

House Staff Services and Discounts Guide

Note: You must be connected to the House network—either on the House campus or by VPN—to access some of these services and the information about them.

Employee Purchasing / Government Discounts – House Members and staff have access to a variety of [discounts](#) for Apple, Microsoft, cellphone carriers, Zipcar, and more.

Counseling and Team-Building – FREE – The Office of Employee Assistance offers a [wide range of services](#) including confidential counseling, conflict management, team-building training, office retreats, career counseling, and more.

Nationwide Printing – The [GPO Express credit card](#) helps Member and Committee offices print posters, handbooks, and more at over 1,800 FedEx Office locations nationwide. These services are heavily discounted and subject to all applicable House rules and regulations, including Franking regulations. To get a GPO Express Card, fill out a [GPO Express Card Application](#), and fax it to CAO Acquisitions Management at 202-226-2214. Once you have a card, simply use the online portal at www.gpo.gov/gpoexpress to place orders at your local FedEx Office location, and your MRA will be billed. You can order from a catalog or simply upload work into the site and order prints. You'll also be able to select your preference for pickup or local delivery.

E-Waste Disposal – FREE – The Blue Earth Program securely disposes your e-waste in district offices. Used laptops, desktops, hard drives, and any small electronic devices from the office or home can be securely destroyed. Call 202-225-0090 for assistance.

Accessibility Services for Hearing or Vision Impaired Audiences – FREE – The Office of Congressional Accessibility Services offers a variety of services to assist Members, staff, and constituents who have disabilities. Services include publications in alternative formats, assistive listening devices, sign language interpretation, CART services, and training and consultation. All services are free and available to House staff in the performance of their official duties. Call 202-224-4048 for assistance.

Language Translation Services – House offices have access to discounted rates for telephone, document, website, and face-to-face language translation to or from several dozen languages through a pre-negotiated discount contract with Schreiber Translations, Inc. A [price list is available](#) on HouseNet. Offices may use their MRA.

Foreign Language Learning – FREE – Mango is a language-learning software provided by the Library of Congress. Email loanref@loc.gov to create an account.

Passports – Conveniently submit applications for new or renewed of official or tourist passports conveniently in B-227 Longworth. Member and Staff Official Passports are processed at no charge. New or renewed tourist passports can be processed as expedited applications with the associated expedite fee. Submit a [Passport Services MyServiceRequest](#) or call 202-225-8000 to schedule a consultation.

Notary – FREE – The staff in First Call and all Customer Advocates are commissioned by the District of Columbia to provide confidential Notary services. Conveniently get your affidavits, bills of sale, student loan documentation, power of attorney, absentee ballots, or other documents notarized at no charge in B-227 Longworth, or in your Capitol Hill office. Submit a [Notary Services MyServiceRequest](#) or call 202-225-8000 to schedule.

Mailing Address and Email Address List Verification – Free – Mailing Services provides a wide range of services to validate and clean up mailing lists for Member offices. These services can result in significant savings and reduce the environmental impact of both small 499 mailings and district-wide mailings. Call Mailing Services at 202-225-4355 to have your lists checked. Likewise, cleaning your email lists at least once per year, and periodically as you add more addresses, can prevent your messages from being blocked as spam. Email BulkMailAssistance@mail.house.gov or your CMS provider for assistance with your email lists.

News

National Journal – FREE – All House offices have access to the entire suite of services on NationalJournal.com and two copies of the print edition of NJ Daily delivered Tuesday through Thursday when the House is in session.

CQ/Roll Call – FREE – All House offices have access to a variety of content and services from CQ / Roll Call, including print editions of Roll Call and access to digital versions. District offices can receive emailed PDFs of the print edition by emailing contracts@cqrollcall.com. A full list of content and services can be found on [HouseNet](#). *Please note, CQ-Roll Call may charge offices for other services.*

To set up an online CQ / Roll Call account, email StuartLeibowitz@cq.com.

Washington Post – FREE – While the House does not have a contract with the Washington Post, the publication offers complimentary hard copies and web access to offices and users with a **.gov** email address. You must [activate your complimentary subscription to the Washington Post using this link](#) and your .gov email address.

Wellness

Diet ID – FREE – A digital platform that uses your phone camera to help you improve your diet. Image recognition technology will help you measure your dietary intake, deficiencies, define your goal diet, and provide a personalized blueprint for improving your well-being. Provided by the [House Center for Well-Being](#).

Foodsmart – FREE – A comprehensive nutrition resource platform. Used with Diet ID or on its own, Foodsmart creates personalized resources based on eating habits, food allergies, sensitivities, cultural preferences, and lifestyle choices. Provides concrete tools to improve your diet at home or on-the-go. House employees are provided with personalized account access for dependents and family, “cook it now” meals based on what’s in your pantry, local restaurant and take-out guidance, meal planners and smart grocery lists. Access discounts to popular meal delivery brands. Provided by the [House Center for Well-Being](#).

LifeCare – FREE – Concierge research and referral service for work-life services that provide personal and tailored support, including tutoring and at-home education assistance, childcare and parenting, and legal assistance and financial guidance. Includes discounts to a variety of services. Provided by the [House Center for Well-Being](#).

StressStop – FREE – A web and mobile stress management and resilience-building platform with accessible tools that includes a stress profiler, daily journal, resilience coach, videos, webinars, podcasts, and more. Provided by the [House Center for Well-Being](#).

House Staff Fitness Center – Full-featured, onsite [fitness center](#) for very low membership fees of \$22 month-to-month, or \$19/month for a yearly membership. Access to free and machine weights, a full suite of cardio machines, spinning room, locker rooms, yoga, group classes, individual assessments and coaching, workshops, and competitions. (Currently closed due to COVID-19. Stay tuned for opening date details).

Technology

Technology Support – FREE – Cancel your vendor support contract and save money! The CAO offers full-service technical support to Members’ D.C. and district offices at no cost to your MRA through its Tech Partners. Tech Partners provide troubleshooting and assistance with IT issues related to desktops, laptops, and mobile devices, as well as guidance on office technology, software, and IT services. Email Angel Goldsborough-Lee at Angel.Goldsborough-Lee@mail.house.gov today to learn about and sign up for this free service.

House Websites – FREE – House Web Services provides full-featured, [public websites at no cost](#) to your Member, Committee, or Leadership funds. The Web Services team provides expert web design consultants, a simple content management platform, integration with social media and any CMS product, and reliable customer support. Websites come with mobile-friendly design and are compliant with Section 508 accessibility standards.

Microsoft Teams – FREE – From district offices to home offices to the Hill – locations change, but teamwork shouldn’t. Microsoft Teams brings all of your Office 365 applications together in a shared workspace where you can chat, meet, share files, and work with business apps, allowing you to securely share documents and make key decisions. You can request the creation of a Microsoft Team via [MyServiceRequests](#). To help you get started with Teams, see the resources from Microsoft below:

[On-Demand Teams Training Series](#)

[Teams for US Government](#)

[Teams Tips and Tricks](#)

Cisco Webex – FREE – Webex is a secure, federally approved web conferencing platform supported by the CAO. Webex enables users to connect, communicate, and collaborate through the House’s secure network from a laptop, desktop, or mobile device. Use it to conduct briefings, meetings, and provide a forum for Members, staff, constituents, or other guests. Every office is provided one free license. Submit a [Virtual Conferencing Solutions MyServiceRequest](#) to obtain your free license, or call 202-225-6002 to consult on the best use for your office needs. [Training is available](#) through the Congressional Staff Academy.

Zoom for Government – FREE – Zoom for Government is a secure, federally approved web conferencing platform supported by the CAO. Zoom enables users to conduct meetings and provide a forum for collaboration between Members, staff, constituents, and guests. The Congressional Staff Academy offers [on-demand training on a variety of topics for Zoom](#). Additionally, the Academy offers an [on-demand Zoom Meeting Training](#) for House staff using the Zoom platform. To obtain a license or request information and assistance, your office's technology point of contact can submit [a Virtual Conference Solutions MyServiceRequest](#). Once your license is activated, visit the [House Zoom for Government](#) site to get started. Please note, this process can take up to 24 hours.

Microsoft Office 365 suite – FREE – Office 365 provides the same office applications you know built in the cloud so you can create and collaborate online at any time. Create, share, edit, and access documents and email simultaneously with anyone in the House. Save your files to OneDrive and ensure you can share and access your work from anywhere at any time, even from your mobile device. These applications are available to every Member and staffer. Call 202-225-6002 for questions on how to obtain or use the applications. [On-demand training is available through the Congressional Staff Academy](#).

House Conference Bridge – FREE – CAO Telecommunications offers conference phone lines that host up to 20 conference participant lines. To have a Conference Bridge set up for your next meeting, contact the Telecommunications team at 202-226-5101 or tele.comm@mail.house.gov.

Enhanced Voicemail – FREE – [Never have a full voicemail box again](#). This feature can be added to your Washington, D.C., main phone line. It automatically transcribes voice messages and sends them to a designated email inbox in both audio and transcribed format. The tool allows you to set message limits of 2 minutes, 1 minute, or 30 seconds, and all data stays within the House cybersecurity boundaries. Sign up by submitting an [Unlimited Voicemail MyServiceRequest](#) or by calling the Technology Service Desk at 202-225-6002.

House Library – Information and Research

The [House Library](#) in the Office of the Clerk provides a variety of research and reference resources for Members and staff, as well as support services from House Library staff. Some are [available](#) as individual licenses, and others are maintained and must be used at the House Library office. Contact the House Library at 202-225-9000 or library@mail.house.gov to schedule an appointment or use any of these services.

CRS Reports (Public) – FREE – Reports prepared by the Congressional Research Service (CRS), whose staff serve as nonpartisan researchers for Congressional Committees and Members of Congress. CRS operates solely at the behest of, and under the direction of, Congress.

HouseMAP (GIS Mapping) – FREE – Digital-mapping tool customized for House staff, including a collection of free, publicly accessible maps from federal, state, and local governments. Allows users to easily display graphically on a map data such as the locations of district offices or places in the district your Member has visited. Contact Stephanie De La Ossa at sdelaossa@esri.com or 909-793-2853 x1828 to sign up for this service.

Legislative Insight – FREE – Professionally compiled legislative histories of documents related to the passage of laws that have been enacted.

ProQuest Congressional – FREE – Congressional publications dating back to 1789, including transcripts of hearings, Committee reports, and multiple versions of bills.

[Additional Databases and Tools](#)