



ORGANIZATION

Organization Name (Legal Name of the Organization)				
Physical Address - Street	City	Province/State	Postal/Zip Code	Country

ORGANIZATION CONTACTS

Last Name		First Name		<input type="checkbox"/> Authorized for signing agreements with the ministry	
Role	Work Phone	Mobile	Email Address		
Physical Address - Street (if different from Organization)		City	Province/State	Postal/Zip Code	Country
Contact Type (defined on page 2) - check off types that apply					
<input type="checkbox"/> Business (Primary)*		<input type="checkbox"/> Privacy*		<input type="checkbox"/> Client Manager*	
<input type="checkbox"/> Business (Alternate)*		<input type="checkbox"/> End-User Support*		<input type="checkbox"/> Technical*	
			<input type="checkbox"/> Management Level		
			<input type="checkbox"/> Training		
			<input type="checkbox"/> Other (specify)		

Last Name		First Name		<input type="checkbox"/> Authorized for signing agreements with the ministry	
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			<input type="checkbox"/> Management Level		
			<input type="checkbox"/> Training		
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			<input type="checkbox"/> Management Level		
			<input type="checkbox"/> Training		
			<input type="checkbox"/> Other (specify)		

GENERIC END USER SUPPORT CONTACT\* (Provide an email address to receive notifications from the ministry)

Support Desk Phone	Generic Email
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Email this form to: HLTH.CISSupport@gov.bc.ca

\* Mandatory for registration to production; for non-production environments, provide at least a primary, alternate and technical contact

## **CONTACT TYPE**

**Business (Primary):** The usual business contact with whom Conformance and Integration Services will regularly have dealings.

**Business (Alternate):** The person to contact in the absence of the primary business contact.

**Privacy:** The person who manages privacy-related reports and incidents.

**End User Support:** The person who manages support for end-users.

**Client Manager:** The person who manages client relationships (and has the authority to verify the registration of new clients with the ministry, if required).

**Technical:** The person knowledgeable about the configuration and setup of the network, hardware, software and other technical considerations of integration with ministry systems.

**Management-level:** The person in the organization (e.g., CEO, VP for IT) who is the IT decision maker in the organization, but is not the main business contact.

**Training:** The person who manages end-user training.

**Generic end-user support contact:** A generic phone and email for end-user support. The email address will receive notifications from the ministry.