Administrative Access Form

Complete the following information to receive a login to the TPE Admin application. This login will enable you to perform refunds and view processed transactions. Return the form to the Texas Service Desk via fax to 512.651.9337 or email to txservicedesk@egov.com.

Customer Information

Agency #: Click here to enter text.	Agency Name: Click here to enter text.	
Physical Street Address (No PO Boxes): Click here to enter text.		
City: Click here to enter text.	State: Click here to enter text.	ZIP: Click here to enter text.
Contact Name: Click here to enter text.	Title: Click here to enter text.	
Phone: Click here to enter text.	Email: Click here to enter text.	

Account Information

Account Action. *Select one.* ☐ Add   ☐ Change   ☐ Delete
Environment: ☐ Production   ☐ Test
Service Code Name *(20 characters)*: Click here to enter text. This name should match what you provided on the Application Setup Form.
Service Codes: Click here to enter text. List the Service Code numbers provided by Texas.gov for all applications this individual can access.
Will this account perform credit card refunds? ☐ Yes   ☐ No
Will this account perform ACH refunds? ☐ Yes   ☐ No NOTE: ACH refunds are not allowed for entities that report to the State Treasury or Treasury Trust.

For Internal Texas.gov Use **User ID Assigned:** **User Role Provided:**