



CDS Web Access Request Form

This form will be used to create a Web-based account with the National Customer Support Center (NCSC) which will be utilized to send/receive (upload/download) files for the business affiliation indicated below to/from the Rapid Information Bulletin Board System (RIBBS). Please complete this form and all accompanying documentation and return via United States Postal Service® mail to the address at the bottom of this form. Your email address will be used to notify you of approved access.

Select a business affiliation (Complete a separate form for each business affiliation request):

- Electronic Address Sequence Service (EAS)
- CDS Qualification Request (RIBBS)
- eCDS

A. Customer Information

1. Name	2. Last 4 digits of Social Security Number
3. Job Title	4. Telephone Number (include area code)
5. Company Name	6. Email Address
7. Business Address	8. Corporate HQ Location (if different from your Business Address) CDS DEPARTMENT NATIONAL CUSTOMER SUPPORT CENTER UNITED STATES POSTAL SERVICE 6060 PRIMACY PKWY STE 101 MEMPHIS, TN 38188-0001

B. Customer Computer Access Authorization

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 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.

User Responsibility Agreement Statement

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.

Requester's Signature	Date
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Manager Responsibility Agreement Statement

I agree that this logon ID will be used for authorized USPS work within the scope of my organization. I also agree that upon termination or transfer of the user, I will advise the Computer Systems Security Officer in writing as to the disposition of the computer files and/or data and logon ID. I will periodically review the use of the assigned logon ID and computer files and/or data.

a. Name	b. Last 4 digits of SSN	c. Date
d. Signature		e. Telephone Number (include area code)

If you have any questions regarding this Web access request form, please contact the CDS Department at 800-331-5746 or via e-mail at encsc@usps.gov; otherwise, forward by mail or fax this completed form with accompanying documentation to:

CDS DEPARTMENT
 NATIONAL CUSTOMER SUPPORT CENTER
 UNITED STATES POSTAL SERVICE
 6060 PRIMACY PKWY STE 101
 MEMPHIS TN 38188-0001
 FAX: 901-821-6252

NCSC Use Only	
NCSC Business Affiliation	
ID Assigned	
Date Customer Was Emailed	Initials
Comments	