



# 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 RIBBS™ website. 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. A representative will contact you by phone with details regarding your approved access.

## A. Customer Information

|                     |  |
|---------------------|--|
| 1. Name             |  |
| 2. Job Title        | 3. Telephone Number (include area code)                            |
| 4. Company Name     | 5. Email Address   |
| 6. Business Address | 7. Corporate HQ Location (if different from your Business Address) |

## 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 |
|-----------------------|------|

**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.

|              |   |
|--------------|---|
| 1. Name      | 2. Date                                 |
| 3. Signature | 4. Telephone Number (include area code) |

If you have any questions regarding this Web access request form, please contact the AEC Department at 800-238-3150 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 101  
MEMPHIS TN 38188-0001  
FAX: 901-681-4582

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