

Issue 25

August 3, 2017

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Notice of Upcoming Changes for Remote Connection

Postal Suppliers,

Cybersecurity has always been, and continues to be, a priority for the U.S. Postal Service. As part of our mission to strengthen the security of our network, measures are being taken to limit external access from unauthorized and/or malicious actors.

As part of these efforts, the Corporate Information Security Office (CISO) will **shut down** <u>remote.usps.gov</u> as an approved connection to USPS applications on August 28.

Impact:

If you **do not** use <u>remote.usps.gov</u> to access USPS applications, no further action is required at this time.

If you **do** use <u>remote.usps.gov</u>, log on to eAccess to request Business Partner Virtual Private Network (BP VPN) access by August 21.

• The use of two-factor authentication, using a USPS-issued token, will remain in effect when using BP VPN.

What's Next?

Instructions on how to request BP VPN access are shown below.

Please note the following dates.

Date	Activities	
Monday August 21, 2017	Last day to request BP VPN access: If needed, log on to eAccess by this date to request BP VPN access and to receive approval prior to the shutdown on August 28.	

<u>Remote.usps.gov</u> disabled: The Postal Service will disable <u>remote.usps.gov</u> as an approved connection to Postal Service applications.

Where should I go if I have questions?

If your employer does not appear on the BP VPN drop down list, contact the Postal Service IT Service Desk at (800) 877-7435.

Thank you for your continued commitment to safeguarding the Postal Service network!

Sincerely,

Susan M. Brownell Vice President Supply Management

This issue is simultaneously being sent to USPS Supply Management employees for their information.

Instructions for requesting BP VPN using an ACE Machine

 If you are logged in to an ACE machine, go to the USPS Blue page 	http://blue.usps.gov/wps/portal
2. Click on eAccess in the left side navigation bar, under Essential Links	All Departments/Functions Essential Links Accounting Connecting with Customers Continuous Improvement Corp. Information Security & Digital Solutions Corporate library CSDC DRIVE eAccess eAwards eBuy/eBuy2 eCareer eHRSSC forms Election Mail ePayroll ePassword reset eTravel
3. Click on Enter Application	Important Information Application Access To access eAccess, users should login with their ACE account. Enter Application

4. Log in with your ACE	ID ACE Logon ID:
and Password	
	ACE Password.
	Note: Password is case sensitive
	Log On Cancel
5. Search for 'Business	Search for an Application for yourself
Partner VPN' in the s box	earch Application Distribution List Special Request Test Application *
6. Scroll down and click	On Enter the application name: Business Partner VPN Search
'VPN Access BP-2FA	Search Results
	TestPartner (TestPartner)
	International VPN Access FIR CARACTER
	VPN Access to USPS - 2FA
7 Eindere	
7. Find your company's	S Request Setup Information (Required information when submitting a request.")
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NCRB request will ne	Copuons displayed will depend upon Request Setup Into selected
be completed.	Data needed (mm/ddaese)
8. Complete all necess	ary <u>Clear Date</u>
forms. Enter a home	or
work address. If you c	lo not
currently have a toker	n, one
will be sent to you at t	he Special Instructions (Max 2000 characters)
address you provide v	vhen Is this request associated with a detail assignment?
you select "Click Here	to _{© No}
Make a Selection". If y	/OU O Yes
already have a token,	YOU Submitted To Manager
9 Click on the calendar	ICOD Dependent Request Setup Information
and enter today's da	Coptions displayed will depend upon Request Setup Info selected Request Related Processing Instructions
the 'Date Needed'	Date needed (mmiddlyyyy)
10. Select 'No' when aske	ed if
the request is associa	ted Special Instructions (Max.2000 characters)
with a detail assignme	Is this request associated with a detail assignment?
	© Yes
11. Click Next	Vour request has been submitted!
12. Review information fo	r i our request has been submitted:
accuracy	
13. Click Submit	Close
14. You will receive a	
confirmation upon	
submitting your reque	st

Instructions for requesting BP VPN using remote.usps.gov

1.	If you have a token, log in to remote.usps.gov with your username and password	<pre>kttps://remote.usps.gov/+CSCOE+/logon.html?reason=12#form_title_text</pre>	
2.	Click on eAccess in the navigation bar	WINTED STATES. Remote VPN Service Image: Collection Point Management System (CPMS) DOIS Web Reporting eAccess eBuv2 eTravel eTravel Image: Collection Point Management System (CPMS) DOIS Web Reporting eAccess eBuv2 eTravel eTravel Image: Collection Point Management System (CPMS) DOIS Web Mail Image: Collection Point Management System (PMS) Package Volume Information Ticker (PVIT) Panorama (Salestorce) PCTS Image: Postal Alert Notification System (PANS) Postal Alert Notification System (PANS) Image: Postal Alert Notification System (PANS) Postal Alert Notification System (PANS) Image: Postal Alert Notification System (PANS) Postal Alert Notification System (PANS) Image: Postal Alert Notification System (PANS) Postal Alert Notification System (PANS) Image: Postal Alert Notification System (PANS) Postal Alert Notification System (PANS) Image: Postal Alert Notification System (PANS) Postal Alert Notification System (PANS)	
3.	Click on Enter Application	Important Information Application Access To access eAccess, users should login with their ACE account. Enter Application	
4.	Log in with your ACE ID and Password	ACE Logon ID: ACE Password: Note: Password is case sensitive Log On Cancel	
5.	Search for 'Business Partner VPN' in the search box.	Search for an Application for yourself Click here to request access for another person Application Database Resource Unix Distribution List Special Request Test Application *	
6.	Scroll down and click on 'VPN Access BP-2FA'	Enter the application name: Business Partner VPN Search Search Results TestPartner (TestPartner) ErR TestPartner (TestPartner) ErR Thermational VPN Access Err Thermational VPN Access TestPartner Err VPN Access TustPartner Err VPN Access TustPartner Err VPN Access Inspection Service - 2FA Err VPN Access Inspection Service - 2FA Err	

7	Find your company's		
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		Click Here to Make Selection	?
		Dependent Request Setup Information	
	name does not appear, an	Options displayed will depend upon Request Setup Info selected	
1	NCRB request will need to	Request Related Processing Instructions	
	pe completed.	Date needed (mm/dd/yyyy)	
8.	Complete all necessary	<u>Clear Date</u>	
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1	work address. If you do not	^	
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	will be sent to you at the	Special Instructions (Max2000 characters)	
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1	will not receive another one		
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	and enter today's date as	Request Related Processing Instructions	
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10	Select ' No' when asked if	A	
the request is associated		Special Instructions (Max 2000 characters)	
	with a detail assignment	Is this request associated with a detail assignment?	
		No Yes	
11	Click Next		
12	Review information for	Your request has been submitted!	
	accuracy		
13	Click Submit	Close	
11			
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	submitting your request		
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ARE YOU REGISTERED TO DO BUSINESS WITH THE U.S. POSTAL SERVICE?	CONTACT US!			
Almost 19,000 suppliers have registered since our launch of the Supplier Registration site in July 2009.	We value your questions and feedback to this newsletter. Please feel free to reply to this message with your			
All suppliers interested in doing business with the U.S.	feedback or mail to:			
Service Supplier Registration system.	U.S. Postal Service			
For more information, please go to <u>http://about.usps.com/suppliers/becoming/registration.htm</u> .	Supply Management Communications 475 L'Enfant Plaza, SW, Room 1100 Washington, DC 20260-6201			
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