

**Louisiana Office of Telecommunications Management  
Data Dial Tone VPN/Wireless LAN Service Order Form (OTM-31)**

OTM Order Number \_\_\_\_\_ Ticket Number \_\_\_\_\_  
(To be completed by OTM) (To be completed by OTM)

**Section 1**

Agency Cost Center Number \_\_\_\_\_ Due Date Requested \_\_\_\_\_

Department/Office/Section \_\_\_\_\_

Primary Technical Contact \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_

Alternate Technical Contact \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_

TC Approval \_\_\_\_\_

**Section 2**

**Type of Service Requested** (check appropriate boxes)

**Authentication Setup** (required for VPN or Wireless LAN services—OTM will proxy auth requests to agency radius server)

Radius Server IP Address \_\_\_\_\_

**Virtual Private Network Service**

**Group Service** (used for individual tunnel terminations with client software installed on remote PCs)

Bandwidth Requested (500K, 1Mb, 2Mb, etc.) \_\_\_\_\_

**Site-to-site Service** (used for remote branch offices where a single VPN tunnel serves multiple users)

Bandwidth Requested (500K, 1Mb, 2Mb, etc.) \_\_\_\_\_

Public IP Address of Remote Office Termination Device \_\_\_\_\_

**Required Information for VPN Services:**

DNS Server IP Address \_\_\_\_\_ Domain Name \_\_\_\_\_

WINS Server IP Address \_\_\_\_\_

Private IP Address Pool for VPN Users \_\_\_\_\_

Restrictions (firewall rules to be pushed down to the client or other access restrictions)

**Wireless LAN Service** (for agency home floors)

**Required Information:**

Building \_\_\_\_\_ Floor(s) \_\_\_\_\_ Room/cubicle # (s) \_\_\_\_\_

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**Action Required** (check appropriate box)

**Section 3**

- Add New Service**
- Terminate Service**
- Change Existing Service** (please explain; user Remarks if necessary)

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DDIAL Inventory Number \_\_\_\_\_

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**Remarks:** (attach additional sheet for remarks if necessary)