WF100 - EIS LOGON AND LOGOFF PROCEDURES
Change #2-2009
October 1, 2009

WF100.01   GENERAL

The Eligibility Information System (EIS) contains data on all the individuals currently receiving or who previously received Work First or Refugee Assistance.

A.   EIS consists of two menu screens:

UPDATE – This menu displays update options that are used to update data within EIS

INQUIRY – This menu displays inquiry options that are used to complete inquiries within EIS.

B.   With each update or inquiry function, a KEY (case ID number, individual ID number, etc) may or may not be required. Each function and key, if required, is addressed within each function.

WF100.02   EIS LOGON INSTRUCTIONS

A.   From the BANNER SCREEN, which is displayed below, key IMS. Press ENTER.

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149.168.143.42  VIA TCP/IP TO THE NORTH CAROLINA STATE NETWORK
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   -- CUSTOMER SUPPORT CENTER: (919) 754-6000 / 1-800-722-3946 --

* * * * * * * * * *        W A R N I N G    * * * * * * * * * *
THIS IS A GOVERNMENT COMPUTER SYSTEM AND IS THE PROPERTY
OF THE STATE OF NORTH CAROLINA. USERS HAVE NO EXPECTATION
OF PRIVACY. USE OF THIS COMPUTER SYSTEM IS SUBJECT TO
MONITORING OR OTHER REVIEW BY THE GOVERNMENT OPERATOR
OR OTHERS. UNAUTHORIZED OR IMPROPER USE OF THIS SYSTEM
MAY RESULT IN ADMINISTRATIVE DISCIPLINARY ACTION AND CIVIL
AND CRIMINAL PENALTIES.
   USE OF THIS SYSTEM CONSTITUTES CONSENT TO MONITORING.
* * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *

APPLICATION:
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The following screen displays.

```
DFS3649A /SIGN COMMAND REQUIRED FOR IMS IMSA

DATE: 03/13/02    TIME: 07:16:43

NODE NAME: ZDA00850

USERID:

PASSWORD:

USER DESCRIPTOR:
GROUP NAME:
NEW PASSWORD:

   OUTPUT SECURITY AVAILABLE
```

B.   Key the RACF ID Number in the USERID field. Key the password in the PASSWORD field. Press ENTER. The following screen displays.

        Note: To change the password, enter the current password in the PASSWORD field and enter the new password in the NEW PASSWORD field. Press ENTER.

        DFS3650I SESSION READY FOR INPUT

C.   Key EJALOGON, followed by a space, and press ENTER. The following screen displays.

```
                        * *  E I S  * *
                  L O G O N   P R O C E D U R E

 PLEASE ENTER THE FOLLOWING
      ENTER A NEW PASSWORD THE FIRST TIME YOU SIGN ON
          YOU MAY ENTER A NEW PASSWORD AT ANY TIME

                    OPERATOR ID..........

                     PASSWORD.............

                     FUNCTION.............

                     NEW PASSWORD.........
```

D.   Key the RACF ID number in the OPERATOR ID field, the password in the PASSWORD field, and key 'I' for page one of the EIS Menu in the FUNCTION field. Press ENTER. The following EIS Menu screen displays.

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NOTE: If signing on IMS for the first time or if changing the password, enter the current password in the PASSWORD field and the new password in the NEW PASSWORD field. Press ENTER.

```
EJA901                    ELIGIBILITY INFORMATION SYSTEM                09/01/09
PAGE 1                         EIS MENU (UPDATE)                        07:44:21
SELECTIONS DESCRIPTIONS     SELECTIONS DESCRIPTIONS   SELECTIONS DESCRIPTIONS

  DATA ENTRY
  D   DATA ENTRY                                            TR   TBR TRACKING
  7   APPL ENTRY            ET   ELIG TRK UPDT              SE   SDX EXCEPTIONS
  8   8125 PROCESS          TE   TEEN PAR UPDT              JB   JOB BONUS
                           BD   BENEFIT DIV
  5   8125 INQUIRY          WB   WORK FIRST BENEFITS        FA   ADD FAM VIOL
  B   STANDARD BUDGT        QR   QUARTERLY REPORTING        AT   ASSETS TRANSFER
  P   DB/PML TRANS          EB   EL.CO/RRF/BUDGT            TA   TPR POLICY
  C   ERROR CORRECT         WI   WORKER/SUPER               TU   TPR INDIV
  I   EIS MENU              SI   SUPER/WORKER


PRESS ENTER FOR INQUIRY OPTIONS
SELECTION       KEY
```

Press ENTER and the EIS MENU (INQUIRY) displays.

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EJA901                    ELIGIBILITY INFORMATION SYSTEM                09/01/09
PAGE 2                         EIS MENU (INQUIRY)                       07:45:04
SELECTIONS DESCRIPTIONS     SELECTIONS DESCRIPTIONS   SELECTIONS DESCRIPTIONS

  AD     APPL DATA          NS    NAME SEARCH          TP   TPR POL DATA
                            NC    NAME CHANGE          TI   TPR IND DATA
  CD     CASE DATA          MB    MEDICARE ABC
  CI     CASE INDIV         MC    MEDICARE C
  CH     CASE HIST          MD    MEDICARE D ENTL      MP   MC PVDR DATA
  CM     CASE MULT-VAL      ME    MEDICARE D ENRL      MI   PACE/MC INQ
  CS     CASE SPEC COV      DD    DDS DATA             CN   CHECK NUMBER
  CC     ALL CASE HIST      SA    SANCTION DATA        PC   CHECK HIST

  ID     INDIV DATA         PS    PAYEE SEARCH         BH   BUDGET HIST
  IE     INDIV MED ELIG     FI    FACILITY INQ
  IP     INDIV PROFILE      EH    EDUCATION HIST
  4D     IV-D MENU          FV    FAMILY VIOLENCE


PRESS ENTER FOR UPDATE OPTIONS
SELECTION       KEY
```

WF100.03   LOGOFF PROCEDURES

To logoff EIS, clear the screen. Key '/RCL' and press ENTER.

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