

## Instructions for the MRM System Access Request Forms (SARF)

System Access Request Forms MMS-4426/4427 replace Forms MMS-4397d/4397s. A user must complete form MMS-4426 to obtain access to the Minerals Revenue Management (MRM) systems.

**Users requiring the Web Portal for BRIO only access should use MMS-4427.** Information should be typed or a black pen used so that form can be scanned. Return the original completed form with user and supervisor's signature to MMS Customer Support (MS3744). Requestor does not have to obtain signatures outlined in gray. Form will be routed internally for appropriate signatures.

Check only one box for web access to BRIO reports and data. **If Industry is checked, at least one Customer Id / Payor Code must be provided.**

- **Federal** - Provide the acronym of the agency that employs you. Examples of valid codes are BLM, BIA, or OMM. BIA employees should provide the name of their agency, location and the Indian tribes they support in comments field.
- **State** - Provide the two-digit State postal abbreviation.
- **Tribe** - Provide the name of the Indian tribe you represent in the Organization field.
- **Industry** - Provide the five-digit reporter codes for the company that employs you. If your company has multiple reporter codes, provide only the code(s) for the data that you need to access from the MRM system.
- **Check If Solids P & R reports Submitted** - If your company produces solid minerals and you will be submitting the Production and Royalty (P&R) Report, mark this option. If not, leave this option blank.
- **205 Auditor** – If you are a 205 auditor, check this box and the state box.
- **202 Auditor** – If you are a 202 auditor, check this box and the tribe box.

Mail the original hardcopy SARF to the following address:

MMS Customer Support  
44 Union, Suite 500  
Lakewood, Co 80228

After MMS Customer Support receives the form, the supervisor may be called to confirm the information on the SARF. The user will be notified of access to the MRM system, either by electronic mail or by U.S. Mail or by Interoffice Mail. New user notification will include the User ID and initial password for access to requested systems. Once notified, user must login and change initial password to a unique password. Forms faxed to MMS Customer Support (303-969-6223) will not initiate the access request processing. The original SARF must be received before MMS will provide access.