Subject: YOUR ACTION NEEDED: Choose to Pre-register your AAS, GSS-IWAC and ITS Account Codes by January 20, 2016

Beginning February 2016, GSA will no longer send paper bills by mail or make new billing statements available in BillView for the following business lines:

- AAS – Client Support Center (CSC)
- FEDSIM
- Integrated Workplace Acquisition Center (IWAC)
- National IT Commodity Program (NITCP)
- Network Services - Expanded Services
- Managed Service Office (MSO)/USAccess Program Office

Customers can access their billing statements and billing data electronically via the Vendor and Customer Self Service (VCSS) website. Customers are encouraged to pre-register for VCSS to help ensure uninterrupted access to GSA bills, statements and billing data when VCSS goes into effect for AAS, GSS-IWAC, and ITS customers in February 2016.

If you do not currently have access to either ASSIST or BillView, register for BillView by sending an email to 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.”

The deadline for pre-registering ALL account codes is Wednesday, January 20, 2016. After this date, the GSA website for pre-registering account codes (http://vcssaccountcodes.ocfo.gsa.gov) will no longer be available.

Please follow the steps below to pre-register ALL of your accounts:

2. Click the “Request Account Code(s)” button
3. Select your “Account Type” which is the “AAS, GSS-IWAC, and ITS Customers button”
4. Enter your Certifying Office number or BOAC located on your bill in the “Account Code” box
5. Click “Search” on the right side of the page
6. Click the blue plus sign located to the right of the account information to move the account code to your cart
7. Repeat steps 4-6 for ALL the accounts, in which you need access
8. Click the “Enter My Information” button
9. Enter your information
10. Click the “Add My Information” button
11. Verify your request
12. Click the “Submit” button
13. If you need to edit your request, click the “Modify Account Codes Request(s)” button on the home page
Please forward this email to colleagues within your organization who might want to view bills for AAS, GSS-IWAC, and ITS.

If you have any questions, please email vcssaccountcodes@gsa.gov.

The GSA Billing and Accounts Receivable (BAAR) Team