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 *(include area code)*
| 4. Company Name | 5. Email Address
| 6. Business Address | 7. Corporate HQ Location *(if different from your Business Address)*

### 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: ________________

**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 *(include area code)*

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**
**225 N HUMPHREYS BLVD STE 501**
**MEMPHIS TN 38188-1001**
**FAX: 901-681-4582**

**PS Form 5115, January 2013**

**Privacy Notice:** For information regarding our Privacy Policy, visit [www.usps.com](http://www.usps.com).