



## Requesting a Service Account

To run processes in Laserfiche, you will need a service account. Here is how to request one:

- Go to the [Shared NetID Request](#) form on the IT Service Portal
- Select No to Enable Two Factor Authentication

We suggest that you follow the naming convention for the service accounts like svc-<dept name> <group name>-dev-lf, svc-<dept name> <group name>-stg-lf, svc-<dept name> <group name>-prod-lf, since it will be easier to manage. We recommend that you get one for development, one for staging and one for your production environment. Processes should run under the service account.