

-----Section 1: To be completed by the project manager or primary SecureLink administrator-----

**User Group**

Please indicate the appropriate User Group for your internal application owner(s) to be placed in:

- Please create a new User Group matching the Vendor/Application name (e.g. XYZVendor Users)
- Please add Vendor/Application to this existing User Group:
- Please create a new User Group for this Vendor/Application called:

**Vendor Access Type (Tier)**

Please select the appropriate vendor access type (tier) for this vendor and any additional notes you would optionally like to include. The default option is "Standard Access (Tier 1)"

Access Type: Standard Access (Tier I)      Notes (optional)

**Stored Credentials**

If you have created one or more **SecureLink stored credentials** for this vendor, please supply the name of the credential(s) and indicate which hosts it should be applied to (\*\*Note – Do not supply actual username/password credentials here\*\*):

- There are no SecureLink stored credentials for this vendor
- The following stored credential has been created and should be applied to all hosts. Stored Credential name:
- Multiple stored credentials have been created for different hosts and should be applied as follows:

Credential 1:      Host 1:

Credential 2:      Host 2:

Credential 3:      Host 3:

If you have more than 3 unique stored credentials, please include this information in the "Additional Notes" section.

-----Section 2: To be completed by your internal vendor/application owner-----

**Internal Vendor/Application Owner Information (Person who manages vendor)**

Name:      Phone:      Email:

Email address for receiving vendor connection and summary email audit notifications (if different from vendor/application owner's email):

**Vendor Information**

Vendor Name:      Application Name (If different from Vendor name):

**Vendor Primary Contact (Person who will be contacted to test connectivity)**

\*\*\*Please note that not providing a **named vendor contact** with an **individual email address** may significantly delay results. \*\*\*

Name:      Email:      Phone:

Does the vendor already have valid credentials to login to their servers?

- This vendor knows the credentials to authenticate and login to all of their hosts/servers
- This vendor does not know the credentials to authenticate and login to all of their hosts/servers
- I do not know if this vendor knows the credentials to authenticate to all of their hosts/servers

**Additional Vendor Reps**

*\*This section can be removed and does not need to be completed if your server supports Vendor self-registration.*

*If you have more than 10 vendor reps to add, please attach a spreadsheet instead of completing the table below.*

Name	Phone	Email	Notes

**Application / Host / Service Details**

This section requires at least one valid Server IP Address or Host Name and one or more valid TCP-based Ports/Services your vendor requires. Typically, if your vendor is accessing a Windows system, RDP (Remote Desktop Protocol) will be the most likely port required. If your vendor is accessing Unix/Linux systems, SSH will be the most likely port needed.

A SecureLink “Application” (column 3) is a container that can include one or more servers. Typically if the vendor has fewer than 5 or 10 servers, it makes sense to include these all under one SecureLink “Application”. However, if there are 10 or more servers, or you prefer the vendor’s servers be logically organized under separate Applications (i.e. Production, Test, Development, Staging, etc.) please indicate the appropriate SecureLink Application grouping for each host in column 3.

1. **\*Required** - Provide either the host name or IP address for each server in this column
2. **\*Required** – Provide one or more TCP-based ports/services in this column
3. **\*Optional** – If you want the vendor’s servers grouped into different Applications, indicate this
4. **\*Optional** – Provide a description if it will be helpful for your vendor to identify the server
5. **\*Optional** - Provide an alias or alternatively the IP Address or Host name for this server

*\*\*\*If this vendor has more than 10 hosts, please supply a separate spreadsheet instead of completing this form\*\*\**

1. Server IP Address or HostName <b>*Required</b>	2. Port(s) / Service(s) <b>*Required</b>	3. Application <b>*Optional</b>	4. Description <b>*Optional</b>	5. Alias <b>*Optional</b>
ex. 10.10.100.1	ex. rdp	ex. ProdEnvironment	ex. App Name	ex. SrvHostName
ex. SrvHostName	ex. ssh, telnet, http	ex. TestEnvironment	ex. Web Server	ex. 192.168.1.1

**Additional Notes**

Please include any additional notes or details about this vendor that should be taken into consideration by SecureLink prior to or during the onboarding:

