

Instructions for Self Service Portal Security Access Form (OTM-26)(Rev. 06/2014)

Submit a separate form for each OTM Self Service Portal user.

- New Access Request** Mark to request new access. Must be approved by an authorized telecommunications coordinator.
- Access Removal Request** Mark to request access removal. Must be approved by an authorized telecommunications coordinator.
- Information Update** Mark to update information for a current user. Requests for changes in access must be approved by an authorized telecommunications coordinator.
- Trouble Report** Mark to report trouble accessing the site or reports.
- Log in ID** For existing users who are updating information or reporting problems, indicate log in id
- First Name** First name of agency telecommunications coordinator completing the form.
- Last Name** Last name of agency telecommunications coordinator completing the form.
- Email Address** Email address of agency telecommunications coordinator completing the form.
- Phone Number** Ten-digit telephone number of agency telecommunications coordinator completing the form.
- Department/Agency Name/Description** Name of department and section whose billing information will be available to the TC.
- List All OTM General Ledger Numbers/OTM Accounting Units/Cost Center Numbers That You Are Authorized To View** All OTM general ledger numbers (OTM accounting units or cost center numbers) that the user will be authorized to view. General ledger numbers/accounting units/cost center numbers should be confirmed with the agency's fiscal officer. Indicate if continued in an attachment.
- If You Already Have A Login ID And Are Unable To Access Your Bill, Indicate The Problem Below** For trouble reports, mark the problem. Include additional information as appropriate.

Submit the form and any attachments to otmserviceportal@la.gov