



## TCG Secure WEB Site Account Request

To expedite the secure electronic exchange of technical data and customer support information, TCG has established a secure server on the Internet (<https://steps.g2tcg.com/>). This server is https secured and may be used for the electronic exchange of proprietary, ITAR, FOUO, software, or otherwise private materials between TCG and our customers. **NOTE: the site is NOT cleared for US classified or classified foreign information.**

Site Access is controlled by user account and password. Accounts and passwords are issued by TCG contracts. If you lose or forget your password, contact [kevin.mawn@g2tcg.com](mailto:kevin.mawn@g2tcg.com) or [leslie.farrell@g2tcg.com](mailto:leslie.farrell@g2tcg.com).

**1. Site Information:** Users are advised of the following:

- The site is for **UNCLASSIFIED data only**. Any posting of classified information to the site is a reportable security violation.
- Downloads from the site shall be limited by users to platforms that are under the customer's corporate control.
- Do not access the site from platforms outside of your corporate control such as a public library.
- Accounts have unique access privileges and shall not be shared.
- All site activities are automatically logged and monitored by TCG.
- The site can be used to exchange any file type. The maximum file size that can be handled is 300 MB per file. (Note: The ability to receive large file sizes may be limited by your local LAN restrictions which are not under the control of TCG).
- TCG reserves the right to remove any data from the site at any time.
- Proprietary materials shall not be posted without NDAs being in place.
- For foreign clients, ITAR regulations require either a TAA or export license be in effect prior to posting ITAR controlled information on the site.

**2. User Account Request (Please Print):**

Name:	
Citizenship:	
Company:	
Division/Branch:	
Corporate Address:	
Email:	
Phone/Fax:	

**Signatures: (Requestor's Security Officer verification of citizenship is required)**

Requestor: \_\_\_\_\_

Date: \_\_\_\_\_

Requestor's Security Officer: \_\_\_\_\_

Date: \_\_\_\_\_

*After completing the above, please fax this form to Kevin Mawn, TCG VP, Operations, (978) 654-4801, or email a scanned copy to [kevin.mawn@g2tcg.com](mailto:kevin.mawn@g2tcg.com). Your account and password information will be provided via email.*

***By requesting an account, the user agrees to the terms and conditions listed above and agrees to handle materials downloaded from the site in accordance with any handling restrictions (ITAR, FOUO, Proprietary) as marked. Failure to comply with the above may result in loss of access to the TCG server. TCG reserves the right to deny access to any account at any time without advising the account holder.***