



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 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 (<i>include area code</i>)
4. Company Name	5. Email Address
6. Business Address	7. Corporate HQ Location (<i>if different from your Business Address</i>)

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
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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.

1. Name	2. Date
3. Signature	4. Telephone Number (<i>include area code</i>)

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; otherwise, forward by mail or fax this completed form to:

AEC DEPARTMENT
 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	