



## CDS Renewal Web Access Request Form

Renew your Computerized Delivery Sequence (CDS) subscription online. To begin using the CDS Renewal website, customers must set up an account by completing and submitting the CDS Renewal Web Access Request Form. After renewal forms are received and processed, customers will receive an email notification with instructions to complete the account-setup process.

### A. Customer Information

1. Name	
2. Job Title	3. Telephone Number <i>(include area code)</i>
4. Company Name	5. Email Address <i>(privacy email on file with current CDS account – will be used for logging into the renewal application)</i>
6. Business Address	7. Corporate HQ Location <i>(if different from your Business Address)</i>

### B. Customer Computer Access Authorization

**User Responsibility Agreement Statement:** I am responsible for Logon/Logoff, all actions pertaining to the use of my assigned logon ID, and will not provide my logon ID to another person. I agree that access to computer data or files not authorized to me is prohibited. I understand my logon ID may be suspended indefinitely if I violate security procedures or fail to provide update information for the information listed above whenever I change job positions. I agree that misuse of a USPS computer system may result in disciplinary action and/or criminal prosecution. I understand that any detected misuse of a computer system will be reported to the Inspection Service.

Requester's Signature	Date
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#### Manager Responsibility Agreement Statement

I agree that this logon ID will be used for authorized USPS work within the scope of my organization. I also agree that upon termination or transfer of the user, I will advise the Computer Systems Security Officer in writing as to the disposition of the computer files and/or data and logon ID. I will periodically review the use of the assigned logon ID and computer files and/or data.

1. Name	2. Date
3. Signature	4. Telephone Number <i>(include area code)</i>

If you have any questions regarding this Web access request form, please contact the CDS Department at 800-238-3150 or via e-mail at [cds.ncsc@usps.gov](mailto:cds.ncsc@usps.gov); otherwise, forward by mail or fax this completed form with accompanying documentation to:

CDS DEPARTMENT  
NATIONAL CUSTOMER SUPPORT CENTER  
UNITED STATES POSTAL SERVICE  
225 N HUMPHREYS BLVD STE 501  
MEMPHIS TN 38188-1001  
FAX: 650-357-6741

#### NCSC Use Only

NCSC Business Affiliation	
ID Assigned	
Date Customer Was Emailed	Initials
Comments	