Subject: Prepare to Use VCSS to Access Your Summarized Billing Data Online

Local Telecom Service and WITS Customers,

Beginning **February 2016**, the Vendor and Customer Self Service (VCSS) website will serve as an additional option to e*Bill. Customers are encouraged to register for VCSS where you can view and run queries on summarized billing data and payments received by GSA. This queried data can be easily exported into CSV files. VCSS will also allow you to dispute billing statements and correspond with billing representatives.

To gain access to VCSS you must:

1. **Register for e*Bill** if you do not currently have access at [https://topsbill.ftsbilling.gsa.gov](https://topsbill.ftsbilling.gsa.gov);

2. **Pre-Register Your Account Codes**. Customers must pre-register their account codes (Customer Number) 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