



BOBBY JINDAL  
GOVERNOR

PAUL W. RAINWATER  
COMMISSIONER OF ADMINISTRATION

**State of Louisiana**  
Division of Administration  
**Office of Telecommunications Management**

Request Date: \_\_\_\_\_

**OTM - Voice Processing Group**  
Fax: 225-342-7757  
Post Office Box 94280  
Baton Rouge, LA 70804-9280

To Whom It May Concern:

This letter is to request a password reset on mailbox number ( ) \_\_\_\_\_  
currently in the name of \_\_\_\_\_, with the  
\_\_\_\_\_ agency.

The new user name is \_\_\_\_\_. The reason for the  
password reset is: \_\_\_\_\_

- Reset to temporary password and maintain current greeting and all messages.
- Reset to temporary password, delete current greeting and all messages and activate new user tutorial. *Note: All messages in voice mailbox will be lost.*

**Please note: There is a one-time charge for this request. The requestor takes all responsibility for mailbox holder privacy issues. In order for your request to be processed it must be signed by the Agency Telecommunications Coordinator. Once approved, please fax to the OTM Voice Processing Group at 225-342-7757. Upon reset, the Requestor and the TC will be notified by email. Please allow at least two (2) full business days after submittal to OTM for the reset to be completed.**

Signed: \_\_\_\_\_ ( ) \_\_\_\_\_  
Agency Telecommunications Coordinator (TC) Phone Number

\_\_\_\_\_  
TC's E-mail Address

\_\_\_\_\_  
Requestor ( ) \_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Requestor's E-mail Address

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To be completed by OTM:

OTM Approval: \_\_\_\_\_ Date/time faxed to vendor: \_\_\_\_\_

CatCode: \_\_\_\_\_

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