This is the final notice to the following GSA customers to pre-register account codes now to continue to have access to your bills from GSA when the Vendor and Customer Self Service (VCSS) website replaces BillView and paper billing statements mid-February 2016.

- AAS – Client Support Center (CSC)
- FEDSIM
- GSS - Integrated Workplace Acquisition Center (IWAC)
- National IT Commodity Program (NITCP)
- Network Services - Expanded Services
- Managed Service Office (MSO)/USA Access Program Office

The VCSS Account Code Registration website at http://vcssaccountcodes.ocfo.gsa.gov for pre-registration of account codes in VCSS will no longer be available to customers after Wednesday, January 20, 2016.

In mid-February 2016, the Vendor and Customer Self Service (VCSS) website will replace BillView and paper billing statements. BillView will remain accessible for historical billing information only. Customers of these GSA business lines must pre-register their account codes by January 20, 2016, to ensure that they have access to their billing statements beginning next month.

Please follow the steps below to pre-register all of your account codes by Wednesday, January 20, 2016 so that the BAAR Team can add your accounts to VCSS. After this date, the VCSS Account Code Registration website will no longer be available. Pre-registering all account codes you need access to is an important preliminary step in transitioning to VCSS to ensure uninterrupted access to your billing statements and billing data.

1. If you do not currently have access to ASSIST or BillView, send an email to FW-ClientServices@gsa.gov with “New BillView Access” listed in the Subject line, and state in the email message that “BillView access is needed for Phase 3.4 VCSS.” This is required to assist in the validation process as account codes are approved for creation in VCSS.
2. After you have access to BillView, go to http://vcssaccountcodes.ocfo.gsa.gov/Default.aspx
3. Click the Request Account Code(s) button
4. Enter your account code in the Account Code box. Your account code will be the Certifying Office number located on your bill
5. Click Search on the right side of the page
6. Click the blue plus sign located to the right of the account information
7. Repeat steps 3-5 for ALL the accounts in which you need access
8. Click the Enter My Information button
9. Enter your information
10. Click the Add My Information button
11. Verify your request
12. Click the Submit button

If you have already submitted your request and need to make edits, click the Modify Account Codes Request(s) button on the home page.
Customers that do not pre-register their account codes by January 20, 2016 must wait until mid-February to register for access to VCSS when it is fully implemented; they will be able to register at that time directly from the VCSS website.

If you have any questions, please email baar@gsa.gov.

The GSA Billing and Accounts Receivable (BAAR) Team