



BOBBY JINDAL
GOVERNOR

ANGELE DAVIS
COMMISSIONER OF ADMINISTRATION

State of Louisiana
Division of Administration
Office of Telecommunications Management

Request Date: _____

OTM - Voice Processing Group
Fax: 225-342-7757
Post Office Box 94280
Baton Rouge, LA 70804-9280

To Whom It May Concern:

This letter is to request a password reset on mailbox number () _____
currently in the name of _____, with the
_____ agency.

The new user name is _____. The reason for the
password reset is: _____

- Reset to temporary password and maintain current greeting and all messages.
- Reset to temporary password, delete current greeting and all messages and activate new user tutorial. *Note: All messages in voice mailbox will be lost.*

Please note: There is a one-time charge for this request. The requestor takes all responsibility for mailbox holder privacy issues. In order for your request to be processed it must be signed by the Agency Telecommunications Coordinator. Once approved, please fax to the OTM Voice Processing Group at 225-342-7757. Upon reset, the Requestor and the TC will be notified by email. Please allow at least two (2) full business days after submittal to OTM for the reset to be completed.

Signed: _____ () _____
Agency Telecommunications Coordinator (TC) Phone Number

TC's E-mail Address

Requestor () _____
Phone Number

Requestor's E-mail Address

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To be completed by OTM:

OTM Approval: _____ Date/time faxed to vendor: _____

CatCode: _____

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