



Rapid Information Bulletin Board System (RIBBS) 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):

- Delivery Type
- Labeling Lists
- Other: _____

(Original form required. Please mail to the address below.)

Requester's Name (Please print)		Job Title	
Last 4 digits of Social Security Number	Email address	Telephone Number	Fax Number
Manager's Name (Please Print)		Job Title	
Last 4 digits of Social Security Number	Email address	Telephone Number	Fax Number
Department			
Company Name			
Urbanization			
Address			
City		State	ZIP + 4® Code

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.

Manager's Signature	Date
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If you have any questions regarding this RIBBS Web access request form, please contact Technical Support at 877-640-0724 or via e-mail at ribbs@usps.gov; otherwise, forward by mail or fax this completed form with accompanying documentation to:

RIBBS TECHNICAL SUPPORT
 NATIONAL CUSTOMER SUPPORT CENTER
 UNITED STATES POSTAL SERVICE
 6060 PRIMACY PKWY STE 101
 MEMPHIS TN 38188-0001
 FAX: 901-681-4521

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