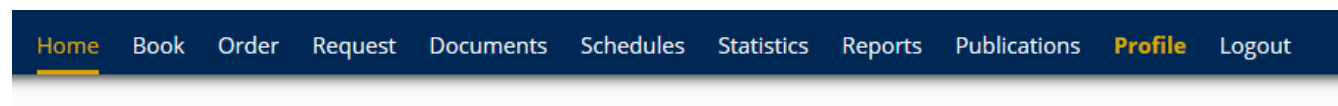


How to add a new fund account/multiple fund accounts to your PPMS profile:

At the top of your account homepage click "Profile"



Under "Financial Account Information,"

- "Request authorization to use a financial account,"
 - Click "New account authorization request"

A screenshot of the 'Financial Account Information' page. The title is 'Financial Account Information' in bold blue text, underlined. Below it is a section titled 'Default Financial Account Number:' followed by a text input field containing 'Finance Admin' and a button labeled 'Change your default account number'. The next section is 'Request authorization to use a financial account:' followed by a button labeled 'New account authorization request'. A large yellow arrow points to this button. The final section is 'Request authorization to manage a financial account:' followed by a button labeled 'New account management request'.

This will create a new pop-out window:

The screenshot shows a web interface for the UC Davis Research Core Facilities Program. The main header includes the UC Davis logo and the text 'PPMS for the DNA Technologies & Expression Analysis Cores - DNATech'. A navigation menu contains links for Home, Book, Order, Request, Documents, Schedules, Statistics, Reports, Publications, Profile, and Logout. A pop-out window titled 'Account number request' is displayed in the center. It contains the following sections: 'Account type' with 'Type name: UC Davis KFS account' and 'Type Description:'; 'Select or create an account' with a search input field containing 'search an account...' and a blue link 'Create a new account'; and two buttons at the bottom, 'Cancel' and 'Save'.

Under “Account Type - Type name,” select “UC Davis KFS account” if it is not pre-populated.

Under “Select or create an account” – click the blue link saying “Create a new account”

Account type

Type name:

UC Davis KFS account

Type Description:

Select or create an account

search an account... [Create a new account](#)

Enter in your Chart and Account number into the designated fields.

Click into a different field (SubAccount or Project) to make the program populate your account into the greyed out section at the top titled "New account number"

Account type

Type name:

UC Davis KFS account

Type Description:

Select or create an account

[select another account](#)

Create a new account

New account number:

Chart : *

Account : *

SubAccount :

Project :

Click "Save"