From: GSA BAAR Project <baar@gsa.gov>
Date: Friday, May 31, 2013 at 2:30 PM
Subject: Important Message From GSA: Your Role as a VCSS Account Administrator

VCSS Account Administrators,

This message is to keep you informed of upcoming activities that may affect your Vendor and Customer Self Service (VCSS) Account Administrator role.

In July 2013, VCSS will replace the BillView website and paper bills for GSA’s customers of Reimbursable Work Authorizations (RWA), and the customers in Washington, DC receiving steam and chilled water through the Heating Operation and Transmission District (HOTD).

How will this affect your role as an account administrator? You will retain your role as a VCSS Account Administrator, and the account code(s) you administer may expand to include these two additional business lines. Therefore, you may experience a higher volume of account code requests beginning in the middle of July 2013. There can only be one VCSS Account Administrator per account code. For example, the current VCSS Account Administrator for a specific account code for the GSA Fleet business line will also be the administrator for RWA and HOTD.

If desired, your status as a VCSS Account Administrator can be changed at https://vcss.o cbo.gsa.gov/SupportRequest.aspx by selecting “Change Account Administrator” and submitting your request.

Your support is appreciated as GSA modernizes its billing, accounts receivable, and collection functions. If you have any questions, please send them tobaar@gsa.gov.

The GSA Billing and Accounts Receivable (BAAR) Team