**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 Re Allocation Connection Type:**

* Current Owner Details: This applies to the current user of the mobile name and email address
* New User Details: This applies to the new user of the mobile name and email address and postal address
* IMEI Number of the smartphone: This is required at all times you can locate the imei number by removing the battery from the smartphone and the imei number will be displayed on a white sticker
* Make/model of device (go to settings on phone, scroll to about phone)

**Smartphone Re Allocation 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 |