



CITY OF BOTHELL REMOTE ACCESS REQUEST PACKET

Instructions

This packet contains four documents to be completed as follows.

- Departmental request for non-employee remote access – To be completed by the appropriate CITY OF BOTHELL Department Director.
- Information Services Conditions of Use – To be completed by the CITY OF BOTHELL Information Services staff person initiating remote access process.
- Vendor Application and Agreement – To be completed by the person who will be accessing the system remotely.
- Vendor Supervisor Agreement – To be completed by the applicant's direct supervisor.
- Information Security Administrative Order Acknowledgement (separate attachment) – Every employee, vendor, contract, or any other approved person is required to read the 'User Responsibility' section of the City of Bothell Information Security Administrative Order and sign the 'employee acknowledgement' page at the end of the document.

Incorrectly completed documents will be rejected and must be resubmitted. All pages documents must be included for approval.



City of Bothell

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Departmental request for non-employee remote access

To be completed by: A CITY OF BOTHELL DEPARTMENT DIRECTOR

Requestor Information

First Name: _____ Last Name: _____

Department: _____ Title: _____

Section 2: Vendor Information *(To be completed by City of Bothell Department Director)*

Company Name: _____

Company Address: _____

Purpose of Remote Access

Briefly describe the need for remote access.

Contract Information

A current professional services contract does does exist.

Signature: _____ Date: _____



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Information Services Conditions of use

To be completed by: CITY OF BOTHELL INFORMATION SERVICES STAFF

Conditions of Use – DO NOT COMPLETE - INTERNAL I.S. OFFICE USE ONLY

Days and Hours of Operation

The Applicant shall be able to access the City of Bothell network

- During normal business hours only
- Approval must be obtained before each Access attempt.
- 7 days a week, 24 hours a day except during scheduled backup periods (Weeknights from 11:55 p.m. to 4:30 a.m.), and during periods of maintenance.

Installation/Software

It will be the

- City's
- User's

responsibility to provide software required for remote access. The software required will be: **Virus Protection and Personal Firewall**

Business Relationship Requirements Met

- Professional Services Contract
- Liability Insurance Certificate

Request Process Requirements Met

- Department Director Approval

Documentation Requirements

- User has read an acknowledged Security Administrative Order



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Vendor Application and Agreement

To be completed by: PERSON REQUESTING REMOTE ACCESS

Applicant (User) Information

First Name: _____ Last Name: _____

Company Name: _____

Company Address: _____

Title: _____ Email: _____

Phone: _____ Secondary Phone: _____

Fax: _____

Please check one:

Contractor Tech Support Other: _____

Please check one:

New Remote Access User Existing Remote Access User

Purpose of Remote Access

Briefly describe purpose of or need for remote access to the City of Bothell network.

User Agreement

1. I understand that I am not to share Remote Access phone numbers, logins and password with anyone; even if I believe the individual requesting the information has already been approved for Remote Access. It is my responsibility, as a Remote User to safeguard the security of my Remote Access Login and password information.

User Initials: _____

2. I understand that I am responsible for ensuring that no unauthorized personnel obtain access to an open remote session from my workstation. Unauthorized personnel are defined as any person or entity other than myself.

User Initials: _____

3. I understand that I am responsible for ensuring that Remote Access use is conducted in a proper and legal manner.

User Initials: _____

4. I understand that any and all Information accessed, via Remote Access, is intended for City Business only and is to not be done via any public location network.

User Initials: _____

5. I understand that I am required to have current virus software and windows or personal firewall active on any workstation I use to remotely access the City of Bothell network.

User Initials: _____

6. I have read and understand the City of Bothell’s Security Administrative Order.

User Initials: _____

Termination

This agreement may be terminated without cause by the City of Bothell and without notice to User.

I, _____, accept and understand the terms of this agreement.

Signature of User

Dated



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Vendor Supervisor Agreement

To be completed by: APPLICANT'S IMMEDIATE SUPERVISOR

Supervisor Agreement

As immediate supervisor to _____, I authorize his/her application to remotely access the City of Bothell's network.

I understand that it is my responsibility to notify the City of Bothell when employment is terminated for the employee so that Bothell can remove user's account and that this agreement may be terminated without cause by the City of Bothell and without notice to User.

I, _____ direct supervisor to _____, accept and understand the terms of this agreement.

Signature of Supervisor

Dated