

SERVICE LEVEL AGREEMENT | HOW TO CONTACT ITECH SOLUTIONS

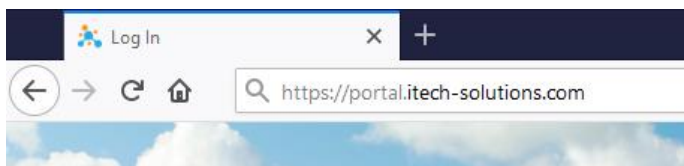
Use the below methods to contact ITECH Solutions for support:

1. **ITECH Client Portal:** Microsoft Teams (if setup) or website: <https://portal.itech-solutions.com>
2. **Can't Access Portal:** Call 805-592-2500

The ITECH Solutions client portal provides all your service and support needs including end user training and access to past tickets.

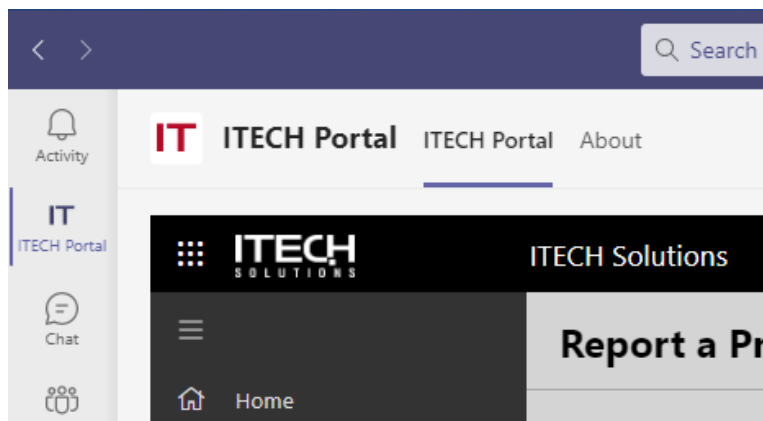
Client IT Support Portal Quick Training:

Step 1. Go to <https://portal.itech-solutions.com>



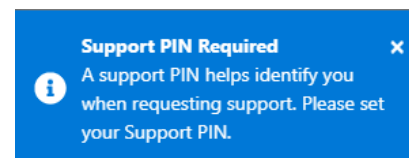
OR

Open up the ITECH Portal in Microsoft Teams
(then skip to step 3)



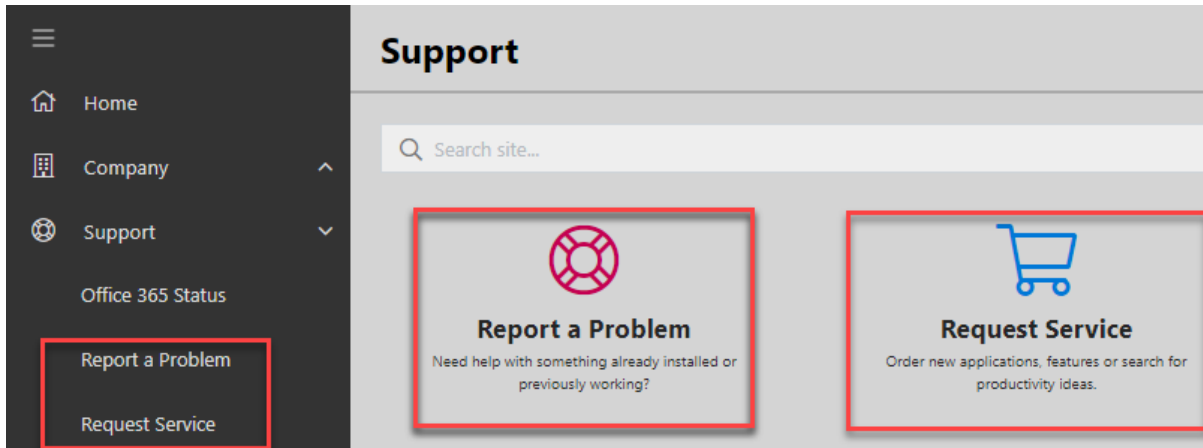
Step 3. If not set, create a support PIN by clicking on the pop up and clicking the support PIN tab. Your support PIN will be used for identity when requesting service over the phone

Step 2. Login with existing credentials from Microsoft Office 365 or request a login token if your email is not hosted with Office 365.

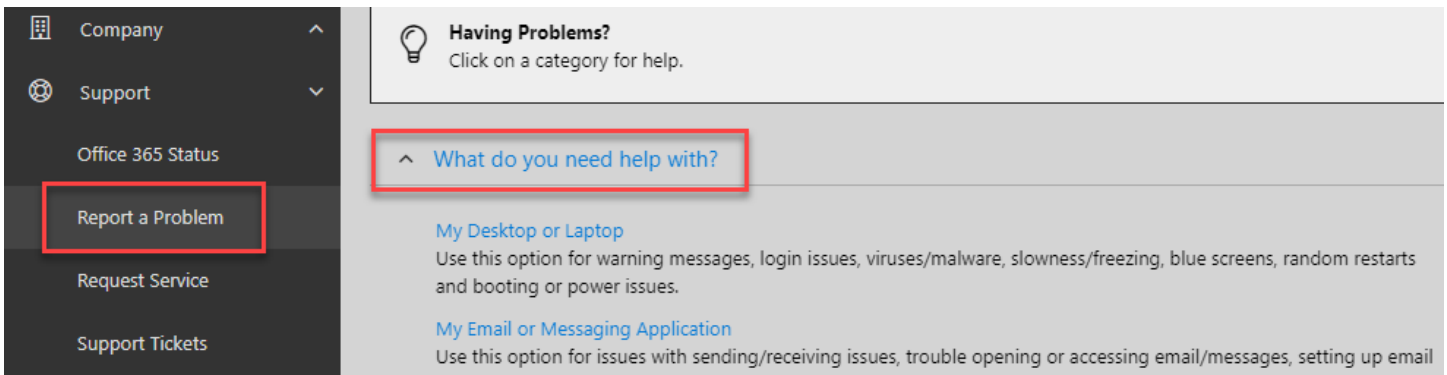


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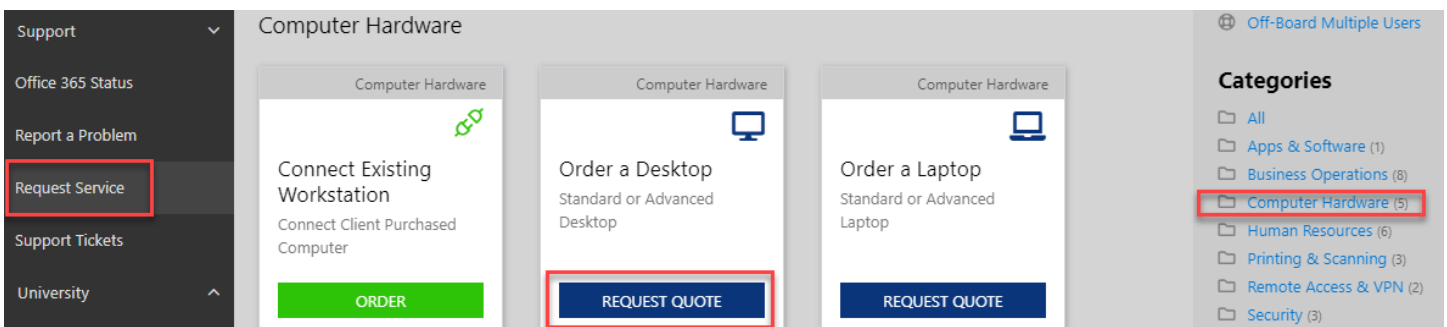
Step 4. Click the “Report a Problem” or “Request Service” icons on the home page or under “Support” menu



Step 5. Select the problem category and sub-category that best matches the problem you are having



Or select the service category and service card that best matches the service you need



Step 6. Fill in and submit the form that pops out on the right-hand side

SERVICE LEVEL AGREEMENT | PRIORITIES & CLIENT RESPONSIBILITIES

Purpose

This section defines the Service Level Agreement (SLA) for this Agreement. To ensure this role is carried out in a timely and quality manner, this SLA helps assign priority levels to problems or issues reported by end users to ITECH Solutions. The goal of this policy is to establish a clear set of service expectations and inform the client of the method by which the Helpdesk requests will be prioritized and what response times can be expected.

Priority Categories

The following table shows different priority levels for requests, a brief description of what constitutes each priority category and timelines for problem response time by ITECH Solutions. The “SLA Response Time” is defined as the timeframe in which ITECH Solutions will start working on the service request and is not an indication of when the issue will be resolved.

SLA Response Time	SLA Description
No Deadline	For a service request without any deadline.
5 Business Days	Minor problem or need, functionality unaffected, cosmetic or an annoyance
3 Business Days	Basic functionality with some restrictions, one or more users affected, workaround available
Next Business Day	Functionality restrictions that need to be addressed within one business day, one or more users affected, workaround available.
Emergency – Same Day (2 hrs. onsite, 1 hr. remote)	Critical system is down, little to no functionality, no workaround, data corrupted, many users affected, regulatory or legal implications. Additional charges for afterhours emergencies apply.

Other Considerations

1. If the above engagement parameters are not followed, SLA response times **cannot** be guaranteed.
2. Requests within a specific priority category will be handled on a first come first served basis.
3. In the event of a natural disaster, failure of a third-party utility (such as electrical power), or other situation resulting in multiple emergency issues, stated response times may be longer.
4. Emergency requests sent by email will not be received by our emergency response team.
5. Creating a new service request by sending an email to helpdesk@itech-solutions.com may not make it into our ticketing system due to spam filtering or email routing issues.
6. Tickets that are created by email will be set to a low priority of 5 business days. If a ticket you created by email needs to be addressed with a higher priority, please call our helpdesk (805-592-2500) to have the priority changed.
7. Requesting services by contacting ITECH Solutions staff directly is not supported and may go un-noticed.
8. To ensure ticket notes reach us we recommend using the Client IT Support Portal to add notes to existing tickets.
9. All service request communication must be tracked in our ticket system or over the phone/in person to ensure ITECH Solutions can provide services in a timely manner.