PPMS User ID Request Form

Name: _____ Email: _____

State: _____ Zip Code: _____ Phone Number: _____ Ext: _____

Activity Address Code: _____

What do you need to do in the system? (Select all that apply)
__ Report property for disposal
__ Search currently screening property
__ Select (request) property for my agency's use
__ Allocate computer equipment on GSA-hosted Computers for Learning website
__ Review auction listings for property that I'm a custodian for
__ Approve other users' property requests

Specialized Roles: (Select only one role, if applicable)
__ National Utilization Officer
__ State Agency for Surplus Property User (Optional: __ Add/Remove Donees)
__ Public Airport User (FAA Only)
__ FEPMIS User (Forest Service Only)
__ Internal Screening (AAMS) User (DHS, VA, USDA, Energy, and Interior ONLY)
  __ Search ___ Select

GSA Only Roles:
___ Area Property Officer ___ Help Desk

Who will approve your property requests/ actions?
Approving Official Name: _____ Phone Number: _____
Title: _____ Email: _____

Approving Official Signature: _____

Notes:
- Your Activity Address Code (AAC or DODAAC) is **required**. If you do not know it, please ask your National Utilization Officer (NUO) or email ordermgmt@gsa.gov.
- If you only want to search and have a .gov/.mil email address, you can self-register on GSAXcess. (You will still need your AAC to self-register).
- If you want to be your own approving official, you **must** attach a letter on official letterhead stating that you have the Agency's permission to select property and be your own approving official. The appropriate official as required by your agency policy (e.g., a supervisor, NUO, or Director) must sign the letter.

Once Completed:
- Federal users, return to your NUO. If you do not have an NUO, return to your GSA Area Property Officer.
- State Agency for Surplus Property or Foreign Gift users, return to gsaxcess@gsa.gov.