



Notification: 26-02

June 1, 2026

**SUBJECT: NEW CALNET REGISTRATION PROCESS FOR NON-STATE CUSTOMERS**

The CALNET Program has implemented a new, streamlined registration process for non-state entities. Effective immediately, non-state entities need only to execute a single [Authorization to Order \(ATO\)](#) form with the CALNET Program to become eligible to order from **any** active CALNET contract across **any** category.

Prior to placing an order from a new CALNET contract, non-state entities must download a copy of the new ATO from the CALNET website. The non-state entity shall complete the form and submit it to the CALNET Program at [CALNETHelp@state.ca.gov](mailto:CALNETHelp@state.ca.gov). The registration process will be complete once the CALNET Program reviews, signs, and returns the fully executed ATO to the non-state entity.

With the new ATO process, non-state entities are not required to complete a separate Non-State Entity Service Policy and Agreement (NESPA).

Existing CALNET non-state customers, with a previously executed contract-specific ATO, may continue purchasing services from the contract listed on their ATO(s). However, they must execute a new ATO, using the new ATO form, to order from any other CALNET contract.

Please forward this bulletin to others within your organization who may need this information.

If you have any questions regarding this bulletin, please contact the CALNET Program using one of the following methods:

[Contact CALNET Form](#)

Phone: (916) 657-9150

Email: [CALNETHelp@state.ca.gov](mailto:CALNETHelp@state.ca.gov)