



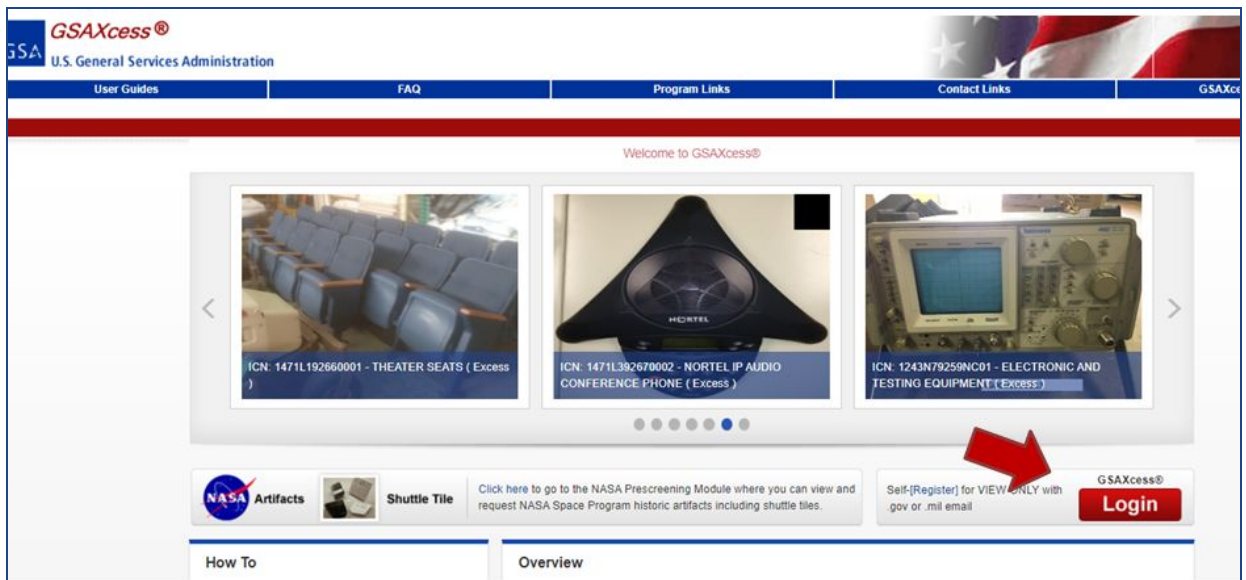
Dear GSAXcess® Customer,

Beginning in January, 2020, GSAXcess® will make the following changes to the way you log in. These changes will protect you by making it harder for someone to gain unauthorized access to your account:

- 1) You will log in using your email and password. You will no longer log in using your user ID.
- 2) Every time you log in, GSAXcess® will send a one time code to the email address listed on your account. You must then enter that code to complete your login.

In order to receive your code and log in, **your account will need a valid email address**. To view or change your account's email address, please follow these simple steps:

- 1) Go to <https://gsaxcess.gov/> and click on the red login button to go to the login screen



- 2) Enter your User ID and Password, then click "click here to update your contact information"

Enter User ID and Password then click 'Login' button

GSAXcess® Login

User ID:


Password:

Change Password? Enter User ID, Password and [Click here to Change Password.](#)

Forgot Password? Enter User ID and [Click here to Retrieve Password.](#)

Forgot User Id? [Click here to Retrieve User Id.](#)

Update User Contact Information? Enter User ID, Password and [Click here to Update your Contact Information.](#)



3) Review and update your email address. If you made any changes, select “update.”

Please update your User Contact Information

Update User Contact Information

Fields marked with an asterisk * are required.

User Information

User ID

First Name

Middle Initial


Last Name

Phone Number* - - Extension:

Email Address*

Confirm Email Address*

Receive Group Message* Yes No



GSA will provide you with tutorials closer to the implementation date.

If you have questions, please contact the GSAXcess® helpdesk at gsaccesshelp@gsa.gov or 1-866-333-7472 option 1.