



**Purpose:** Use this form to create a WEB based account with the National Customer Support Center (NCSC). This account will be used to send and receive (upload/download) files for the business affiliation indicated below to/from the NCSC. Please complete the form and return it by mail or fax using the information at the bottom of this form. We will send you an e-mail to notify you of approved access.

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

- ACS™
- FASTforward®
- NCOALink®
- LACSLink®
- CASS™
- MASS™
- FFMUN (FASTforward Move Update Notification)
- Other NCSC Applications (Specify): \_\_\_\_\_

**A. Requestor**

1. Name (Please print)	2. Job Title
3. Last 4 Digits of Social Security Number/Tax ID Number	4. Telephone Number (Include area code)
5. E-mail Address	6. Fax Number (Include area code)

**B. Manager**

1. Name (Please print)	2. Job Title
3. Last 4 Digits of Social Security Number/Tax ID Number	4. Telephone Number (Include area code)
5. E-mail Address	6. Fax Number (Include area code)

**C. Address**

1. Department		
2. Company Name		
3. Urbanization Code (Puerto Rico only)		
4. Address	5. Apt./Ste. Number	
6. City	7. State	8. ZIP + 4®

**Privacy Act Statement:** Your information will be used to process your request for access to data and/or files on USPS computer systems. Collection is authorized by 39 USC 401.

Providing the information is voluntary, but if not provided, we may not process your request. We may only disclose your information as follows: in relevant legal proceedings; to law enforcement when the USPS or requesting agency becomes aware of a violation of law; to a congressional office at your request; to entities or individuals under contract with USPS; to entities authorized to perform audits; to labor organizations as required by law; to federal, state, local or foreign government agencies regarding personnel matters; to the Equal Employment Opportunity Commission; and to the Merit Systems Protection Board or Office of Special Counsel. For more information regarding our privacy policy visit us at usps.com.

Requestor's Signature	Date
Manager's Signature	Date

<p>If you have any questions about this Web Access Request form, please contact Technical Support at: 1-800-331-5746;</p> <p>or send us an e-mail at: <a href="mailto:ncoalink@usps.gov">ncoalink@usps.gov</a>.</p> <p>Otherwise, forward this completed form by mail or fax to:</p> <p>MOVE UPDATE SUPPORT GROUP NATIONAL CUSTOMER SUPPORT CENTER UNITED STATES POSTAL SERVICE 6060 PRIMACY PKWY STE 101 MEMPHIS TN 38188-0001</p> <p>Fax: 901-767-8853</p>	<b>Address Management/NCSC Use Only</b>	
	NCSC Business Account Number	
	ID Assigned	
	Password Assigned	
	Date E-mail Sent to Customer	
	NCSC Initials	
Comments		