* 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](mailto: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](mailto: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.