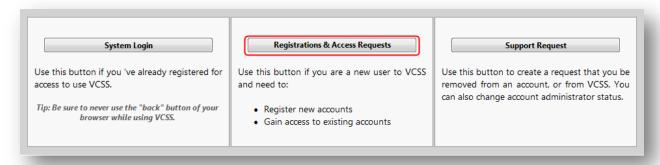
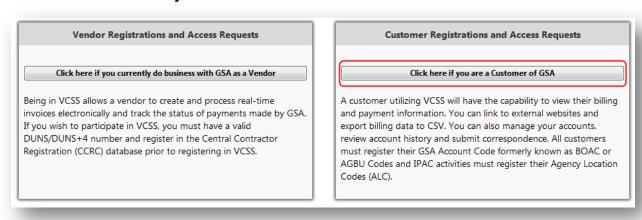
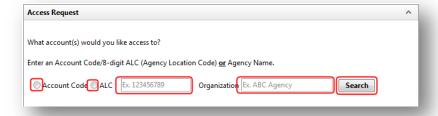
Go to the VCSS website → https://vcss.ocfo.gsa.gov/Default.aspx Click on the "Registrations & Access Requests" button.



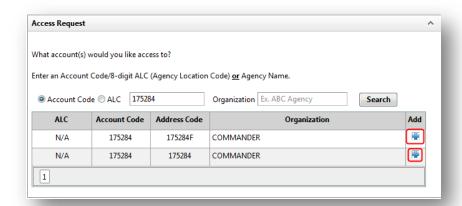
Click the button "Click here if you are a Customer of GSA."



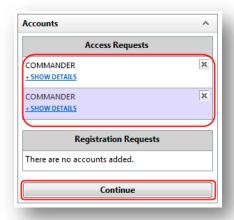
Choose either the "Account Code" or "ALC" radio button, and type the corresponding information in the field and click "Search." (You can also use the "Organization" field to search.)



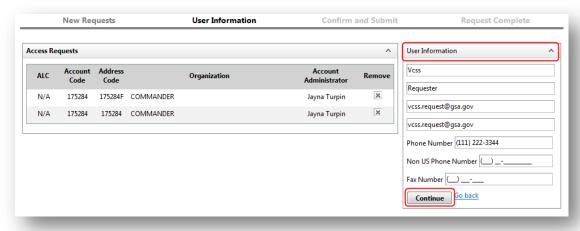
Click the "+" buttons next to the BOACs/ALC you want to request access to.



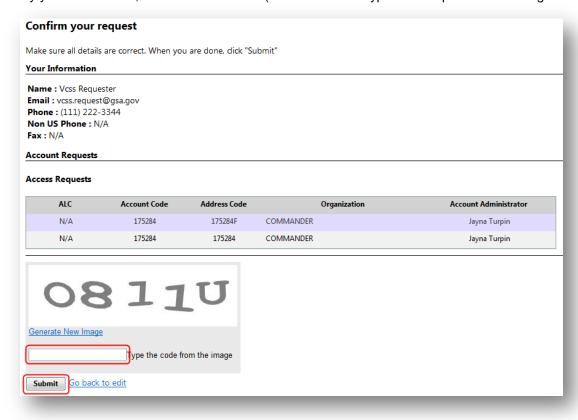
Click the "Continue" button once the correct account codes(s) have populated on the right-hand side of the page.



Fill in the form under the "User Information" block, and click "Continue."



Verify your information, and click "Submit." (You will need to type in the alphanumeric image to submit.)



When you have successfully requested access you will receive a "Thank-you note" on the website as well as an email. Both will provide you with a confirmation code. If you do not receive access within two business days, please forward the email with this code to vcss.security@gsa.gov so that we can follow up with the account administrator.

