



Personal Smartphone Application Request Form

General Guidelines and Instructions

Exempt Contractors of ACE Enterprises may request the Blackberry Work®, **Everbridge**, **MobilePass** and/or **MS Teams** applications for their wireless device by submitting an IS Service Request and completing the Personal Smartphone Application Form for approval. Contractors requesting applications must read and adhere to the Wireless Devices Policy, as well as the Computer Security Appendix of the Employee Handbook. All references to “smartphone” include any smartphone or wireless tablet device.

Eligibility Guidelines

Personal smartphone with mobile access to company email/calendar, messaging or notifications: Contractors must **not be required** to have 24x7 mobile access to these tools. ***The request for this capability must be voluntary and initiated by the contractor.*** Vice President approval is required.

Process

STEP 1: An IS Service Request must be submitted via Tech Connect available on Club Hub at <https://techconnect.ace.aaclubnet.com>. All requests must be approved by the appropriate manager.

When completing the request, enter the following description, for the applicable requested application:

“Requesting [Blackberry Work, or Everbridge, or Mobile Pass or MS Teams – as applicable] application on personal Smartphone [or tablet]”.

STEP 2: Once the service request has been submitted, the “Personal Smartphone Application Form” must be submitted by requestors to the employee’s Vice President for approval. The TechConnect request number assigned in STEP 1 and provided in a confirmation email must be referenced on the form. The approved form must be emailed to SecAdmin@aaa-calif.com in PDF format.

Once the request is approved and the authorization form is received, the request will be processed by IS. Instructions for the installation of the requested application will be provided to the employee specified in the request. The employee must complete the installation and configuration of his or her smartphone within 10 days of receipt of instructions, or the assigned license may expire. An expired license may require re-application via a new request and new authorization form.

Contractor-owned wireless device replacement (Blackberry Work): If an employee that has been previously approved for Blackberry Work® replaces the personally-owned smartphone on which then an IS request must be submitted to reauthorize the use of the application on the new device. A new Vice President-approved Qualification Form is **not** required.



Personal Smartphone Application Request Form

Please send electronic copy in PDF form to: SecAdmin@aaa-calif.com Retain a copy in the employee's field office file.

Contractor Name: _____ Contractor N #: _____

SR #: _____ Dept.: _____ Phone#: _____

Requested Application(s): _____ MobilePass (Remote Access via BigIP or Pulse Secure)

_____ Blackberry Work® _____ Everbridge _____ MSTeams Mobile

I, _____, voluntarily request to have
(Print: First and Last Name)

Auto Club Enterprises authorize me to use the above checked application(s) installed on my personal smartphone or wireless tablet device for the convenience of having access to company email, calendar, outage notification, remote access token and chat capabilities when I am not at my company computer.

I have read the most recent version of the Wireless Devices Policy, understand my responsibilities of use, and will comply with the policy. I further agree to comply with all security, conduct, and safety procedures described in the company's Ethical Code of Conduct and Legal Compliance Policy and the following provisions of the company's Handbook: Conduct on the Job, Electronic Communication Policy (E-mail, Voice Mail, Fax, Other), Safe Driving on Company Business, and the Computer Security Appendix.

I acknowledge and understand that illegal or unsafe use of wireless devices while driving is prohibited whenever I engage in company-related activity whether driving a company-issued or personal vehicle or using a company-issued or personal wireless device.

I further understand that the company reserves the right to revoke my authorization to access company data on my personal device at any time and for any reason.

Contractor Signature _____ Date _____

The above contractor is authorized to use the requested application(s) on his or her personally-owned smartphone.

Vice President Approval – Signature Date