

Billing System Security Access Authorization

FORM 22-361-BILL-1

Upon completion of this form, please email to Doit.Billing@doit.nm.gov

DATE:

AGENCY CODE:

AGENCY NAME:

The Department of Information Technology (DoIT) requires this form to obtain access to DoIT's Billing System and may also be used to update an existing customer's account. DoIT requires a separate authorization form for each individual requesting access to the system.

DoIT's billing staff will notify your agency by email when the monthly billing is finalized, and invoices are ready for review. Please note DoIT no longer "bursts" invoices attached to the email notification and customers must access the billing system to download invoices.

Add or Change Request

New Account Request:

Change to Existing Account

Deactivate Account

Contact Information

Contact Name:

Email:

Address (City/Zip Code):

Phone (Office/Cell):

Billing Code(s)

In this section, indicate the billing code(s), also known as consumer code(s), requested. If the individual requires access to all agency billing codes, include the business unit number and "ALL"; *for example, 36100-ALL.*

Billing Code:

Billing Code:

Billing Code:

Billing Code:

Billing Code:

Billing Code:

Billing Code:

Billing Code:

Billing Code:

Authorization

DoIT requires authorization by an agency executive to grant the individual's access to DoIT's Billing System. Authorization cannot be approved by the individual requesting access to the system.

Approved by:

Date:

(Required signature by Agency's CFO, ASD Director, CIO, or Cabinet Secretary)

Print Name and Title: