* Please fill out the below information to establish your DIR Shared Technology Services account.
* E-mail completed form (with W-9 if you are not a state agency) to DIRSharedServices@dir.texas.gov
* Upon receipt of your information, a DIR representative will contact you to set up your Interagency/Interlocal Contract (IAC/ILC) and gather any additional required information.

*You may tab from one field to the next.*

### General Information and Eligibility

The DIR Shared Technology Services Program is available to all state agencies and other governmental entities. If not a state agency, please attach W-9 with this form to confirm your eligibility.

|  |  |
| --- | --- |
| Agency or Organization Name: | Agency/Entity Name |
| Agency or Organization Acronym | Agency/Entity Acronym |
| Comptroller or Federal Taxpayer ID Number (as shown on W-9): | ########## |
| Type of Government Entity: | Entity Type (e.g., state agency, local government, etc.) |
| Six Digit Agency Code (if Applicable): | ###### |

### Customer Contacts

### (If you have contacts with shared email accounts, we will only be able to assign that mailbox to one person.)

**InterAgency Contract (IAC) Contact**

*The IAC contact will be responsible for reviewing and signing the IAC between your organization and DIR.*

|  |  |
| --- | --- |
| Name: | IAC Contact Name |
| Title: | Title |
| Address: | Street Address |
|  | (Street/PO Box) |
|  | City, TX Zip Code  |
|  |  (City),(State) (Zip) |
| Telephone Number: | (###) ###-#### | Ext:  |       |
| E-mail: | first.last@agency.texas.gov |

**Service Operations Contact**

 *The Service Operations Contact will be responsible for providing information to set up your services and will act as the day to day Customer Representative, including requesting/approving services through the online Portal, after services are established. This person will also receive all legal notices.*

[ ] Same as Main Contact

|  |  |
| --- | --- |
| Name: | Service Operations Contact Name |
| Title: | Title  |
| Address: | Street Address |
|  | (Street/PO Box) |
|  | City, TX Zip Code  |
|  |  (City),(State) (Zip) |
| Telephone Number: | (###) ###-#### | Ext:  |       |
| E-mail: | first.last@agency.texas.gov |

**Primary Finance Contact**

*The Primary Finance contact will be responsible for reviewing invoices, including accessing the online billing system, and ensuring payment is submitted timely.*

[ ] Same as Main Contact

|  |  |
| --- | --- |
| Name: | Primary Finance Contact Name |
| Title: | Title |
| Address: | Street Address |
|  | (Street/PO Box) |
|  | City, TX Zip Code  |
|  |  (City),(State) (Zip) |
| Telephone Number: | (###) ###-#### | Ext:  |       |
| E-mail: | first.last@agency.texas.gov |

**Backup Finance Contact**

*The Backup Finance Contact serves as the backup to the primary finance contact, with the same access to review invoices and ensure payment is submitted timely.*

|  |  |
| --- | --- |
| Name: | Backup Finance Contact Name |
| Title: | Title |
| Address: | Street Address |
|  | (Street/PO Box) |
|  | City, TX Zip Code  |
|  |  (City),(State) (Zip) |
| Telephone Number: | (###) ###-#### | Ext:  |       |
| E-mail: | first.last@agency.texas.gov |

### DIR Shared Services

Select the DIR Shared Services you are interested in:

[ ]  Email (Microsoft Office 365)

[ ]  Managed Services – Server and Storage

[ ]  Disaster Recovery as a Service (DRaaS)

[ ]  Backup as a Service (BUaaS)

[ ]  Managed Security Services – Incident Response [ ]  Print/Mail

[ ]  Managed Security Services – EDR [ ]  Texas.gov Services

[ ]  Managed Security Services – Pen Testing

[ ]  Managed Security Services – TCF

[ ]  Texas Imagery

[ ]  Managed Services – Mainframe

[ ]  Other

Thank you for your interest in the Texas Shared Technology Services Program. Please email this form to DIRSharedServices@dir.texas.gov and we will contact you to set up your IAC/ILC, gather information about your environment, and discuss the steps to initiate service.