

The PMIS database resides on the Unisys mainframe computer at VITA. The most common way agencies connect to PMIS today is via the browser-based secure access method using Web-UTS. To establish PMIS connectivity, there are two separate parts to complete:

1. Establish a Connection to the VITA Unisys Mainframe Computer

Please involve your agency technical network and/or desktop support staff as needed. Your agency network configuration may already allow this secure VITA connection. If not, your agency technical staff will need to work with VITA to establish the connection (see “B” below).

A. How to Connect Your PC Browser to the VITA Secure Server and PMIS

- 1) Open Internet Explorer.
- 2) In the address bar of your browser, type in the secure VITA website: <https://www.uts.vita.virginia.gov/web-uts/dhrm-uts.htm>, then press Enter
- 3) If you get any “security certificate” messages, just click as directed to “continue” through them.
- 4) Download the two “client-side” ActiveX controls to install them on your work PC. If the client-side controls are successfully installed, you will get the VITA Unisys mainframe logon prompt:
 “Enter your user-id/password and clearance level”
- 5) Enter your PMIS Userid, a slash (“/”) and your password, and then press Enter. (If you are prompted for your security or access level, just press Enter.)
- 6) With the cursor at the “Home” position, you are ready enter “PSE300” transactions. (Refer to above Section, PSE300 Screen.)
 - **To end your PMIS session**, simply close your browser window.
 - **To open a new session** after Web-UTS has been successfully installed on your PC, simply click on the link (#2 above) and you should automatically be presented with the Unisys logon prompt.

B. Involve VITA Support to Establish Connectivity to Unisys

If you were not able to complete the steps in “A” above and successfully logon to PMIS, have your agency’s technical support staff contact the VITA Customer Care Center (Help Desk) at 804 786-3932 to help establish Unisys connectivity using Web-UTS. That may involve network-type firewall or router changes to establish the secure connection.

If you need further help with the above process, please direct any questions to the DHRM Help Desk:

- Web: <http://ihelp.virginia.gov>
- Email: ihelp@dhrm.virginia.gov.