This is the final notice to Local Telecom Service and WITS customers to pre-register account codes now to have access to the Vendor and Customer Self Service (VCSS) website when it goes live mid-February 2016.

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 be available to all Local Telecom Service and WITS Customers. **e*Bill will remain available and unchanged, and customers will also be able to use VCSS as an additional option to view and run queries on summarized billing data, collections, and to dispute bills, if desired.** Customers can pre-register their account codes by January 20, 2016, to ensure that they have access to VCSS beginning next month.

If you do not currently have access to e*Bill, you need to register for e*Bill first at https://topsbill.ftsbilling.gsa.gov/. This is required to assist in the validation process as account codes are approved for creation in VCSS.

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.

2. Click the **Request Account Code(s)** button
3. Enter your account code in the **Account Code** box. Your account code will be the **Customer Number** number located on your e*Bill statement
4. Click **Search** on the right side of the page
5. Click the blue plus sign located to the right of the account information
6. Repeat steps 3-5 for ALL the accounts in which you need access
7. Click the **Enter My Information** button
8. Enter your information
9. Click the **Add My Information** button
10. Verify your request
11. Click the **Submit** button
12. If you need to edit your request, 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