Subject: BAAR UPDATE: Key Changes and Reminders on February 2016 Go-Live Date

Local Telecom and WITS Customers will be able to begin accessing their billing data electronically via GSA's Vendor and Customer Self Service (VCSS) website mid-February, 2016. Customers will continue to have access to e*Bill for Summary and Detailed billing information.

Please go to the “Key Changes for Local Telecom Service and WITS Customers” page at http://www.gsa.gov/portal/content/118586 to review in detail the changes listed below.

- New statement number formats
- VCSS Account Codes
- New Agency Bureau Codes format
- New Treasury Account Symbol (TAS) format
- Customer agencies will elect either grouped or individual IPAC statements

As a reminder, the VCSS Account Code Registration Site (http://vcssaccountcodes.ocfo.gsa.gov/) will close January 20, 2016. Customers should pre-register their Account Codes to ensure access to all accounts in VCSS when it goes live and replaces BillView and paper billing statements in February. After January 20, the VCSS Account Code Registration Site will be closed. Customers that do not enter all Account Codes by this date will need to visit VCSS after go-live to register for access.

Please contact baar@gsa.gov if you have any questions.

We will continue to communicate with you to facilitate your transition to VCSS. Please visit www.gsa.gov/baar for more information.

The GSA Billing and Accounts Receivable (BAAR) Team