



Client Enrichment Series

Welcome to today's presentation on

A Demonstration of Electronic Occupancy Agreements (eOA)

The presentation will start at 2PM Eastern Time

Note: Phones are automatically muted during the presentation. You have the ability to send questions to the host and presenters through your questions pane. They will answer as many of the questions as possible at the end of the presentation. All questions will be captured, and answers sent to all registered participants prior to the next month's presentation.



Client Enrichment Series

Demonstration of the Electronic Occupancy Agreement (eOA) Online Tool

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Real Property Asset Management
GSA PBS Central Office



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Office of Client Solutions
GSA PBS Central Office



GSA Public Buildings Service

eOA Demo – Agenda

- Introduction
- Requesting Access to eOA
- Basic Site Navigation
- Searching for Agency Specific OA's
- Reviewing OA Details
 - OA Rates History
 - Financial Summary
 - Signed Agreement
 - Preview Bill
 - Combined Signed Agreement and Financial Summary
- eOA Operation and Maintenance
- Troubleshooting eOA

eOA Application



About Electronic Occupancy Agreement

The Occupancy Agreement (OA) is a complete, concise statement of the specific financial terms and conditions by which a Customer occupies GSA-controlled space, whether it is government-owned or leased by GSA on the Customer's behalf. When a project is initiated, a draft OA is created. Designed to provide the greatest amount of flexibility and choice, the OA documents the Customer's requirements as they evolve. It provides important information to guide decision making with regard to budget and other issues. It also records and finalizes all the agreed-upon terms and conditions of tenant occupancy, so that the Customer and GSA enter the agreement with the same understanding and expectations.

The OA lets the Customer see what its costs will be and how various decisions will affect its rent bill. Electronic Occupancy Agreement (eOA) is a Customer-facing application where real-time Occupancy Agreement information and documentation is available to enhance the Customer experience and support decision making.

Key Features

- Search OAs within designated Agency Bureau codes.
- Select and run report(s) tabulating financial and clause information.
- Preview rate calculations on the OA.
- Preview a merged OA before billing.



[Click here to access eOA](#)

Please note, eOA is currently only compatible with Internet Explorer 9 or higher, Chrome and Firefox.

Before attempting to access eOA, customers must obtain a Username and Password by following the eOA User Account Request Process

How to Request Access to eOA

eOA User Account Request Process

1. Go to <http://www.gsa.gov/portal/content/242871>
2. Complete the [eOA User Account Request Form](#).
3. Complete the "[eOA Application Clearance Verification Form](#)".
4. After your request has been processed and all approvals have been granted, the GSA National Application Helpdesk will send a verification to the email address provided in Step 2. Follow the steps in the verification email to finalize your account.

Accessing eOA - PBS Portal Extranet Logon Page

GSA PBS Portal

Home

Welcome to PBS Portal

Latest News

PBS recently upgraded extranet password requirements. Password requirements are currently posted [here](#). Users may experience issues when changing their password. We are actively working to resolve this issue. If you require support, please contact the National Applications Help Desk at COPBSAPP@gsa.gov or 1-866-367-7878.

PBS Warning

This is a U.S. General Services Administration Federal government computer system that is FOR OFFICIAL USE ONLY. This system is subject to monitoring. Therefore, no expectation of privacy is to be assumed. Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution.

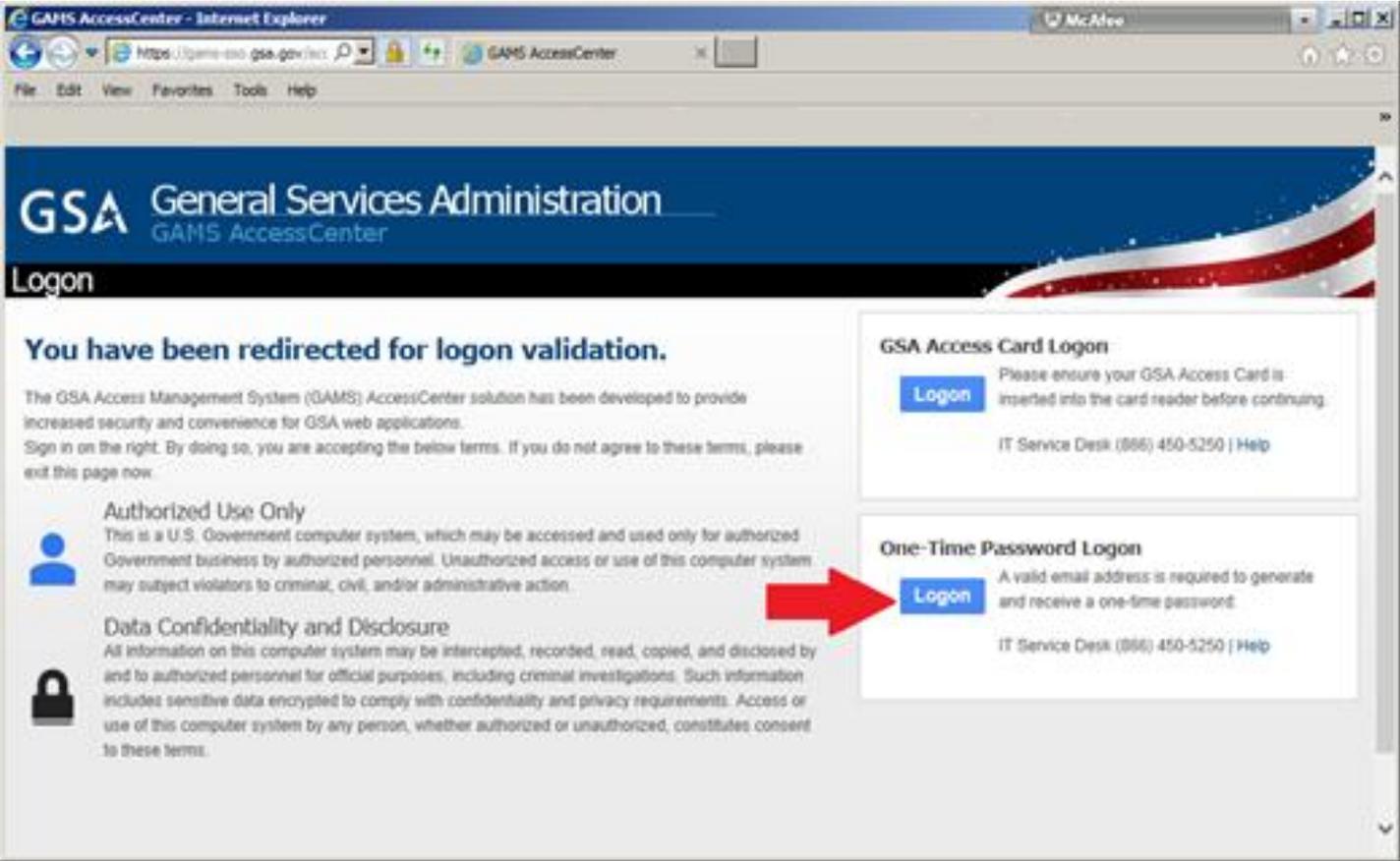
Need a New Password?

Click the link below and follow the instructions in each of the steps to retrieve your new password.

For assistance, contact the National Applications Help Desk at COPBSAPP@gsa.gov or 1-866-367-7878.

Logging on to eOA

Click to logon with One-Time Password



Logging onto eOA

Enter username and password, and click Continue.

Sign On - Internet Explorer

https://gams-000.gsa.gov/oa

Sign On

File Edit View Favorites Tools Help

GSA General Services Administration
GAMS

You have been redirected for logon validation.

The GSA Access Management System (GAMS) AccessCenter solution has been developed to provide increased security and convenience for GSA web applications.

Sign in on the right. By doing so, you are accepting the below terms. If you do not agree to these terms, please exit this page now.

Authorized Use Only

This is a U.S. Government computer system, which may be accessed and used only for authorized Government business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action.

Data Confidentiality and Disclosure

All information on this computer system may be intercepted, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including criminal investigations. Such information includes sensitive data encrypted to comply with confidentiality and privacy requirements. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms.

Sign In:

Enter your Portal Username and Password.

Username:

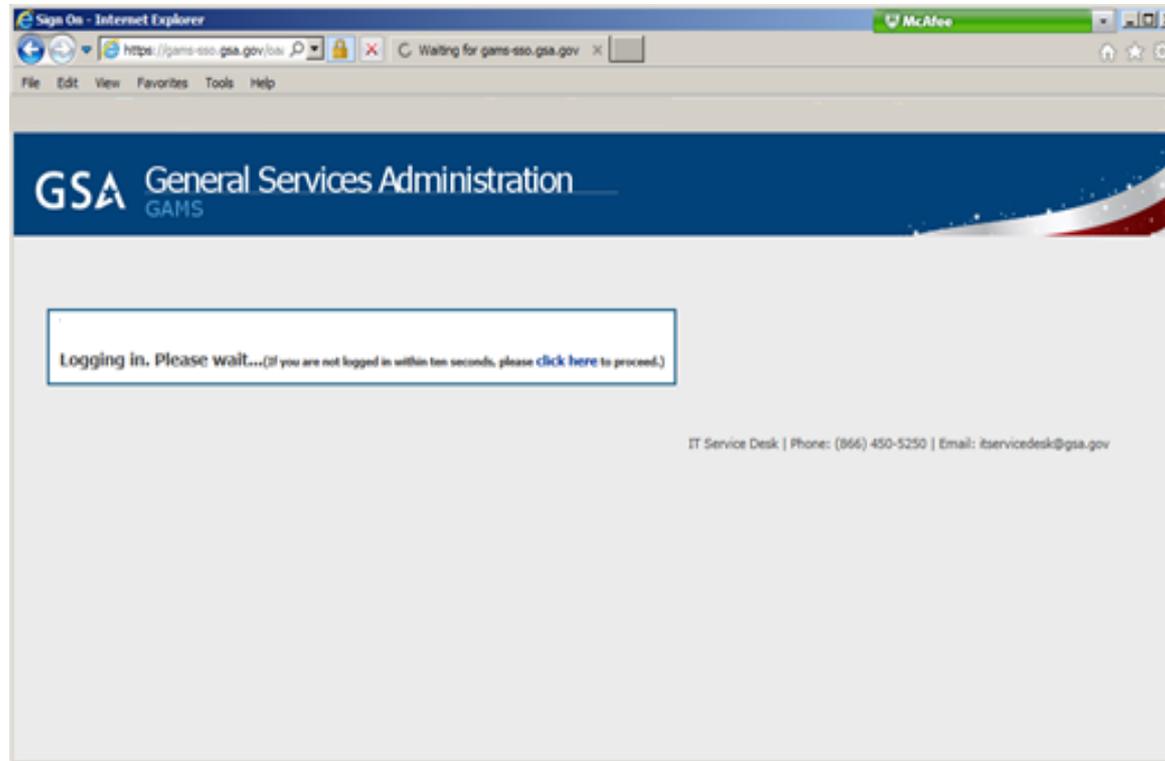
Password:

Can't login with your Portal Username and Password?
Contact National Application Helpdesk (202) 219-1054

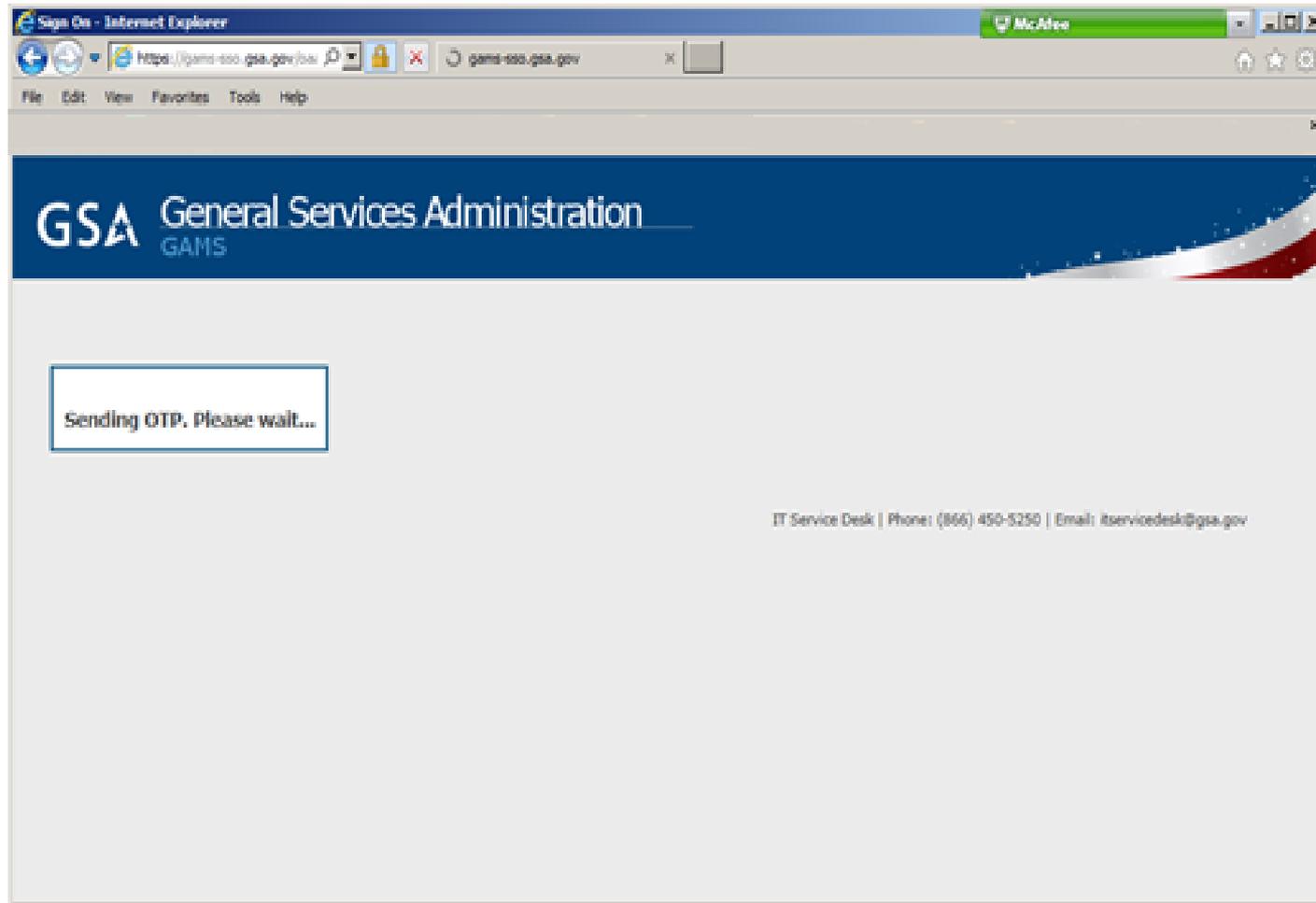
[Continue](#)

Logging onto eOA

After clicking “Continue”, you will get the following two screens.

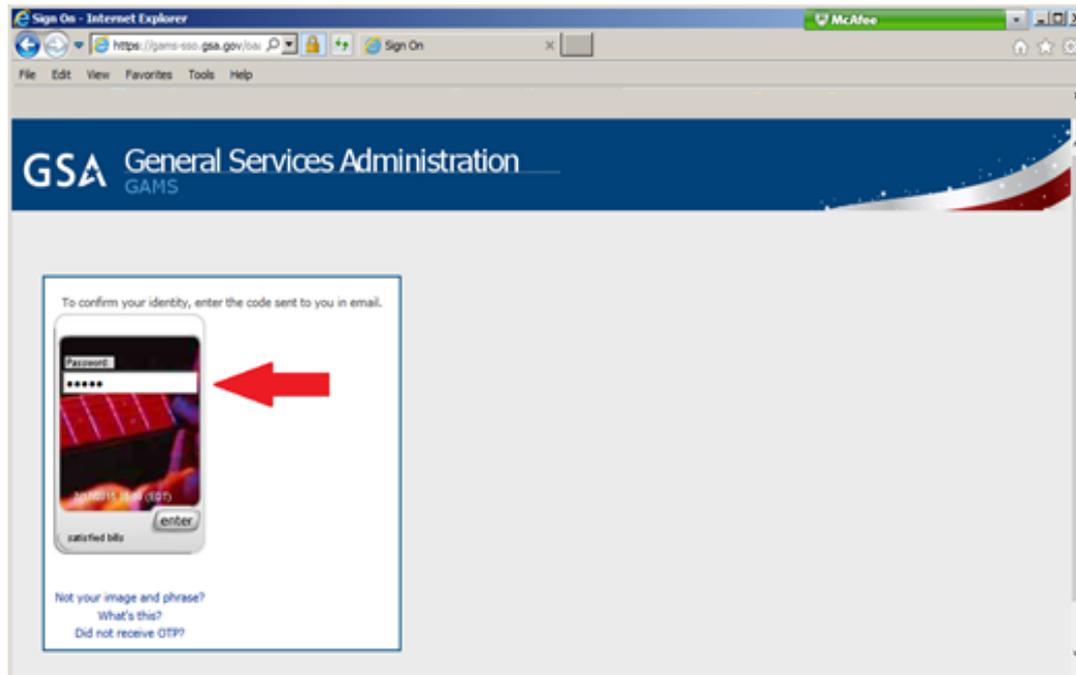


Logging onto eOA



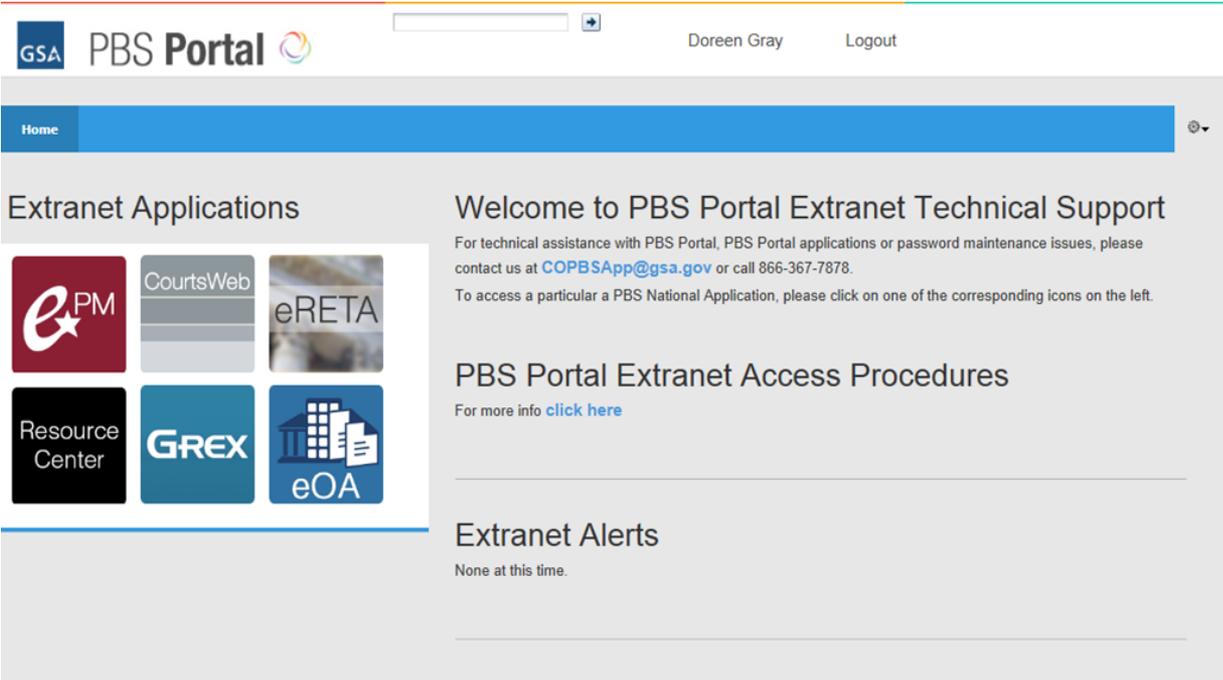
Logging onto eOA

When you get the third screen (below), check your Agency email for the 5-digit pin, then enter it in the text box and click “Enter”.



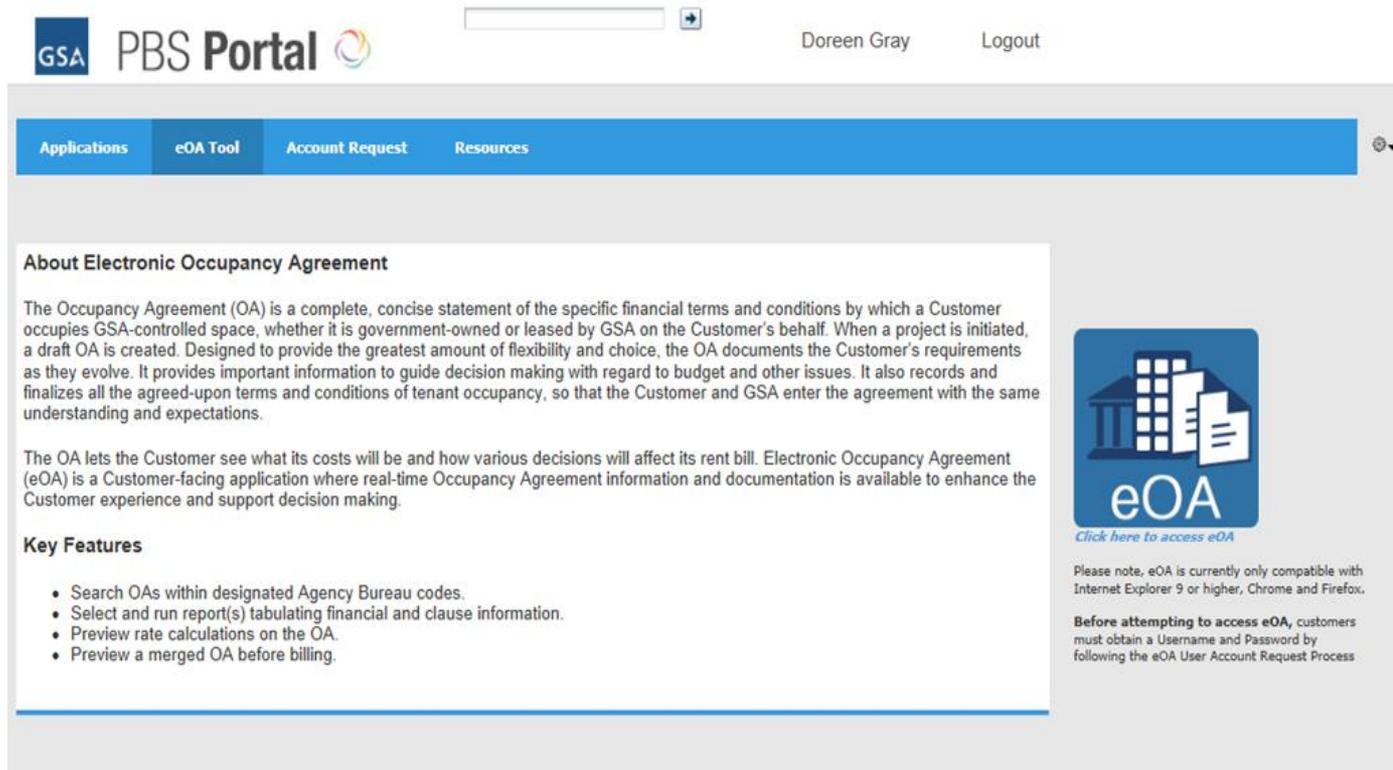
Logging onto eOA

You will be taken to the PBS Portal. Select the eOA icon from the list of Extranet Applications.



Logging onto eOA

Select the eOA icon to access the eOA application.



The screenshot shows the PBS Portal website. At the top left is the GSA logo and the text "PBS Portal". To the right is a search bar and the user name "Doreen Gray" with a "Logout" link. Below this is a blue navigation bar with the following tabs: "Applications", "eOA Tool", "Account Request", and "Resources". The "eOA Tool" tab is selected. Below the navigation bar is a white box containing the following text:

About Electronic Occupancy Agreement

The Occupancy Agreement (OA) is a complete, concise statement of the specific financial terms and conditions by which a Customer occupies GSA-controlled space, whether it is government-owned or leased by GSA on the Customer's behalf. When a project is initiated, a draft OA is created. Designed to provide the greatest amount of flexibility and choice, the OA documents the Customer's requirements as they evolve. It provides important information to guide decision making with regard to budget and other issues. It also records and finalizes all the agreed-upon terms and conditions of tenant occupancy, so that the Customer and GSA enter the agreement with the same understanding and expectations.

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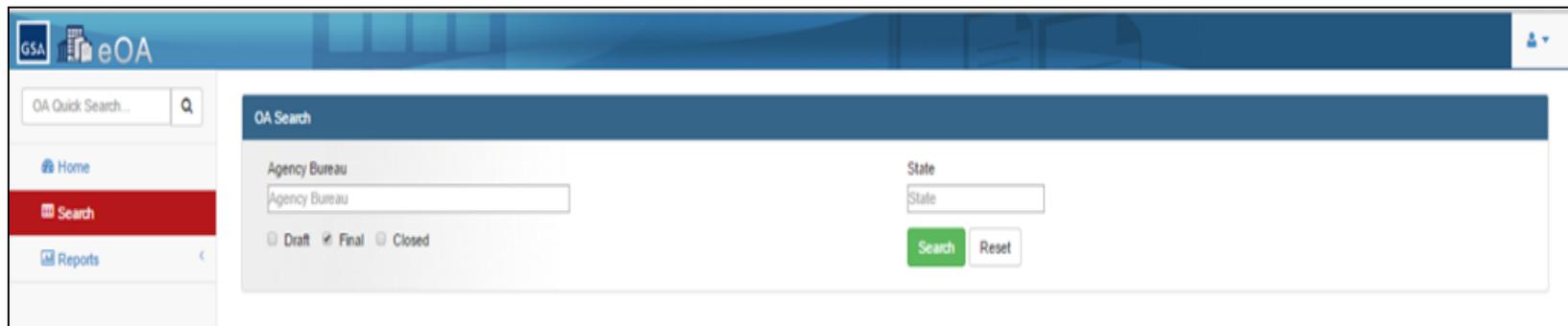
Key Features

- Search OAs within designated Agency Bureau codes.
- Select and run report(s) tabulating financial and clause information.
- Preview rate calculations on the OA.
- Preview a merged OA before billing.

To the right of this text is a blue icon representing the eOA application, which shows a building and a document. Below the icon is the text "eOA" and a link: "Click here to access eOA". Below the link is a note: "Please note, eOA is currently only compatible with Internet Explorer 9 or higher, Chrome and Firefox." Below this is another note: "Before attempting to access eOA, customers must obtain a Username and Password by following the eOA User Account Request Process".

Navigating eOA

After the eOA application launches, the eOA Home Page Screen displays the OA search section and left navigation.



The screenshot displays the eOA Home Page Search section. On the left, there is a navigation menu with the following items: Home, Search (highlighted in red), and Reports. The main content area is titled "OA Search" and contains the following elements:

- An "OA Quick Search..." input field with a search icon.
- A "State" dropdown menu with "State" selected.
- A "Search" button (green) and a "Reset" button (white).
- Radio buttons for "Draft", "Final" (selected), and "Closed".

Navigating eOA

Available eOA Features (with read only access):

- *OA Quick Search*
- *Left Navigation*
 - **Home:** Links to the home page, which in turn opens the Search screen.
 - **Search:** Links to the OA Search screen.
 - **Reports:** Links to the following four documents:
 - Financial Summary
 - Signed Agreement
 - Preview Bill
 - Combined Signed Agreement and Financial Summary

Searching for OAs



- Once a search has been submitted, a screen containing the OA search results listings will appear under the Search criteria.
- The number of search results found is listed as well as the number of rows displayed per page.

OA Search Results

OA Search

Agency Bureau:

State: MD - MARYLAND

Draft Final Closed

OA Search Results

10 records per page Filter

OA Number	Status	OA Type	A/B Code	Location Code	Effective Date	Expiration Date
AMD00008 - V36	Final	Replacement	2804	MD1034	9/19/2014	8/7/2015
AMD00012 - V26	Final	Replacement	3611	MD0055	9/29/2014	4/3/2020
AMD00022 - V29	Final	Replacement	4762	MD0033	9/29/2014	6/1/2022
AMD00023 - V14	Final	Replacement	1314	MD0372	2/4/2014	2/3/2019
AMD00024 - V12	Final	Replacement	6800	MD0372	2/4/2014	2/3/2019
AMD00031 - V56	Final	Replacement	9600	MD0421	2/16/2015	3/30/2018
AMD00032 - V57	Final	Replacement	4500	MD0421	2/16/2015	3/30/2018
AMD00033 - V42	Final	Replacement	6904	MD0421	2/16/2015	3/30/2018
AMD00034 - V43	Final	Replacement	6907	MD0421	2/16/2015	3/30/2018
AMD00035 - V42	Final	Replacement	6912	MD0421	2/16/2015	3/30/2018

Showing 1 to 10 of 503 entries

Previous **1** 2 3 4 5 ... 51 Next

Reviewing OA Details

- To view the details of an OA, click on the OA Number in the OA Search results. This will open a screen with the OA Details.
- The OA Details contains various OA information such as Location, Space/Parking, Rates, Joint Use charges, Billing Adjustments, Escalations, Tenant Improvements and Forced Move.

Reviewing OA Details

ANY08544 - V24 - Final - Replacement

OA CHRONOLOGY
10/1/2009 - 9/30/2016 [84 Months]

Rent Charges Start On

VERSION CHRONOLOGY
9/29/2014 - 9/30/2016 [24 Months]

Last Billed Period

Progressive OA? Yes
Non-Cancelable? No
Land Port Of Entry? No

Termination Notice Date

NY0281ZZ
JAMES M HANLEY FB
100 SOUTH CLINTON ST.
SYRACUSE NY 13261-6100

Occupancy Right

AGENCY
2011 - INTERNAL REVENUE SERVICE

Tracking #:

Lease #

CONTACTS
Responsible Govt Associate: jason.cahill@gsa.gov
GSA Initiator: mary.nubi@gsa.gov
Asset Manager: gerald.mcmullen@gsa.gov

Previous OA

Space/Parking

Dates	Total RSF	General Use RSF	Warehouse RSF	Unique RSF
10/2014 - 09/2016	5,609.92	5,609.92	0.00	0.00
02/2014 - 09/2014	5,934.50	5,934.50	0.00	0.00
10/2009 - 01/2014	26,820.56	26,820.56	0.00	0.00
Dates	Total USF	General Use USF	Warehouse USF	Unique USF
10/2014 - 09/2016	4,143.22	4,143.22	0.00	0.00
02/2014 - 09/2014	4,143.22	4,143.22	0.00	0.00
10/2009 - 01/2014	18,725.00	18,725.00	0.00	0.00
Dates	Structured Parking	Surface Parking		
10/2014 - 09/2016	13	0		
02/2014 - 09/2014	13	0		
10/2009 - 01/2014	13	0		

Reviewing OA Details

Rates - Current Charges
Rates History

	Rate (RSF/Space)	Annual Amount	Dates
Bldg. Spec. Amort. Capital - GSA	\$0.117071	\$656.76	10/2014 - 09/2016 (24 months)
Operating Costs	\$8.440000	\$47,347.72	10/2014 - 09/2016 (24 months)
Shell Rent	\$9.500000	\$53,294.24	10/2014 - 09/2016 (24 months)
Structured Parking	\$1,012.260000	\$13,159.38	10/2014 - 09/2015 (12 months)
	RSF/Space	Annual Amount	Dates
JU Rentable Space	420.63	\$9,372.63	10/2014 - 09/2016 (24 months)
JU Structured Parking	0.06	\$65.23	10/2014 - 09/2016 (24 months)
JU Surface Parking	0.00	\$0.00	10/2014 - 09/2016 (24 months)

Escalations

OA Effective Escalation:
 PBS Fee %:
 Operating Cost Esc.? Yes
 Surface Parking Esc.? Yes
 Structured Parking Esc.? Yes
 Real Estate Taxes Esc.? No

Billing Adjustment

Audit No.	Dates	Last Billed	Type/Reason	RWA Fee	Monthly Total	Grand Total
297056	03/2013 - 01/2014	01/2014	Adjustment/ Late Activation	\$0.00	-\$203.76	-\$2,241.39
297057	03/2013 - 09/2013	09/2013	Adjustment/ Late Activation	\$0.00	-\$11,591.21	-\$81,138.48
297059	03/2013 - 01/2014	01/2014	Adjustment/ Late Activation	\$0.00	-\$21,321.19	-\$234,533.04
297058	10/2013 - 01/2014	01/2014	Adjustment/ Late Activation	\$0.00	-\$11,776.67	-\$47,106.68
297060	12/2013 - 01/2014	01/2014	Adjustment/ Late Activation	\$0.00	-\$3,303.20	-\$6,606.40

Reviewing OA Details

Tenant Improvements																																																								
<table border="0"> <tr> <td colspan="2">TENANT IMPROVEMENTS</td> <td colspan="2">TENANT IMPROVEMENTS</td> <td colspan="2">TI PAYMENT METHODS</td> </tr> <tr> <td>Rate/USF</td> <td>Total</td> <td>Cust. Tier:</td> <td>2</td> <td>TI Total Expended Over Term:</td> <td>\$0.00</td> </tr> <tr> <td>Gen. Allow:</td> <td>\$34.7193 \$143,849.70</td> <td>Local Const. Index:</td> <td>0.99</td> <td>TI Lump Sum (Buy Down):</td> <td>\$0.00</td> </tr> <tr> <td>Cust. Allow:</td> <td>\$6.943860 \$28,769.94</td> <td>Amort. Term:</td> <td>60</td> <td>TI Expended Minus Buy Down:</td> <td>\$0.00</td> </tr> <tr> <td>Tot. Allow:</td> <td>\$41.663161 \$172,619.64</td> <td>Amort. Start Date:</td> <td>10/01/2014</td> <td>Exceeds Allowance (Lump Sum Required):</td> <td>\$0.00</td> </tr> <tr> <td>Gen. Exp:</td> <td>\$0.000000 \$0.00</td> <td>Unamort. Bal:</td> <td>\$0.00</td> <td>TI to be Amortized:</td> <td>\$0.00</td> </tr> <tr> <td>Cust. Exp:</td> <td>\$0.000000 \$0.00</td> <td>Amort. Int Rate (%):</td> <td>2.885%</td> <td></td> <td></td> </tr> <tr> <td>Tot. Exp:</td> <td>\$0.000000 \$0.00</td> <td>RWA Direct Cost:</td> <td>\$0.00</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td>Total RWA Cost Including Fees:</td> <td>\$0.00</td> <td></td> <td></td> </tr> </table>			TENANT IMPROVEMENTS		TENANT IMPROVEMENTS		TI PAYMENT METHODS		Rate/USF	Total	Cust. Tier:	2	TI Total Expended Over Term:	\$0.00	Gen. Allow:	\$34.7193 \$143,849.70	Local Const. Index:	0.99	TI Lump Sum (Buy Down):	\$0.00	Cust. Allow:	\$6.943860 \$28,769.94	Amort. Term:	60	TI Expended Minus Buy Down:	\$0.00	Tot. Allow:	\$41.663161 \$172,619.64	Amort. Start Date:	10/01/2014	Exceeds Allowance (Lump Sum Required):	\$0.00	Gen. Exp:	\$0.000000 \$0.00	Unamort. Bal:	\$0.00	TI to be Amortized:	\$0.00	Cust. Exp:	\$0.000000 \$0.00	Amort. Int Rate (%):	2.885%			Tot. Exp:	\$0.000000 \$0.00	RWA Direct Cost:	\$0.00					Total RWA Cost Including Fees:	\$0.00		
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IGTE Order #:	Field Office: UPSTATE SERVICE CENTER	Buyer BPN:	Buyer TAS:	Seller BPN:	Seller TAS:																																																			
Forced Move																																																								
RENT DIFFERENTIAL Usable Square Feet: 15,351.00 Old Rate (\$/RSF): \$19.010000 R/U Factor Old Space: 1.432339863 New Rate (\$/RSF): \$16.750000 R/U Factor New Space: 1.167350000 Rate Differential (\$/RSF): \$-5.358832 Rate Differential Term (Months): Total Amount (Rent Diff Term): \$0.00		UNDEPRECIATED LUMP SUM Original Lump Sum Amount: \$0.00 Original Term (months): 60 Remaining Term (months): 8 Undepreciated Lump Sum: \$0.00		UNAMORTIZED BALANCE Original TI Amount: \$0.00 Original Interest Rate: 0.0000% Original Term (months): Remaining Term (months): Unamortized Balance: \$0.00																																																				
FORCED MOVE COST Physical Move: \$24,272.19 Telecom Cost: \$0.00 Systems Furniture, Special Equipment: \$0.00		TOTAL FORCED MOVE COST Pay Through Rent: \$0.00 Pay to Displaced Agency: \$24,272.19 Total Cost: \$24,272.19		RENT ON DISPLACED AGENCY'S SPACE Rentable Square Feet: 17,920.00 Current Rate (\$/RSF): \$16.750000 Term of Renovation: Total Amount (Displaced Agency Space): \$0.00																																																				

Reviewing OA Rates History



The Rates History screen contains all billed charges on an OA, including current and future billed charges.

To view the Rates History, click on **Rates History** on the OA Details screen. A pop-up screen will open where all the OA rates (including Joint Use rates) are listed.

Rates History Report

Rates History			
	Rate (RSF/Space)	Annual Amount	Dates
Bldg. Spec. Amort. Capital - GSA	\$0.040443	\$23.42	10/2010 - 09/2011 (12 months)
Operating Costs	\$8.918688	\$5,163.92	04/2005 - 04/2006 (13 months)
Operating Costs	\$9.052468	\$5,241.38	05/2006 - 01/2007 (9 months)
Operating Costs	\$5.750000	\$3,329.25	04/2007 - 03/2008 (12 months)
Operating Costs	\$5.888000	\$3,409.15	04/2008 - 03/2009 (12 months)
Operating Costs	\$6.035200	\$3,494.38	04/2009 - 03/2010 (12 months)
Operating Costs	\$6.186080	\$3,581.74	04/2010 - 03/2011 (12 months)
Operating Costs	\$6.272685	\$3,631.88	04/2011 - 03/2012 (12 months)
Operating Costs	\$7.570000	\$4,567.06	04/2012 - 03/2013 (12 months)
Operating Costs	\$7.698690	\$4,644.70	04/2013 - 03/2014 (12 months)
Operating Costs	\$7.821869	\$4,719.01	04/2014 - 03/2017 (36 months)
Other Contract Service	\$0.000000	\$0.00	04/2005 - 03/2012 (84 months)
Shell Rent	\$26.439996	\$15,308.76	04/2005 - 01/2007 (22 months)
Shell Rent	\$18.330000	\$10,613.07	04/2007 - 03/2012 (60 months)
Shell Rent	\$22.060000	\$13,309.02	04/2012 - 03/2017 (60 months)
	RSF/Space	Annual Amount	Dates
JU Space	23.92	\$774.93	04/1992 - 09/2006 (174 months)
JU Space	23.92	\$775.40	10/2006 - 07/2007 (10 months)
JU Space	23.92	\$775.40	08/2007 - 09/2007 (2 months)
JU Space	23.92	\$680.93	10/2007 - 09/2008 (12 months)
JU Space	23.98	\$704.01	10/2008 - 09/2009 (12 months)
JU Space	29.94	\$1,029.04	10/2009 - 09/2010 (12 months)
JU Space	29.94	\$1,226.85	10/2010 - 03/2012 (18 months)
JU Space	31.56	\$1,092.46	04/2012 - 09/2012 (6 months)
JU Space	31.56	\$1,114.78	10/2012 - 09/2013 (12 months)
JU Space	31.56	\$1,112.40	10/2013 - 09/2014 (12 months)
JU Space	31.86	\$1,209.92	10/2014 - 03/2017 (30 months)
JU Structured Parking Spaces	0.00	\$0.00	04/1992 - 09/2006 (174 months)

Reviewing the OA Financial Summary

- The Financial Summary Report (FSR) displays financial details of the Occupancy Agreement (space and rates paid).
- From the Left Menu Bar, click **Reports**, and then click **Financial Summary**. The **Financial Summary Document Criteria** section will open as a pop-window within the left-menu. Enter valid information into one or more of the search criteria fields.
- Click **Generate** to generate the document or **Reset** to erase your criteria selection. To download a PDF version of the document, click on the PDF icon.

Financial Summary Document

Financial Summary Report				
ANY08544	Final	Version: 24	Page:	1 of 2
2011	INTERNAL REVENUE SERVICE		Date Last Modified:	29-Sep-2014
	NY0281ZZ		Fiscal Year Update	
OA Start Date:	29-Sep-2014		Fiscal Year:	2015
OA End Date:	30-Sep-2016	Period:	29-Sep-2014 to	30-Sep-2015
		Charge Basis	Annual Charge	Annual Rate
1.	Shell Rental Rate			
a.	General	5,610	\$53,294.24	\$9.500000000
3.	Operating Costs ##	5,610	\$47,347.72	\$8.440000000
A.	Market Rent SubTotal	5,610	\$100,641.96	\$17.940000000
7.	Security Services			
c.	Building Specific Amortized Capital	6,031	\$706.00	\$0.117071000
9.	Parking			
a.	Structured (number of spaces) ####	13	\$13,159.38	\$1,012.260000000
B.	Agency Rent SubTotal	5,610	\$13,865.38	\$2.471583016
12.	Pro-Rata Joint Use Charges			
a.	Building Amenities	421	\$9,372.63	\$22.282148636
b.	Structured Parking	0	\$65.23	\$1,012.243757856
C.	Joint Use SubTotal		\$9,437.86	
D.	Total Annual Rent (A+B+C)	5,610	\$123,945.21	
E.	Adjustments SubTotal		\$0.00	
F.	Total Rent Bill(D+E)		\$123,945.21	
G.	Total Antenna Bill		\$0.00	
H.	Total Reimbursable Services Bill		\$0.00	
I.	Total PBS Bill (F+G+H)		\$123,945.21	
J.	LUMP SUM ITEMS			
h.	Physical Move Costs		\$24,272.19	
		Customization Tier		2
##	Operating Cost Escalation Applies	Amortization Terms (in months)		60
		PBS Fee is		0%
####	Structured Parking Escalation Applies			
Note: ANSI Rentable of 5,610 is 4,143 Assigned Usable Space PLUS 1,467 Common Space, R/U Factor is 1.353999344				
ANY08544	Final	Version: 24	Page:	2 of 2
2011	INTERNAL REVENUE SERVICE		Date Last Modified:	29-Sep-2014
	NY0281ZZ		Fiscal Year Update	
OA Start Date:	29-Sep-2014		Fiscal Year:	2016
OA End Date:	30-Sep-2016	Period:	01-Oct-2015 to	30-Sep-2016

Reviewing the Signed Agreement

- The Signed Agreement report displays the agreement between GSA and the client agency. It is generated to provide a signed copy of the Occupancy Agreement in the form of a report.
- From the Left Menu Bar, click **Reports**, and then click **Signed Agreement**. The **Signed Agreement Document Criteria** section will open as a pop-window within the left-menu. Enter valid information into one or more of the search criteria fields.
- Click **Generate** to generate the document or **Reset** to erase your criteria selection. To download a PDF version of the document, click on the PDF icon.

Reviewing the Preview Bill

- The OA Preview Bill report displays financial details of the Occupancy Agreement (space and rates paid) for a specified month. eOA features a search section to generate **Preview Bill** documents.

- **Preview Bill Criteria**

From the Left Menu Bar, click **Reports**, and then click **Preview Bill**. The **Preview Bill Report Criteria** section will open as a pop-window within the left-menu.

- Enter valid information into one or more of the search criteria fields. Click **Generate** to generate the document or **Reset** to erase your criteria selection. To download a PDF version of the document, click on the PDF icon.

Generated Preview Bill

Preview Bill Report				
ANY08544	Final	Version: 24	Page: 1	Date Last Modified: 29-Sep-2014
2011	INTERNAL REVENUE SERVICE			
	NY0281ZZ		Fiscal Year Update	
OA Start Date:	29-Sep-2014		Fiscal Year:	2015
OA End Date:	30-Sep-2016	Period:	01-Apr-2015 to	30-Apr-2015
		Charge Basis	Monthly Charge	Annual Rate
1.	Shell Rental Rate			
a.	General	5,610	\$4,441.19	\$9,500,000,000
3.	Operating Costs	5,610	\$3,945.64	\$8,440,000,000
A.	Market Rent SubTotal	5,610	\$8,386.83	\$17,939,999,144
7.	Security Services			
c.	Building Specific Amortized Capital	6,031	\$58.83	\$0,117,071,000
9.	Parking			
a.	Structured (number of spaces)	13	\$1,096.62	\$1,012,260,000,000
B.	Agency Rent SubTotal	5,610	\$1,155.45	\$2,471,583,016
12.	Pro-Rata Joint Use Charges			
a.	Building Amenities	421	\$781.05	\$22,282,148,636
b.	Structured Parking	0	\$5.44	\$1,012,243,757,856
C.	Joint Use SubTotal		\$786.49	
D.	Total Monthly Rent (A+B+C)	5,610	\$10,328.77	
14.	Billing Adjustments & Corrections			
a.	Current Year			
	03/2015 Late Activation		\$10,328.77	
E.	Adjustments SubTotal		\$10,328.77	
F.	Total Rent Bill(D+E)		\$20,657.53	
G.	Total Antenna Bill		\$0.00	
H.	Total Reimbursable Services Bill		\$0.00	
I.	Total PBS Bill (F+G+H)		\$20,657.53	
J.	LUMP SUM ITEMS			
	Customization Tier			2
	Amortization Terms (in months)			60
	PBS Fee is			0%
Note: ANSI Rentable of 5,610 is 4,143 Assigned Usable Space PLUS 1,467 Common Space. R/U Factor is 1.353999344				

Reviewing the Combined Signed Agreement & Financial Summary Documents

- A combination of the Signed Agreement and the Financial Summary reports and is frequently referred to as the Combined Report. A user may view this report in Adobe Acrobat format (PDF).
- The Combined Report can be generated for one OA or all OAs, for a specific Agency or Location Code. eOA features a search section to generate **Combined Signed Agreement and Financial Summary documents**.
- From the Left Menu Bar, click **Reports**, and then click **Combined Report**. The **Signed Agreement and Financial Summary Report Criteria** section will open as a pop-window within the left-menu.
- Enter valid information into one or more of the search criteria fields. Click **Generate** to generate the document or **Reset** to erase your criteria selection. The PDF version of the document will display.

Combined Signed Agreement & Financial Summary Document

1

Signed Agreement and Financial Summary

OCCUPANCY AGREEMENT
Between
INTERNAL REVENUE SERVICE (2011)
And
GENERAL SERVICES ADMINISTRATION

ANY08544 Final Version: 24 Date Last Modified: 29-Sep-2014
NY0281ZZ Fiscal Year Update

INTERNAL REVENUE SERVICE (Code 2011) will occupy 4,143.22 usable (5,609.92 rentable) square feet of space and 13 structured parking spaces and 0 surface parking spaces at JAMES M HANLEY FB (NY0281) located at 100 SOUTH CLINTON ST., SYRACUSE, NY, for a period of 24 months commencing on or about 09/29/2014.

The agency share of Joint Use Spaces is 420.63 rentable square feet. The agency share of Joint Use Structured Parking Spaces is 0.06 parking spaces.

INTERNAL REVENUE SERVICE (Code 2011) will pay the General Services Administration rent in accordance with the attached page(s). The rental will be adjusted annually for operating cost and parking escalations.

INTERNAL REVENUE SERVICE (Code 2011) will pay the General Services Administration additional rent for prorated share of joint use space associated with this location, if any.

Additional/reduced services are shown on the attached Occupancy Agreement Financial Summary.

Mandatory Clauses

Promoting Efficient Spending

Promoting Efficient Spending to Support Agency Operations

eOA Operating and Maintenance – User Activities



1. Keep an active extranet Portal account.
1. Participate in the user role recertification that occurs yearly.

eOA Troubleshooting

- eOA will display error messages on the screen to indicate what validations failed or conditions were not met in order to process the requested user action.
- If system problems occur, shut down your current browser window (click on the X in the top right corner of your browser window) and re-launch it from the eOA icon on the Portal. You may also review the eOA user manual for additional information. [eOA User Manual](#)
- eOA Technical Assistance:
COPBSApp@gsa.gov
Local Number: (202) 219-1054
National Number: 866-367-7878

Electronic Occupancy Agreements (eOA)

- Electronic Occupancy Agreements Website:
<http://www.gsa.gov/portal/content/242871>
- eOA Technical Assistance:
COPBSApp@gsa.gov
Local Number: (202) 219-1054
National Number: 866-367-7878



Questions?



Thank you for joining us today for a
***A Demonstration of the
Electronic Occupancy Agreement (eOA) Tool***

www.gsa.gov/ces
ClientEnrichmentSeries@gsa.gov