



State Office of Risk Management

300 W. 15TH, AUSTIN, TEXAS 78701 / P.O. BOX 13777, AUSTIN, TEXAS 78711-3777
(512) 475-1440, FAX (512) 370-9025 / WWW.SORM.TEXAS.GOV

Agency Claims Coordinator RMIS User License Request

This form may be used to deactivate users, add new users, or add new licenses for access to the Risk Management Information System (RMIS). This form must be completed, signed, and submitted by your agency's Authorized RMIS Representative. Changes to the authorized representative must be made through the *Agency Designation of RMIS Authorized Representative* form.

I. License Information

Do you need to deactivate a former user?

- Yes Enter name of former user: _____
 No

If you have a new user, please check one of the following boxes. If you do not have a new user, please skip to Section III.

The new user (please check one):

- Fills a vacant license Replaces a former user Requires an additional license*

*Each additional license has an associated cost of \$225. New license requests between April 15 and August 31 cannot be activated until the next fiscal year.

II. New User Information

Please provide the following information for each new user.

Agency Name: _____ Agency #: _____
First Name: _____ Last Name: _____
Work Email: _____ Work Phone: _____
Work Address: _____
City: _____ TX Postal Code: _____

Are there other agency numbers you serve?

- Yes Enter additional agency numbers: _____
 No

III. Authorized Requestor Information

Authorized Signature _____

Name: _____ Email Address: _____
Title: _____ Date: _____

Please email the completed and signed form to ServiceDesk@sorm.texas.gov. **The completed form must be submitted by your Authorized Representative to be processed.**