**Note: Incomplete forms or handwritten forms excluding signatures cannot be processed and will be returned. Complete using MS Word, print and sign the form and email it to your local Mobile Administrator. Please refer to the table below for details of the Mobile Administrator for your HSE area.**

**Guidelines:**

* Domain Username: User name used to log on to your PC / Laptop e.g. Joe.Bloggs
* HSE Postal Delivery Address: Provide a HSE delivery address that is accessible during business hours Monday to Friday 9am to 5pm
* HSE Billing Address: This is required for billing purposes

**Smartphone Connection Type:**

* New Connection: This applies if you never had a HSE mobile phone, ie either a smartphone or Talk and Text phone
* Upgrade from Talk & Text phone to Smartphone: Moving from a talk and text mobile phone to a smartphone
* Upgrade from current smartphone: Updated model required
* Replacement damaged smartphone
* Replacement smartphone device: Lost or stolen smartphones must be reported immediately to your mobile phone carrier and to your local Mobile Administrator

**Smartphone Approval:**

**Your request form must be signed by your Line Manager and General Manager**

**Signatures must be hand-written**

|  |  |  |
| --- | --- | --- |
| HSE Area | Mobile Administrator Email Address | Domain Name  |
| East | mobile.queries@hse.ie | Healthirl - East |
| Midlands | ictbizops.ml@hse.ie Self Service | Healthirl - Midlands |
| North West | ICTBizops.NW@hse.ie | Healthirl – NorthWest - NWHB domain |
| South East | ictbizops.south@hse.ie | Healthirl - Southeast |
| Midwest | Ictbizops.mw@hse.ie | Healthirl - Midwest |
| North East | mobiles.ne@hse.ie | Healthirl – Northeast - NEHB Domain |
| South | ictbizops.south@hse.ie | Healthirl- South |
| South – Cork University Hospital | cuh.mcd@hse.ie | Healthirl- South |
| West | Self Service | Healthirl - West |