature form, Purchasing will approve the privilege request in the ATA tool.