

# MTAC #140: Enterprise Payment Meeting Minutes

Monday, July 11, 2011

3:00pm-4:00pm EST

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## Agenda Items

1. Review Minutes – June 28, 2011
  2. Access and Controls/Security (User Access Document)
  3. Group Input
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1. Review Minutes – June 28, 2011
  - Clarification - The Website Administrator (BSA) description that was identified in the meeting minutes and in the User Access Document is actually the Payment Account Administrator.
    - The Payment Account Administrator manages the payment account and grant/control access levels and dollar limits to other users. A Payment Administrator will be available for the following accounts:
      - a. A Corporate Account where they can grant/control access to other users across multiple accounts under one corporate umbrella. They can have multiple login usernames associated to the account.
      - b. An Individual Account is for a single account and has just one login username associated to the account.
    - Access Levels granted by the Payment Account Administrator
      - Purchaser – Manages transactions within dollar limits set by the Payment Account Administrator
      - Reports – Query and view reports
      - Product Profile Manager (TBD)– Manages and assigns products and services to a customer's payment account
2. Access and Controls/Security (User Access Document)
  - In defining the user role access levels authorized by the administrator, the workgroup was asked to reevaluate and identify the pros and cons of the administrator role and or their delegate as it pertains to their organization and report their findings at the next MTAC meeting.
  - Self-service user name and password creation were suggested, followed by approval and access reviews by the administrator.
3. Group Input
  - It was suggested that Mail Owners need the ability to enable Mail Service Providers (MSPs) who enter mail on their behalf to use the Mail Owner's payment account, possibly within a daily dollar limit and/or other preset limits before mailing.
  - The introduction of an option to apply dollar limits to transactions (aside from existing requirements for prefunded accounts) would enhance controls on

transactions, but must be discussed further to determine if it would complicate the process and cause prohibitive delays, especially for commingled mailings. Currently, financial controls are customer driven outside of USPS systems.

- Options for passive notifications vs. required approvals were also discussed.

4. Next Meeting

Monday, July 25 at 2pm EST (Telecom information will be provided at a later date)

- Agenda
  - Review Minutes
  - Access, Control, and Security (proposed User Roles mapped to access options)
  - BSA input

**MTAC Issues Tracking - Steps to Accessing Documents in RIBBS:**

Business Customer Gateway

National Customer Support Center - RIBBS (listed under "Customer Support") MTAC (last tab on left menu) MTAC Issues Tracking System Login (listed under "Important Links")

<http://ribbs.usps.gov/index.cfm?page=mtac>

Sign on with user name WG 140 and password: Train!Frogleg3

Click on Work Group

Search on User Group Issue Number 140

Click on View Minutes