

APWU Representative Request for PolicyNet VPN Access

Directions: APWU representatives must complete this form and provide this request to their postal manager to request electronic access to PolicyNet in accordance with a Memorandum of Understanding.

The postal manager must input the request in eAccess. After access is granted, the manager will be notified via email and provided with the APWU representative's ACE logon and temporary password that will allow the representative Internet access to <https://policynet.usps.gov>.

APWU representative: Please complete this document and give it to the manager of your reporting unit.

Manager: Please input this request in eAccess. After you are notified the request is approved, please provide the logon identification and temporary password to the APWU representative.

Request date: _____

APWU Representative's Name: _____
Last First MI

Employee Identification Number: _____

Facility Address: _____

Business/work phone number: _____

For Manager's use only:

Approved by: _____
USPS manager's signature

Date approved: _____

Date entered into eAccess: _____

Manager: Please return a completed copy of this form to the APWU representative.

Please expect account activation to take approximately two weeks after the request has been entered into eAccess. Managers will receive approval via email from eAccess when the user account has been activated. The manager must provide the new user with his/her ACE logon and temporary password. This authentication is required to access <https://policynet.usps.gov>.

NOTE: The ACE logon and password established as the result of the approval of this request are required to access this website but do not allow access to Blue or to this website from postal-owned computers connected to Blue.