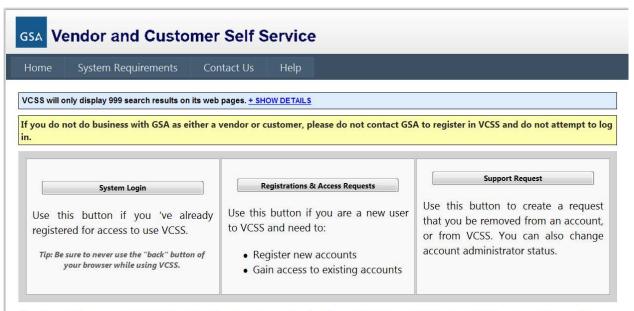
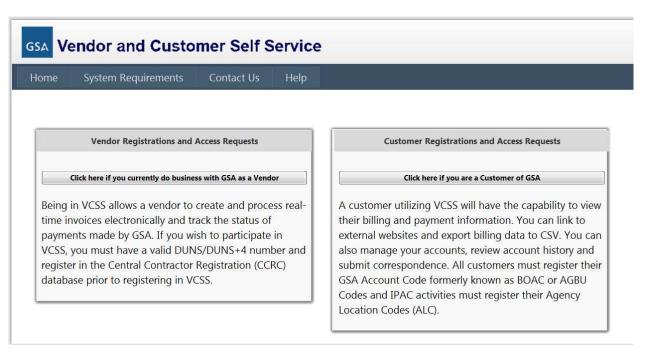
HOW TO REQUEST ACCESS OR REGISTER YOUR ACCOUNT CODE FOR VCSS

1) Go to https://vcss.ocfo.gsa.gov and click on Registrations & Access Requests.

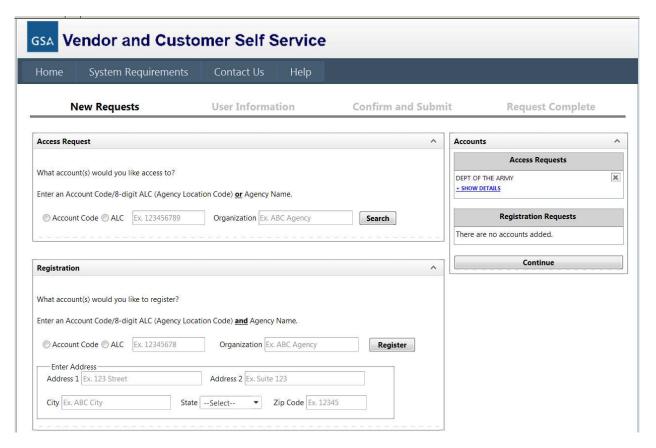


The General Services Administration (GSA) has implemented a Vendor and Customer Self Service (VCSS) system which can be used by both vendors and customers of GSA. VCSS is a web-based application that will allow vendors to create and process their invoices electronically (paperless) and track the status of payments made by GSA, and will allow customers to view billing and payment information.

2) Click on Click here if you are a Customer of GSA.



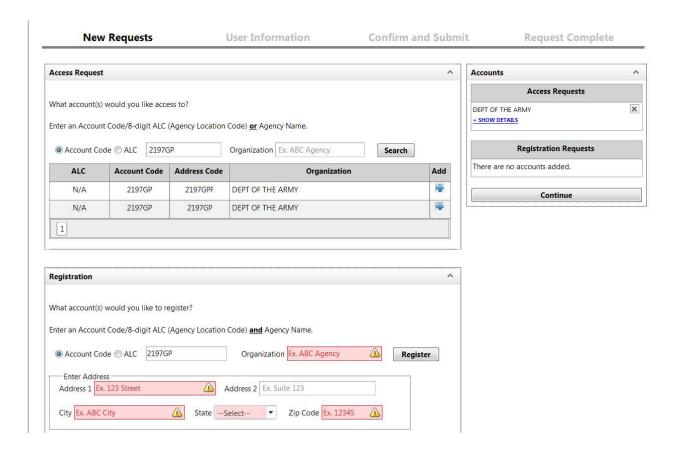
3) To personally request access to an Account Code (BOAC), you would go to Access Request section. To register an Account Code in VCSS, you would go to Registration.



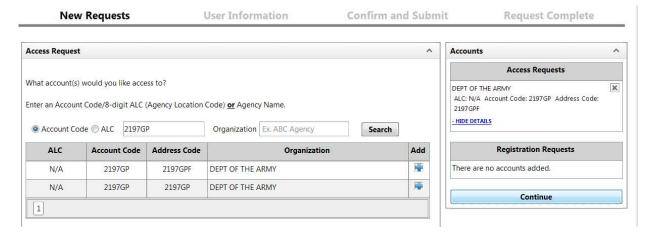
4) If you want to request access to an Account Code, click on the radio button in front of Account Code. Then, enter your Account Code in the first square then click on the Search button. If your Account Code appears below, you would click on the blue + sign to add this account to your requests. (If you have a military account, you will want to choose the one with the "F" at the end of your BOAC in the Address Code section.) Repeat this step if you need access to more than one Account Code.

If your Account Code does not appear as an option to choose from, then you will need to go to the Registration section and register the Account Code.

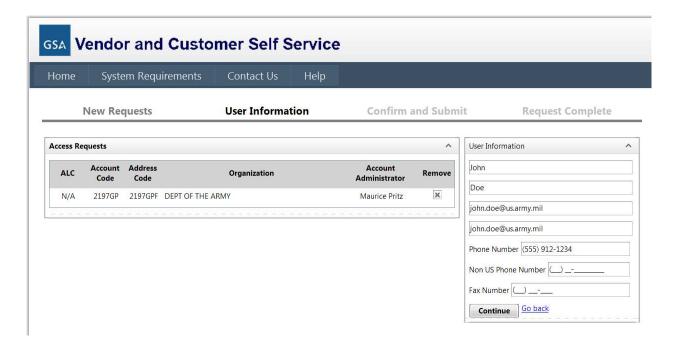
If you want to request access to an Agency Location Code, click on the radio button in front of ALC, then enter your 8 digit ALC number. Click on Search and repeat steps as stated above.



5) After you have Requested Access to all of the Account Codes you need access to, you can click on the Show Details button in the Accounts section to review the accounts. Then, click on the Continue button.



6) Enter your information on the right side of the form and click Continue.
IF the Account Administrator is not correct, after you are done requesting access, please go back to the Home page and click on Support Request and request to Change Account Administrator.



7) Confirm your information, enter the code in the box then click Submit.

Confirm your request

Make sure all details are correct. When you are done, click "Submit"

Your Information

Name: John Doe

Email: john.doe@us.army.mil Phone: (555) 912-1234 Non US Phone: N/A

Fax: N/A

Account Requests

Access Requests

| ALC | Account Code | Address Code | Organization | Account Administrator |
|-----|--------------|--------------|------------------|-----------------------|
| N/A | 2197GP | 2197GPF | DEPT OF THE ARMY | Maurice Pritz |

