

From: **GSA BAAR Project** <baar@gsa.gov>

Sent: Thursday, May 16, 2013 at 2:27 PM

Subject: FINAL NOTICE - YOUR ACTION NEEDED NOW: Steps required to continue receiving GSA RWA/HOTD bills

This is the **final notice** to customers of Reimbursable Work Authorizations (RWA) and customers receiving steam and chilled water through the Heating Operation and Transmission District (HOTD) to **register now** to continue receiving RWA/HOTD bills from GSA when the Vendor and Customer Self Service (VCSS) website replaces BillView and paper bills. **The website to register account codes (BOACs) for access in VCSS at <http://vcssaccountcodes.ocfo.gsa.gov> will no longer be available to RWA/HOTD customers after Monday, June 3, 2013.**

Please complete these two steps **now** to help ensure continued access to RWA and HOTD billing statements in VCSS beginning in July 2013:

1) Register for BillView prior to entering your account codes. To register for BillView, send your name, email address, and phone number to FW-ClientServices@gsa.gov. There may be a brief delay processing your request as an unusually high-volume of requests is being processed at this time. If you already submitted your email request, you should receive a reply with BillView instructions by May 24, 2013. If you do not, please send a follow up email with subject line "2nd Request for BillView Account Information" to FW-ClientServices@gsa.gov.

2) After you have emailed your BillView registration request, visit <http://vcssaccountcodes.ocfo.gsa.gov> to enter the account codes (BOACs) you will need to access in VCSS beginning in July 2013. You may enter account codes for access at <http://vcssaccountcodes.ocfo.gsa.gov> even if you have not received a reply to your BillView registration request yet.

The deadline for completing these steps is Monday, June 3, 2013. After this date, the GSA website for registering account codes at <http://vcssaccountcodes.ocfo.gsa.gov> will no longer be available for RWA/HOTD customers. Please take action **now** to help ensure uninterrupted access to GSA bills, statements and billing data when VCSS takes effect for RWA/HOTD customers the week of July 15, 2013.

The GSA Billing and Accounts Receivable (BAAR) Team