Okaloosa County Vendor Remote Access Request
(Company Laptop / Tablet)

This form authorizes county approved vendors to remotely connect to Okaloosa County, for business purposes, using their **company machine**. Complete the form as needed to support Okaloosa County applications. Upon receipt, Systems & Networks (SAN) will process the request.

Requesting Dept.: _____   Company: _____   Duration- 1 yr max: _____

Requesting access to which county system?
Specify device name or ip, application, etc.

Describe **essential work function** requiring remote connection to BCC networks:

Vendor's Computer Name: _____   Operating system: _____

User must:

- Abide by the [Okaloosa County Information Technology Policy](). Most relevant is section C.
- 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.
- Use supported operating system (Windows 10 and up) with updated security and anti-virus.
- Use assigned individual account and do not share password.
- Use county multi-factor authentication (MFA) to secure connection.
- Ensure County staff are aware when connecting by notifying your county contact.
- Log off the system when you are done.
- Renew form when changing machines and for annual renewal (unless directed otherwise by County IT).
- Only use this connection for county business and agree not to disclose county business to any other entity without explicit permission.
- Vendor's company is responsible for notifying County IT if remote access is no longer needed due to staff updates.

County department must:

- Be responsible for vendor actions.
- Ensure the vendor abides by the county policy.
- Track vendor changes and contract expiration, notifying County IT to make appropriate changes.

Vendor's Name: _____   Signature/Date: _____

Requesting Director: _____   Signature/Date: _____

Authorized by IT: _____   Signature/Date: _____

Send a screenshot of up-to-date anti-virus, full system virus scan showing results "no viruses found", and this form to department representative. They will submit a ticket and attach the forms. You will be contacted for log in account, password, and configuration.