



**COUNTY OF LOS ANGELES
DOWNEY DATA CENTER REGISTRATION**
For Contractors/Vendors

PROFILE INFORMATION — print or type completing boxes 1 – 9

(1) DATE OF REQUEST	(2) TYPE OF REQUEST (Check One) <input type="checkbox"/> REPLACE LOST/STOLEN SECUREID TOKEN <input type="checkbox"/> ADD NEW LOGON ID <input type="checkbox"/> CHANGE LOGON ID ACCESS <input type="checkbox"/> DELETE LOGON ID	(3) CONTRACT OR VENDOR NUMBER
(4) LAST NAME, FIRST NAME MI		(5) E-MAIL ADDRESS
(6) COMPANY/ORGANIZATION NAME		(7) COORDINATING L.A. COUNTY DEPARTMENT NAME / NUMBER
(8) WORK MAILING ADDRESS (STREET, CITY, STATE, ZIP)		(9) WORK PHONE NUMBER

IBM DATA CENTER ACCESS — complete each area for required access, as defined by L.A. County management

(10) LOGON ID	(11) 2-DIGIT MAJOR GROUP CODE	(12) 2-DIGIT LSO GROUP CODE	
<input type="checkbox"/> TSO ACCESS — check box and complete for required access, as defined by L.A. County management. Asterisks are optional data.			
(13) 2-DIGIT TSO GRP CODE	(14) SUB-GROUP 1 *	(15) SUB-GROUP 2 *	(16) SUB-GROUP 3 *

<input type="checkbox"/> ONLINE ACCESS — check box and complete for required access, as defined by County management. Asterisks are optional data.			
(17) SYSTEM APPLICATION	(18) GRP NAME / NATURAL PROFILE	(19) OLD GRP/NATURAL PROFILE *	DMV/JAI/APS APPLIATION COORDINATORS <u>ONLY</u>
			APS A/O: _____
			DMV SYSTEM CODE: _____
			JAI SYSTEM LOCATION: _____

UNIX ENVIRONMENT ACCESS — complete for required access, as defined by L.A. County management.

(20) TYPE OF REQUEST (Check One) <input type="checkbox"/> ADD NEW LOGON ID <input type="checkbox"/> CHANGE LOGON ID ACCESS <input type="checkbox"/> DELETE LOGON ID			
(21) LOGON ID	(22) APPLICATION	(23) ACCESS GROUP	(24) ACCOUNT NUMBER

SECURID REMOTE ACCESS — complete as defined by L.A. County mgnt., e-mail address is required, see box #5

(25) BILLING ACCOUNT NUMBER for SecurID Token: _____ (26) ACCESS TYPE: SecurID VPN
Adaptive Authentication VPN

SECURITY STATEMENT
Before connecting to the County network you must install anti-virus software, and stay up-to-date with definitions, Microsoft patches (critical and security) and service packs. A Firewall, either a hardware firewall or personal firewall software, is required for those using broadband Internet access (DSL, ISDN, cable modem, etc.). You agree not to share your logon id, password and SecurID passcode with others.

SIGNATURES — each signature entry must be completed in full.

Your signature indicates that you have read and will comply with the above **security statement**.

(27) CUSTOMER'S SIGNATURE: _____

(28) COUNTY DEPARTMENT MANAGER'S SIGNATURE (29) PHONE # (30) PRINT COUNTY DEPARTMENT MANAGER'S NAME (31) DATE

(32) ISD/APPLICATION COORDINATOR'S SIGNATURE (33) PHONE # (34) PRINT ISD/APPLICATION COORDINATOR'S NAME (35) DATE

WARNING: FAILURE TO FULLY COMPLETE & SIGN THIS FORM WILL CAUSE A DELAY IN PROCESSING.

You may E-Mail completed registration form to systemsaccessunit@dmh.lacounty.gov or Submit To: COUNTY OF LOS ANGELES / DMH / CIOB - SYSTEMS ACCESS UNIT, 695 S. VERMONT AVE, 8TH FLOOR, LOS ANGELES, CA 90005.

For any questions related to registration please call (213) 351-1335.

Downey Data Center Registration Instructions

For Contractors/Vendors

Profile Information — print or type

1. Mandatory. Enter the current date.
2. Mandatory. Check appropriate type of request.
3. Mandatory. Enter your contract or vendor number.
4. Mandatory. Print your last name, first name and middle initial.
5. Mandatory. Enter your e-mail address.
6. Mandatory. Enter your company/organization name.
7. Mandatory. Enter the coordinating L.A. County department name or number.
8. Mandatory. Enter your complete business mailing address.
9. Mandatory. Enter your complete telephone number.

New logon ids will be created as follows:

Contractor/Vendor LOGON ID will be assigned and you will be notified by phone (e.g. Cxxxxxx).

IBM Data Center Access

10. Mandatory. Enter your existing logon id. If this is a new request, your logon id will be assigned as described above.
11. Mandatory. Enter the two-digit department major group code, as defined by L.A. County management.
12. Mandatory. Enter the two-digit local security group code, as defined by L.A. County management.

TSO Access — check box if this request applies to TSO access

13. Mandatory. Enter the two-digit identifier of your TSO group, as defined by L.A. County management.
14. Optional. Enter the two-character identifier, as defined by L.A. County management.
15. Optional. Enter the two-character identifier, as defined by L.A. County management.
16. Optional. Enter the two-character identifier, as defined by L.A. County management.

Online Access — check box if this request applies to online access

17. Mandatory. Enter each CICS online or IMS system application required for access, as defined by L.A. County management.
18. Mandatory. Enter the group name for each system application, as defined by L.A. County management.
19. Optional. Enter the old Natural group/profile name.

UNIX Environment Access — complete for required access as defined by L.A. County management

20. Mandatory. Check appropriate type of request.
21. Mandatory. Enter your existing Logon ID. If this is a new request, your logon id will be assigned as described above.
22. Mandatory. Enter the application you require for access, as defined by L.A. County management.
23. Mandatory. Enter your UNIX access group.
24. Optional. Enter a valid 11-digit billing account number.

SecurID Remote Access — complete for required access as defined by L.A. County management.

25. Mandatory. Enter a valid L.A. County 11-digit billing account number.
26. Mandatory. Check box for device type.

VPN customers must check the box and indicate compliance. Anti-virus software and stay up-to-date with definitions, patches and service packs applies to everyone. A Firewall, either a hardware firewall or personal firewall software, is required for those using broadband Internet access (DSL, ISDN, cable modem, etc.).

Signatures — original signatures are required

27. Mandatory. Your signature indicates that you have read and will comply with the security statement.
28. – 31. Mandatory. Enter signature, phone # and date of authorizing L.A. County department manager (sign and print).
32. – 35. Mandatory. Enter signature, phone # and date of ISD manager or application coordinator (sign and print).