

Instructions How to Fill Out the Remote Access Request Form - For Contractors

Contractor Remote Access Request form - most fields on the form are pre-filled

The user should fill out the following:

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- Request Type – check New for new user / Change for existing user / Delete if the user is no longer working at your agency.
- Access Type – check Client VPN
- User/Contact Information
- User's Signature / Date

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- Security Questions
- Additionally, please identify the following about your home computer setup

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- Contractor Information: Contractor Contact's Name / Phone / Email Address
Signature / Date – to be signed by agency supervisor or manager

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- Vendor/Contractor or Site-to-Site Name

Make sure that both of the two required signature fields are signed before turning in the form to us otherwise, it will delay the process if those required signatures were left unsigned.

For existing user: A new form needs to be filled out for the change request so we can update existing user's VPN account.

Send all original completed/signed form to:

BHRS IT
2000 Alameda de Las Pulgas
Suite 200 Annex
San Mateo, CA 94403

Any questions regarding the form contact:

BHRS IT
Direct #: 650.573.3496
Email: BHRS_IT_Support@smcgov.org