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**AGENCY CONTACT MEMORANDUM #2015-0501**

**To:** Agency IT Leadership, Technical Contacts  
**From:** James M. Fowler,  
Chief Information Officer  
**Date:** May 4, 2015  
**Subject:** New F181EZ Form

As part of an ongoing effort to improve processes, our agency has created a new F181EZ form to simplify a number of service requests.

Agencies should use the new EZ form to add, modify or delete basic services that are part of the Commonwealth Office of Technology portfolio of products and services pertaining to Active Directory, email, computers, virtual private networks (VPN) and folder permissions for any state government employee working in a non-IT role.

The new [form](#) as well as [instructions](#) can be found on the [COT website](#).

Agencies must still rely on the original F181 form to request access to secure, COT-managed resources such as mainframe applications, servers, databases, and Enterprise Business Intelligence. The original form should be used for any employee working in an IT role that requires access to these resources, including all COT employees.

If you have questions about the new form, please contact your agency's [business relationship manager](#).