



Okaloosa County Virtual Private Network (VPN) Access Request for Vendors

This form authorizes county approved vendors to connect to the Okaloosa County VPN, for business purposes, using their **company machine**.

Complete the form for vendors needing connectivity to support Okaloosa County applications. When received, Systems and Networks (SAN) / Information Technology (IT) will process your request.

IT requires an existing **work function** to connect to the BCC VPN.

Requesting Dept.: _____ Work function: _____

Users must:

- Only connect to a WPA2 secure Wi-Fi connection requiring a complex password of at least 8 characters. If printing secure documents, printer must be WPA2 for Wi-Fi or connected directly to your machine.
- Abide by the [Okaloosa County Information Technology Policy](#).
- Be assigned a password. Do not share passwords.
- Not setup automatic VPN connections by saving/remembering username and password.
- Notify your county contact when connecting to the network.
- Log off the system when you are done. No VPN connections for periods of inactivity greater than 1 hour or for continuous periods exceeding 24 hours.
- Run up-to-date real-time virus protection.
- Renew form every two years and notify IT when changing machines.

BCC networks allow only updated/supported operating systems to connect. Microsoft no longer supports Windows 7 in not supported by Microsoft.

Computer name you are connecting from: _____ Operating system: _____

Vendors connecting from multiple machines may fill in company naming conventions and system information shared by the computers.

Anti-Virus software installed and last update: _____

What machine(s) do you need to access? _____

Send screenshot of up-to-date anti-virus, full system virus scan showing results “no viruses found”, and this form to: sanhelpdesk@myokaloosa.com or fax 850-689-5927.

I certify by signing this request form, that:

- (1) The system I use to VPN into the Okaloosa County BCC network has passed a full file scan as seen in the screen shot,
- (2) I will keep operating system and anti-virus software up-to-date,
- (3) I will only use this connection for county business,
- (4) I will abide by the County IT policy and requirements on this form, and
- (5) I agree not to disclose county business to any other entity without explicit permission.

Vendor’s Printed Name: _____ Company: _____

Vendor’s Signature: _____ Date: _____

Requesting Dept. Director: _____ Signature: _____