



# AEC 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 AEC business affiliations 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.

## 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)  AEC DEPT NATIONAL CUSTOMER SUPPORT CENTER UNITED STATES POSTAL SERVICE 6060 PRIMACY PKWY STE 201 MEMPHIS TN 38188-0001

## B. Customer Computer Access Authorization

**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 AEC Department at 800-331-5746 or via e-mail at [aec@usps.gov](mailto:aec@usps.gov); otherwise, forward by mail or fax this completed form with accompanying documentation to:

NATIONAL CUSTOMER SUPPORT CENTER  
UNITED STATES POSTAL SERVICE  
6060 PRIMACY PKWY STE 201  
MEMPHIS TN 38188-0001  
FAX: 901-821-6247

NCSC Use Only	
NCSC Business Affiliation	
ID Assigned	
Date Called Customer	Initials
Comments	