REQUEST FOR GSAXcess® USER ID
(www.GSAXcess.gov)

PERMISSION LEVELS: (check all that apply)

SEARCH ONLY PERMISSION: (self register at www.gsaxcess.gov with a .gov or .mil address)

GSAXCESS® REPORT	☐	INTERNAL SEARCH	☐
SEARCH & SELECT	☐	INTERNAL SELECT	☐
COMPUTERS FOR LEARNING	☐	INTERNAL REQUSITION (transfer)	☐
NATIONAL UTILIZATION OFFICER	☐	PUBLIC AIRPORT	☐
STATE AGENCY FOR SURPLUS PROPERTY	☐	FEPMIS	☐
APPROVING OFFICIAL	☐	GSA Area Property Officer (APO)	☐
NASA* FEDERAL AGENCY CUSTOMER	☐	-- APO Requisition ☐ Allocation ☐	
		GSA Sales Contracting Officer	☐

Name: _____ _____ _____
(first) (mi) (last)

ACTIVITY ADDRESS CODE: _____ (6 char) **AGENCY/BUREAU CODE**: _____ (4 digits)
(begins with the Agency code unless a DODAAC)

Physical Office Address: _____

_____

City: _____ **State**: _____ **Zip**: _____ **Phone**: _____

Ext: _____ **Fax**: _____ **Email Address**: _____

APPROVING OFFICIAL: (Agency Approving Authority or Property Officer authorized to sign SF122/123)

Name (Print): _____ _____ _____
(first) (mi) (last)

(Signature): _____

Title: _____

Phone: _____ **Ext**: _____ **Fax**: _____

Email Address: _____

CC Email Address: _____ (alternate approving official)

NOTE: *GSAXcess*® will generate an Email notification to the applicable agency NUO (National Utilization Officer), stating that GSA has granted a User ID to this individual. If the NUO does not want this individual to have a User ID in *GSAXcess*®, the NUO may delete the User ID at their discretion. If the user listed above will also be their own approving official and has requested search and select permission, then Central Office requires a letter on official letterhead stating that the user has the Agency's permission to select property and be their own approving official. The letter should be signed or by a Manager, NUO, Director or someone that is the person's supervisor. Completed forms should be emailed to **nancy.moses@gsa.gov**.

NASA Donee customers are created through the **State Agency for Surplus Property [SASP]** (http://www.gsa.gov/portal/content/100851). **NASA** Educational customers are created through **http://gsaxcess.gov/NASAWel.htm**. **Foreign Gift** permission requests should be sent to the Foreign Gift Program Manager, **paula.hardiman@gsa.gov.**