



# County Project 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 County Project 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> )	
4a. County Name	4b. State	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](mailto:aec@usps.gov); otherwise, forward by mail or fax this completed form to:

ADDRESS QUALITY PROGRAMS  
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	