

Instructions for Agencies Accessing GSA RWA BillView

In order to access the GSA Finance website, you must have a valid government email address and you must have valid **Client Links** and a **BillView** username and password.

Steps to Gain Access to GSA RWA BillView:

- 1.) Submit an email to GSA at FW-ClientServices@gsa.gov to request a password for Client Links and a password for BillView.
- 2.) GSA will give the User a temporary password which can only be used once to create a permanent username and password. The User will also be provided with written instructions on how to correctly set up a new username and password for (a) **Client Links** and (b) **BillView**.
- 3.) Users should proceed to www.finance.gsa.gov to access these sites.
- 4.) At the bottom of the web page, the User should select **Client Links**
- 5.) User will be prompted for their username and password.
- 6.) On the left side of the next screen under PBS, the User should select **BillView** and enter in their username and password. **BillView** offers detailed billing information for individual RWAs.
 - a. In **BillView** the first search query allows the User to research billings prior to November 2007. If the user selects the link **Click Here to Search RWA Billings after October 2007**, they will be taken to a different query screen to search RWA billings from November 2007 to present when the billing format was enhanced.
 - i. On the next screen, the User should enter the seven-digit GSA RWA number without the alpha character in the **Search** field.
 - ii. Once the individual RWA monthly billings are listed on the screen, the User determines the desired date and selects **View PBS RWA Bill**. A one page RWA Detail Billing sheet is displayed which can be viewed or printed.

Important Points

- The User will automatically be logged out of Client Links and BillView after navigating away from the webpage.
- Each user must register for an individual username and password. GSA needs to control access so please do NOT share user IDs
- PBS Rent on the Web (ROW) is a separate system which gives agencies access to Client Billing Records associated with space assignments. This system can be accessed at <https://www.pbs-billing.gsa.gov/row/>