



GENERAL SERVICES ADMINISTRATION

PUBLIC BUILDINGS SERVICE

USERNAME REQUEST FORM

AGENCY NAME: _____

AGENCY ADDRESS: _____

REQUESTER'S NAME: _____, _____

PLEASE PRINT (LAST) (FIRST)

PHONE: () _____ **E-MAIL ADDRESS:** _____

AREA CODE

SIGNATURE: _____

SUPERVISOR'S NAME: _____, _____

PLEASE PRINT (LAST) (FIRST)

PHONE: () _____

AREA CODE

SIGNATURE: _____

Instructions for Completing the Rent Bill Username Request Form

- 1) Fill in the top portion of the form with the appropriate information.
- 2) Your username and password will be processed the day the form is received.
- 3) The username and password information will be returned to you via certified mail.
- 4) To request Usernames send this form to:

General Services Administration
18th & F Sts. N.W.
Washington, D.C. 20405
Room: 5013
Attn: Herbert McKoy
(202) 501-9068