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Subject: Enter the Accounts You'll Need to Access in VCSS

In July 2013, customers of GSA Reimbursable Work Authorizations (RWA), and customers receiving steam and chilled water through the Heating Operation and Transmission District (HOTD), will begin receiving electronic billing statements via GSA's Vendor and Customer Self Service (VCSS) website. VCSS will replace the BillView website and paper bills.

To access your GSA bills in VCSS beginning in July 2013, you must now enter the account codes (BOACs) that you will need to access by visiting <a href="http://vcssaccountcodes.ocfo.gsa.gov">http://vcssaccountcodes.ocfo.gsa.gov</a>. If you know colleagues within your organization who receive paper bills for RWA or HOTD steam and chilled water service, please encourage them to follow these steps to enter their account codes today.

We look forward to enabling you to view your GSA bills, statements and billing data in one place online via VCSS. We will continue to communicate with you to support your transition to VCSS. Please visit <a href="https://www.gsa.gov/baar">www.gsa.gov/baar</a> for more information.

The GSA Billing and Accounts Receivable (BAAR) Team