



# 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 EPF 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> )

<p>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 <a href="mailto:cds.ncsc@usps.gov">cds.ncsc@usps.gov</a>; otherwise, forward by mail or fax this completed form to:</p> <p>ADDRESS QUALITY PROGRAMS NATIONAL CUSTOMER SUPPORT CENTER UNITED STATES POSTAL SERVICE 225 N HUMPHREYS BLVD STE 501 MEMPHIS TN 38188-1001 FAX: 901-681-4582</p>	<b>NCSC Use Only</b>	
	NCSC Business Affiliation	
	ID Assigned	
	Date Called Customer	Initials
Comments		