Subject: Prepare to Use VCSS to Access Your Billing Statements and Billing Data Online

Wide Area Network (WAN)/Networx Customers,

Beginning **February 2016**, GSA will no longer send paper bills by mail or make new billing statements available in BillView. The Vendor and Customer Self Service (VCSS) website will not be replacing E-Morris. Wide Area Network(WAN)/Networx customers are encouraged to register for VCSS where they will have access to a variety of VCSS functionality, to include the ability to view summary billing information.

To gain access to VCSS you must:

1. **Register for Billview** if you do not currently have access to ASSIST, E-Morris or BillView by sending an email to [FW-ClientServices@gsa.gov](mailto: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”;

2. **Pre-Register Your Account Codes**. Customers must pre-register their account codes (Certifying Office number, BOAC or DODAAC) in VCSS now to ensure a smooth transition. Customers can do this at the [VCSS Account Code Registration Website](http://vcssaccountcodes.ocfo.gsa.gov/Default.aspx); and

3. **Transition to VCSS February 2016**.

To prepare for your transition to VCSS, please review the **Phase 3 VCSS Brochure** at [http://goo.gl/ept6QW](http://goo.gl/ept6QW) to become familiar with VCSS’s uses and functionality.

You can also find more information at [www.gsa.gov/baar](http://www.gsa.gov/baar). Please send questions or requests to receive future informational emails, like this one, to [baar@gsa.gov](mailto:baar@gsa.gov).

Thank you,

The GSA Billing and Accounts Receivable (BAAR) Team