Subject: YOUR ACTION NEEDED: Choose to pre-register your Wide Area Network (WAN)/Networx Customers Account Codes by January 20, 2016

Beginning **February 2016**, paper billing statements and access to new billing statements in BillView will be discontinued for Wide Area Network (WAN)/Networx customers.

Customers will continue to have access to E-Morris for Summary and Detailed billing information as well as additional account information. WAN/Networx customers are encouraged to pre-register for VCSS to obtain Summary billing statements, dispute billing statements and correspond with billing representatives. Customers will also be able to view and run queries on summarized billing data and payments received by GSA.

If you do not currently have access to either ASSIST, E-Morris 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”
4. Enter your Certifying Office number, BOAC or DoDACC number 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 use VCSS.

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

The GSA Billing and Accounts Receivable (BAAR) Team