

# COMPUTERIZED DELIVERY SEQUENCE (CDS) WEB ACCESS REQUEST FORM

To request access to CDS Web, please provide the information below, then send this completed form via USPS mail or fax to the address listed at the bottom of this form. Your e-mail address will be used to notify you of approved access. Access to this site is restricted to CDS customers only.

**Please print clearly.**

Requestor's Name:		CDS Customer Number:	
Job Title:		E-mail Address:	
Company Name:			
Address:			
City:		State:	ZIP+4 Code:
Telephone Number: (     )	Fax Number: (     )		

**Privacy Act Statement**

The collection of this information is authorized by 39 U.S.C. 401 and Public Law 100-235, Computer Security Act of 1987. This information will be used to assign computer access to data and or/files on computer systems limited to authorized persons through the use of computer security access control products. As a routine use, this information may be disclosed to a congressional office at your request; to OMB for review of private relief legislation; to a labor organization as required by the NLRA; where pertinent, in a legal proceeding to which the USPS is a party; to an appropriate law enforcement agency for investigative or prosecutorial purposes; to a government agency where relevant to a hiring, contracting or licensing decision by the requesting agency; to a government agency in order to elicit information relevant to a hiring, contracting, or licensing decision by the USPS; to an expert or consultant under contract with the USPS to fulfill an agency function; to the Federal Records Center for storage; to the Equal Employment Opportunity Commission for investigating a formal EEO complaint filed against the USPS under 29 CFR 1613; and to the Merit Systems Protection Board of Offices of Special Counsel for proceedings involving possible prohibited personnel practices. Completion of this form is voluntary; however, if this information is not provided, you may not be granted computer access.

I am responsible for Logon/Logoff, all actions pertaining to the use of my assigned logon ID, and will not provide my logon ID to another person. I agree that access to computer data or files not authorized to me is prohibited. I understand my logon ID may be suspended indefinitely if I violate security procedures or fail to provide update information for the information listed above whenever I change job positions. I agree that misuse of a USPS computer system may result in disciplinary action and/or criminal prosecution. I understand that any detected misuse of a computer system will be reported to the Inspection Service

Requestor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If you have any questions regarding this CDS Web access request form, please contact CDS Web Technical Support at 877-640-0724 or e-mail us at [encsc@email.usps.gov](mailto:encsc@email.usps.gov); otherwise, forward this completed form by mail or fax to:

CDS WEB  
 NATIONAL CUSTOMER SUPPORT CENTER  
 UNITED STATES POSTAL SERVICE  
 6060 PRIMACY PKWY STE 201  
 MEMPHIS TN 38188-0001

FAX: 901-821-6252



**Address Management/NCSC Use Only**

ID Assigned:
Date Customer E-mailed:
NCSC Initials:
Comments: