

**Louisiana Office of Technology Services  
Self Service Portal Security Access Form (OTS-26)**

- New Access Request (Requires Telecommunications Coordinator Approval)**
- Access Removal Request (Requires Telecommunications Coordinator Approval)**
- Information Update**
- Trouble Report**

**Telecommunications Coordinator Approval:** \_\_\_\_\_

**Log in ID (existing user)** \_\_\_\_\_

**First name:** \_\_\_\_\_

**Last name:** \_\_\_\_\_

**Email address:** \_\_\_\_\_

**Phone number:** \_\_\_\_\_

**Department/agency name/description:** \_\_\_\_\_

**List ALL general ledger numbers/accounting units/cost center numbers that you are authorized to view**

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**Additional cost centers attached.**

**If you already have a log in ID and are unable to access your bill, indicate the problem below.**

- Access denied due to failed log in attempts
- Cannot access site
- Can access site but cannot access reports
- Can access reports but cannot download reports
- Other

Additional information:

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Use Acrobat Reader to open and complete the form. Email the completed form to [ncsserviceportal@la.gov](mailto:ncsserviceportal@la.gov).