



Secure Email Service Application Form

Please complete all of the required fields below to request the creation of a secure email account for county personnel. By submitting this form, you authorize TAC CIRA to purchase licensing if you do not already have licenses available for assignment. Furthermore, you authorize TAC CIRA to assign already-purchased licenses that have not yet been assigned. Questions? Contact TAC CIRA at (800) 456-5974.

Check the box next to your requested license(s):

Email License (Required):

- Microsoft 365 Business Basic \$4.90/month*
- Microsoft 365 Business Standard \$12.40/month*
- Microsoft 365 Business Premium \$21.90/month*
- Office 365 Enterprise - E1 \$7.90/month*
- Office 365 Enterprise - E3 \$19.90/month*
- Exchange Online Plan 1 \$3.90/month*
- Exchange Online Plan 2 \$7.90/month*
- Office 365 - F3 \$3.90/month*

Add-On Features (Optional):

- Microsoft Defender for Office 365 Plan 1 \$3/month*
- Microsoft Defender for Office 365 Plan 2 \$8/month*
- Microsoft Entra ID P1 \$5/month*

*In addition to the license cost, a 30% management fee will be added to provide your county with comprehensive, hands-on customer support from TAC CIRA.

County: _____

Is this mailbox for an elected county official?

Yes No

Account First Name: _____

Account Last Name: _____

Title: _____

Department: _____

Email Address to Send Login Details: _____

Phone: _____

Preferred County Email Address: _____

Printed Name of Department Head: _____

Email of Department Head: _____

Signature of Department Head: _____

Date: _____

Please send the completed form to support@county.org or fax to (512) 479-1807.