DROP SHIPMENT APPOINTMENT SYSTEM (DSAS) WEB ACCESS REQUEST FORM

To request access to DSAS Web, please provide the information below, then send this completed form via USPS mail or fax to the address listed at the bottom of this form. You will be called, notifying you of the approved access ID used. This ID will be used for all of your DSAS needs, see the back of this form for ID definitions.

Request for DSAS Web User ID

Request for DSAS Web Mailer ID (perishables)

Request for DSAS Web Mailer ID (nonperishables)

Request for DSAS Web Mailer ID (perishables & nonperishables)

Please print clearly.

Requester's Name:				L	Last 4 of Social Security Number:		
Job Title:		E-mail Address:					
Manager's Name:			Last 4 of Social Security Number:				
Job Title:			E-mail Address:				
npany Name: Facility ID (if		Facility ID (if ap	pplicable): Mailer I		ID (if applicable):	Corporate Mailer ID (if applicable)	
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Address:							
City:			State:		ZIP+4 Code:		
Telephone Number:		one Number:			Fax Number:		
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access control products. As a routine use, this information may private relief legislation; to a labor organization as required by th to an appropriate law enforcement agency for investigative or contracting or licensing decision by the requesting agency; to a g or licensing decision by the USPS; to an expert or consultant un Center for storage; to the Equal Employment Opportunity Comm CFR 1613; and to the Merit Systems Protection Board of Office practices. Completion of this form is voluntary; however, if this i I am responsible for Logon/Logoff, all actions pertaining to the us I agree that access to computer data or files not authorized to violate security procedures or fail to provide update information misuse of a USPS computer system may result in disciplinary a computer system will be reported to the Inspection Service.	he NLF prosec governr ider cor ission f es of S informa se of m me is p for the	A; where pert cutorial purpos nent agency in tract with the l or investigating pecial Counse tion is not pro- y assigned log prohibited. I un	inent, in ses; to a USPS to g a form I for pro vided, y on ID, a iderstan	a lega a gover o elicit i o fulfill a al EEC oceedin ou may and will ad my le	Il proceeding to rnment agency information rele an agency func complaint filed gs involving po y not be grante not provide my ogon ID may b enever I chang understand tha	which the USPS is a party; where relevant to a hiring, evant to a hiring, contracting, tion; to the Federal Records against the USPS under 29 possible prohibited personnel d computer access.	
Requester's Signature				Date			
I agree that this logon ID will be used for authorized USPS we transfer of the user, I will advise the Computer Systems Securi logon ID.	ork with ity Offic	in the scope o er in writing a	of my or s to the	rganiza dispos	ition. I also agr sition of the con	ee that upon termination of nputer files and/or data and	
Manager's Signature			Date				
If you have any questions regarding this DSAS Web access request please contact DSAS Web Technical Support at 314-340-2255 or e-ma				Official Use Only			
at jhartman@email.usps.gov; otherwise, forward this compl			Jser ID:			Mailer ID:	
JOHN HARTMANN SLIBSSC		1	Date Cust	tomer E-	mailed:		
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SAINT LOUIS MO 63180-9218 webdsas.usps.gov	NITED STAL S	STATES SERVICE®	Comment	S:			

Drop Shipment Appointment System (DSAS) ID Definitions

DSAS Web User ID is an ID assigned to the requestor that allows login access to the DSAS Web site.

DSAS Web Mailer ID is an ID assigned to a specific mailer (company) that grants participation for DSAS. Because Mailer IDs are automatically defaulted to nonperishables, mailers must indicate whether they are mailing perishables, nonperishables or both on the front of this form. A DSAS Web Mailer ID does not allow a user login access to the DSAS Web site. For access to the DSAS Web site, a mailer must request a user ID. A single mailer mailing perishables or nonperishables will require assignment of two user IDs and two mailer IDs.