



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 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. 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	
Email address	Telephone Number	Fax Number
Manager's Name (Please Print)	Job Title	
Email address	Telephone Number	Fax Number
Department		
Company Name		
Urbanization		
Address		
City	State	ZIP + 4® Code

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 Parkway Suite 101
 Memphis TN 38188-0001
 FAX: 901-681-4521

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