

GSA Real Estate Exchange (G-REX) Account Request Form

For GSA External Users (Non-GSA Government Employees and Non-GSA Contractors)

Complete (type) "User" and "User's Government Supervisor" sections. Print and sign form, obtain supervisor's approval (gov't only). Email completed form to grexaccess@gsa.gov

Section 1: User Information

Email Address* _____ Phone _____
Name _____
Address _____
Agency / Company _____ Bureau _____
Employee If employee, contracting officer (GSA Regulations)?
Contractor Contract Company: _____

Background Investigation*: _____ **Adjudication Date*:** _____

Justification for Access: _____

I certify that my investigation information above is current and accurate. I agree to abide by all security policies, standards, and procedures of my agency. I have also read and agree to abide by the GSA IT General Rules of Behavior. I understand that GSA may monitor and audit my account usage and that using the system constitutes consent to such activities. I agree to use the system only for authorized purposes related to official business.

Signature _____ Date _____

Section 2: USER'S GOVERNMENT SUPERVISOR (Gov't Only)

Name: _____ Telephone: _____
Address: _____ Email: _____

I certify that I am a government employee and my agency's contact with GSA for this program. I also certify that the user's investigation information above is current and accurate. If I am no longer this person's supervisor I agree to immediately notify grexaccess@gsa.gov

Signature: _____ Date: _____

Section 3: GSA PBS REVIEW & VALIDATION (Business Line)

Name: _____ Designee Name: _____
I approve this account request with the following role(s) _____

Signature: _____ Date: _____

Section 4: GSA PB ITS REVIEW & VALIDATION (Technical Operations)

Name: _____ Designee Name: _____
Signature: _____ Date: _____