

External Access Request

Go to the **VCSS website** → <https://vcss.ocfo.gsa.gov/Default.aspx>

Click on the **“Registrations & Access Requests”** button.

<p>System Login</p> <p>Use this button if you've already registered for access to use VCSS.</p> <p><i>Tip: Be sure to never use the "back" button of your browser while using VCSS.</i></p>	<p>Registrations & Access Requests</p> <p>Use this button if you are a new user to VCSS and need to:</p> <ul style="list-style-type: none">• Register new accounts• Gain access to existing accounts	<p>Support Request</p> <p>Use this button to create a request that you be removed from an account, or from VCSS. You can also change account administrator status.</p>
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Click the button **“Click here if you are a Customer of GSA.”**

<p>Vendor Registrations and Access Requests</p> <p>Click here if you currently do business with GSA as a Vendor</p> <p>Being in VCSS allows a vendor to create and process real-time invoices electronically and track the status of payments made by GSA. If you wish to participate in VCSS, you must have a valid DUNS/DUNS+4 number and register in the Central Contractor Registration (CCRC) database prior to registering in VCSS.</p>	<p>Customer Registrations and Access Requests</p> <p>Click here if you are a Customer of GSA</p> <p>A customer utilizing VCSS will have the capability to view their billing and payment information. You can link to external websites and export billing data to CSV. You can also manage your accounts, review account history and submit correspondence. All customers must register their GSA Account Code formerly known as BOAC or AGBU Codes and IPAC activities must register their Agency Location Codes (ALC).</p>
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Choose either the **“Account Code”** or **“ALC”** radio button, and type the corresponding information in the field and click **“Search.”** (You can also use the **“Organization”** field to search.)

Access Request

What account(s) would you like access to?

Enter an Account Code/8-digit ALC (Agency Location Code) or Agency Name.

Account Code ALC Organization

External Access Request

Click the “+” buttons next to the BOACs/ALC you want to request access to.

Access Request

What account(s) would you like access to?

Enter an Account Code/8-digit ALC (Agency Location Code) **or** Agency Name.

Account Code ALC Organization

ALC	Account Code	Address Code	Organization	Add
N/A	175284	175284F	COMMANDER	<input type="button" value="+"/>
N/A	175284	175284	COMMANDER	<input type="button" value="+"/>

1

Click the “Continue” button once the correct account codes(s) have populated on the right-hand side of the page.

Accounts

Access Requests

- COMMANDER
[+ SHOW DETAILS](#)
- COMMANDER
[+ SHOW DETAILS](#)

Registration Requests

There are no accounts added.

Fill in the form under the “User Information” block, and click “Continue.”

New Requests **User Information** Confirm and Submit Request Complete

Access Requests

ALC	Account Code	Address Code	Organization	Account Administrator	Remove
N/A	175284	175284F	COMMANDER	Jayna Turpin	<input type="button" value="X"/>
N/A	175284	175284	COMMANDER	Jayna Turpin	<input type="button" value="X"/>

User Information

Vcss

Requester

vcss.request@gsa.gov

vcss.request@gsa.gov

Phone Number (111) 222-3344

Non US Phone Number () - -

Fax Number () - -

[Go back](#)

External Access Request

Verify your information, and click “**Submit.**” (You will need to type in the alphanumeric image to submit.)

Confirm your request

Make sure all details are correct. When you are done, click "Submit"

Your Information

Name : Vcss Requester
Email : vcss.request@gsa.gov
Phone : (111) 222-3344
Non US Phone : N/A
Fax : N/A

Account Requests

Access Requests

ALC	Account Code	Address Code	Organization	Account Administrator
N/A	175284	175284F	COMMANDER	Jayna Turpin
N/A	175284	175284	COMMANDER	Jayna Turpin



[Generate New Image](#)

type the code from the image


[Go back to edit](#)

External Access Request

When you have successfully requested access you will receive a "Thank-you note" on the website as well as an email. Both will provide you with a confirmation code. If you do not receive access within two business days, please forward the email with this code to vcss.security@gsa.gov so that we can follow up with the account administrator.

Thank you!

We have received your request. A email with confirmation code(s) has been sent to your mailbox with the below information.

 Vendor and Customer Self Service

Dear Vcss Requester,

Thank you. We have received your Request.

Your Confirmation Code for this Request: **CA007656**

What are the next steps,

Requests for Accounts already registered in VCSS will be sent to the Account Administrator(s). If you do not receive a response about your Account in 2 business days, please follow up with the contact information listed below.

Requests for New Accounts will be sent to GSA. If you do not receive response about your Accounts in 2 business days, please follow up with GSA: VCSS.Security@gsa.gov.

Requests Details

You may print these details for your record.

Your Information

Name : Vcss Requester
Email : vcss.request@gsa.gov
Phone : (111) 222-3344