



# New Mexico Interactive Online Account Security Agreement

New Mexico Interactive, LLC (NMI) has adopted the following *Online Account Security Agreement*, which outlines your responsibilities for securing and using an official username and password for access to secure online applications. Use of an NMI secure online application requires your acceptance of all the policy terms and conditions stated below.

1. You must not share your account with other individuals for any reason. Your online account is to be used only by you for official business purposes.
2. You understand and acknowledge that the application is only to be accessed by authorized users. You agree to protect the confidentiality of your password and user name. As an authorized user, you will not cause or permit anyone, other than yourself, to access the application by use of your password and user name.
3. Regardless of circumstances, passwords must never be shared or revealed to anyone else besides the authorized user; to do so exposes the authorized user to responsibility for all actions that the other party takes with the password. **USERS FOUND SHARING THEIR ACCOUNT WITH ANOTHER INDIVIDUAL WILL HAVE THEIR ACCOUNT DEACTIVATED IMMEDIATELY.**
4. All users create their own username and password; please use the email address you provide below when you create your account: <https://secure.mvd.newmexico.gov/Accounts/Login.aspx> NMI will grant you access to the application once we receive this signed security agreement.
5. You understand and acknowledge that NMI is not responsible for any unacceptable content, document, image or code that is entered into the Content Management System by agency staff.
6. Please indicate below the Level of Access this user should be granted – Content Contributor or Approver.

<b>Department/Organization:</b>	
<b>Name of User:</b>	
<b>Job Title:</b>	
<b>Email Address:</b>	
<b>Telephone:</b>	
<b>Supervisor's Name:</b>	
<b>Access is requested to the following website/application(s):</b>	_____ SharePoint Content Management System for <a href="http://www.tax.newmexico.gov">http://www.tax.newmexico.gov</a>
<b>Level of Access:</b>	_____ Content Contributor _____ Approver

**User's Supervisor's Signature**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**User's Signature**

I have read the above and agree to abide by its provisions. I understand that violation of the provisions stated in the policy may cause suspension or revocation of online access and related privileges.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NMI Approval**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_