



## GSAXcess User ID Request Form

Name: \_\_\_\_\_ Email: \_\_\_\_\_  
State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Ext: \_\_\_\_\_  
Activity Address Code: \_\_\_\_\_

### What do you need to do in the system? (Select all that apply)

- Report property for disposal
- Search and acquire property for my agency
- Allocate computer equipment on GSA-hosted Computers for Learning website
- Approve other users' property requests

### Specialized Roles: (Select only one role, if applicable)

- National Utilization Officer
- State Agency for Surplus Property User (Optional: Add/Remove Donees)
- Public Airport User (FAA Only)
- FEPMIS User (Forest Service Only)
- Internal Screening (AAMS) User (DHS, VA, USDA, Energy, and Interior ONLY)
  - Search
  - Select (Freeze)
  - Requisition (Transfer)

### GSA Only Roles:

- Area Property Officer
- Sales Contracting Officer
- Help Desk

### Who will approve your property requests/ actions?

Approving Official Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Title: \_\_\_\_\_ Email: \_\_\_\_\_  
CC Email (optional; will receive system notification copies): \_\_\_\_\_  
Approving Official Signature: \_\_\_\_\_

### Notes:

- Your Activity Address Code (AAC or DODAAC) is **required**. If you do not know it, please ask your [National Utilization Officer](#) (NUO) or email [ordermgmt@gsa.gov](mailto:ordermgmt@gsa.gov).
- If you only want to search and have a .gov/.mil email address, you can self-register on GSAXcess. (You will still need your AAC to self-register).
- If you want to be your own approving official, you **must** attach a letter on official letterhead stating that you have the Agency's permission to select property and be your own approving official. The appropriate official as required by your agency policy (e.g., a supervisor, NUO, or Director) must sign the letter.

### Once Completed:

- Federal users, return to your [NUO](#). If you do not have an NUO, return to your GSA [Area Property Officer](#).
- State Agency for Surplus Property or Foreign Gift users, return to [gsaxcess@gsa.gov](mailto:gsaxcess@gsa.gov).