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Fiscal Service
U.S. DEPARTMENT OF THE TREASURY

Requesting Payments on the

Automated Standard Application for Payments (ASAP.gov)

March 27th, 2023

Presented by Drew Hicks

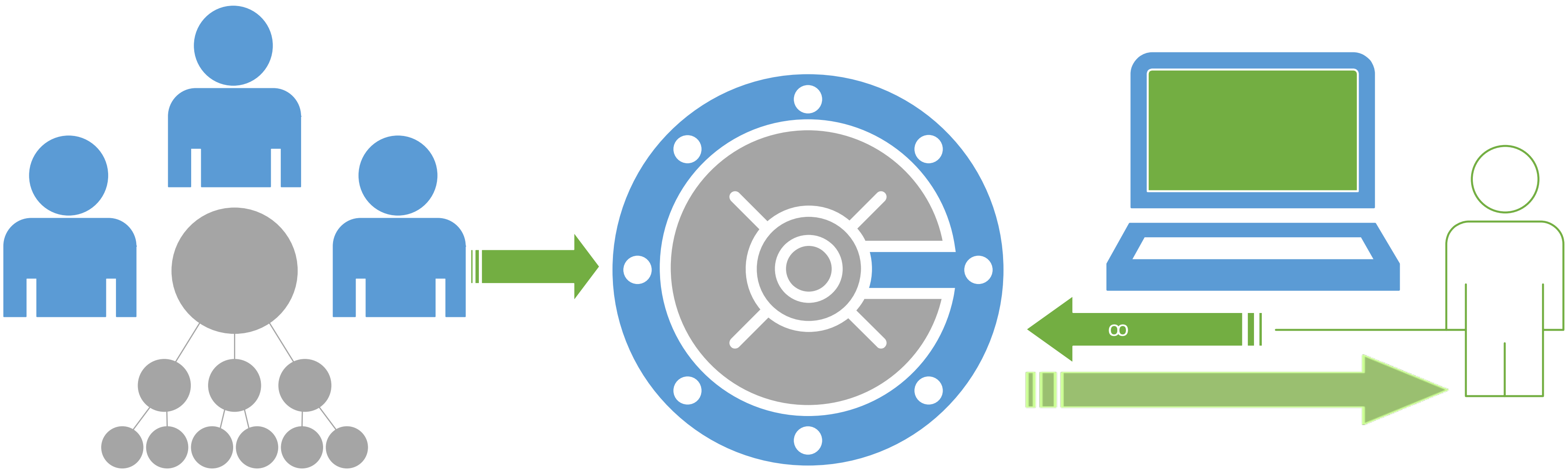
How to Make Payment Requests Agenda

✓ Quick Overview of ASAP.gov	10 minutes
❖ Review Recipient Users and Roles	10 minutes
❖ Payment Request Steps	10 minutes
❖ Live Demo of Payment Request	10 minutes
❖ How to Run Reports	10 minutes
❖ New Login Process Overview	10 minutes
❖ Q&A	~TBD

Presentation available here: https://fiscal.treasury.gov/files/asap/asap.gov-how-to-make-payment-requests.pdf

Authorizations and Payments

The Automated Standard Application for Payments allows organizations receiving federal funds to draw monies securely from pre-authorized accounts established by the agency issuing the payment.



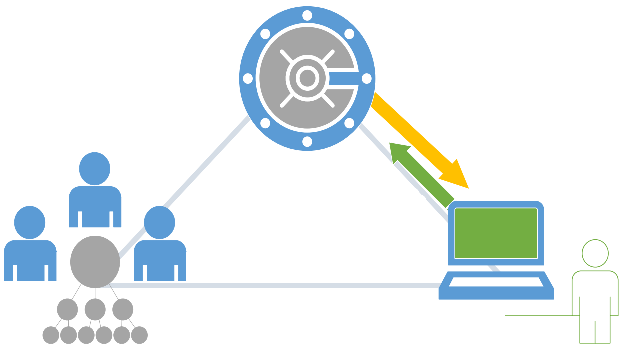
Federal Agency

ASAP Account
where federal agencies authorize funds for the recipient to draw down

Recipient Organization

Payment Process Overview

PAYMENT USE CASE



A. Recipient initiates payment request
   - Immediate Fedwire
   - Same Day ACH
   - Next Business Day ACH
B. Agency reviews payment request
   - This is an optional step
   - Pending until approved or rejected
C. ASAP sends money to you bank

ASAP.gov

❑ Maintain Control	Agency funds remain within Treasury control until paid.
❑ Minimize Returns	Agency can simply reduce the available balance.
❑ Save Time	Recipients request payments from ASAP accounts.
❑ Automated Controls	ASAP stops invalid payment requests.
❑ Review Requests	Agencies can review these requests before being paid.
❑ As Soon As Possible	Immediate, same day and next day payment options.
❑ Minimize Checks	Recipients can return payments online.
❑ Save Money	No costs for federal agency and recipient organization users.

ASAP.gov

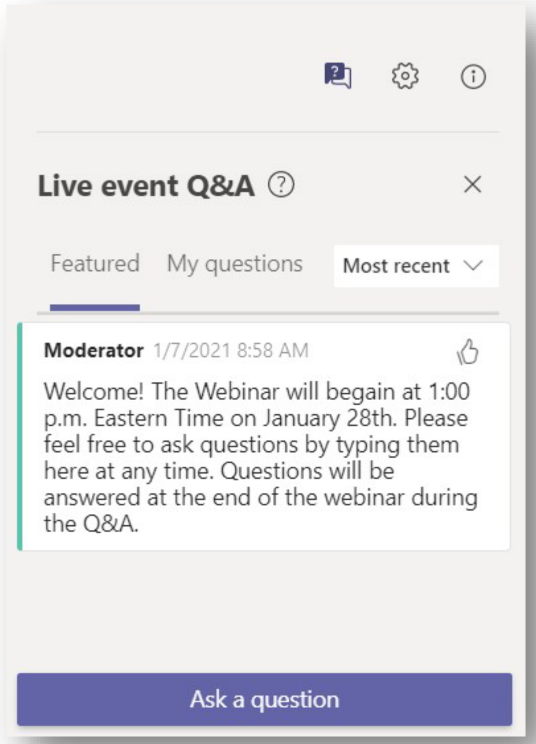
Corporation For National & Community Service
DC Courts
Denali Commission
Department Of Homeland Security
Department Of Agriculture
Department Of Commerce
Department Of Defense
Department Of Energy
Department Of Health And Human Services
Department Of Justice
Department Of State
Department Of The Interior
Department Of The Treasury
Department Of Transportation
Environmental Protection Agency
Federal Emergency Management Agency
General Services Administration
Gulf Coast Ecosystem
Library Of Congress
Naval Sea Systems Command
Nuclear Regulatory Commission
Office Of Personnel Management
Social Security Administration
U.S. Postal Service

- ✓ 65 Federal Agencies
- ✓ 23,890 Recipients
- ✓ 612,372 Payments
- ✓ $707 Billion Dollars

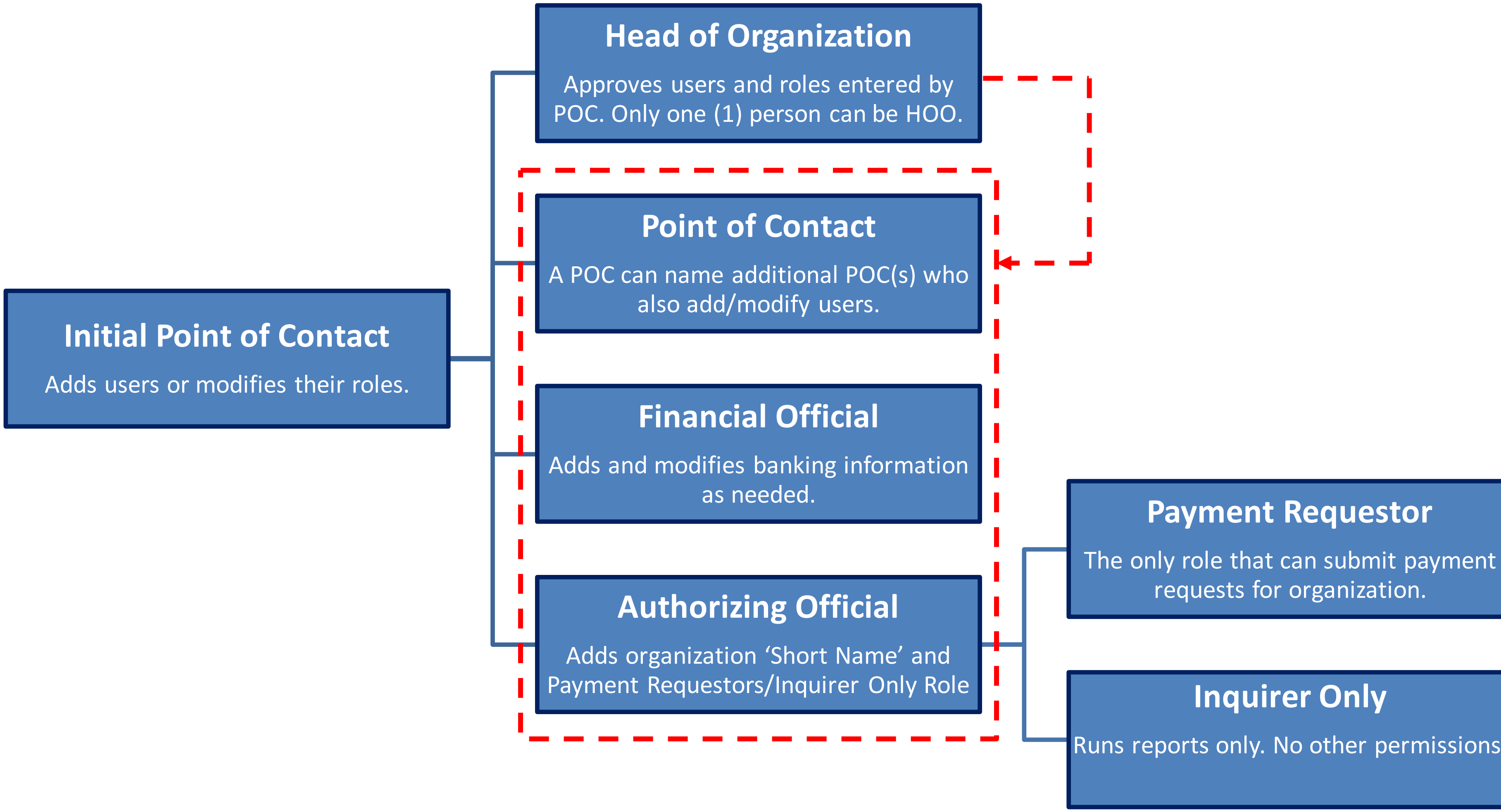
Fiscal Year 2023

Live Event Q&A

- Please submit your questions as needed.
- We will reply privately and post the most common ones to the “Featured” section.
- Need login assistance?
  - Please send an email to ASAPHelpDesk@fiscal.treasury.gov
  - Please be sure to place your Recipient ID (or UEI and EIN) in subject line.

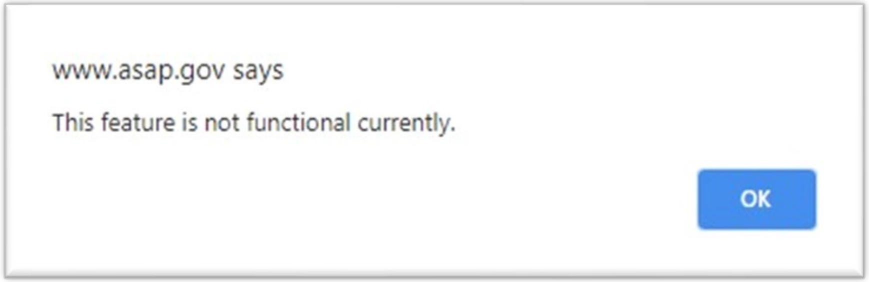


User Roles & Description

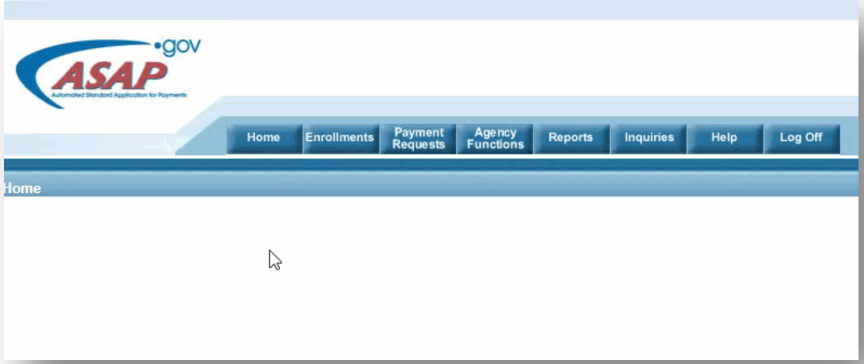


TIP | Menu Bar Error Message

- If you see this message:
  - Instead of clicking on the menu bar, please let your mouse hover over the menu options.



- The options that appear under each menu bar are determined by your roles.
  - For example, only a user with the Payment Requestor role will have access to the Payment Requests menu.

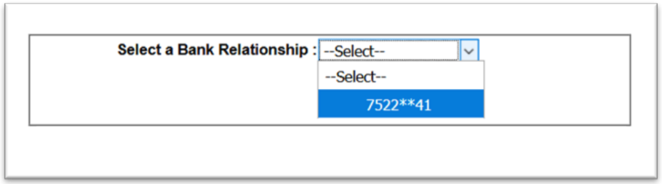


Step 1 of 5 | Initiate Payment Request

1. From the ASAP.gov home page, hover your mouse over the Payment Request menu button.
2. Click on “Initiate Payment Request (PR)” from the drop-down menu.

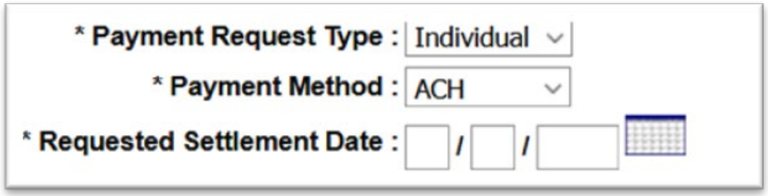
Step 2 of 5 | Set Payment Preferences

1. **For Select a Bank Relationship** - Select one of your existing bank accounts.



2. **For Payment Request Type** - Select "Individual."
Note: Choose Summary payments if you want to consolidate draws from several ASAP Accounts into one deposit to the bank account. A Summary payment requires all draws to use the same Payment Method, banking relationship, and settlement date.

3. **For Payment Method** -
   - ❑ Select ACH for either same day or next business day payment.
     NOTE: For a Same Day ACH payment, payment request must be submitted *no later than 4:30 p.m.* (EST) Monday-Friday. Additionally, Same Day ACH payments are limited to $1,000,000 or less per account.
   - ❑ Select Fedwire (if applicable) for immediate payment.
     NOTE: For Fedwire payments, payment request must be submitted *no later than 5:45 p.m.* (EST) Monday-Friday. There may be fees associated with Fedwire payments, so we recommend checking with your financial institution prior to selecting this payment type.



4. **For Requested Settlement Date** - Enter the date which you would like to have funds to settle in your bank account.

5. **Click Continue** to proceed to the next step.

Same Day ACH Guidelines Continued

- On March 18, 2022, the dollar limit on large-dollar Same Day ACH was raised from $100K to $1M per entry.

- The limit on large-dollar transactions (those ACH Entries over $1M) applies to individual transactions; i.e., a single Same-Day ACH transaction can not be for more than $1M.

- Entries submitted in a same-day processing window that are over $1M will not be rejected by the ACH Operator but will be processed for next-day settlement in the next available processing window.

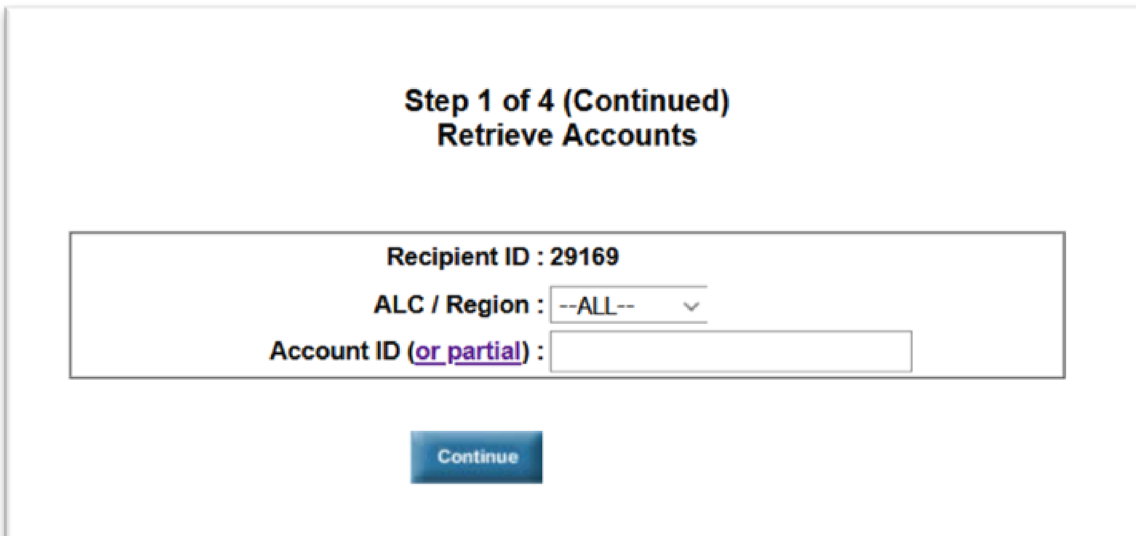
Note: You cannot submit a Same Day ACH request for either an individual or summary payment that exceeds $1M.

Here's the Link to the Same Day ACH guidelines via NACHA:
https://www.nacha.org/sites/default/files/2022-03/Same_Day_ACH_Guidance_%241M.pdf

Step 3 of 5 | Retrieve Accounts

To retrieve all <u>OPEN</u> ASAP Accounts:

1. Leave ALC/Region to the default “ALL”
2. Leave Account ID blank.
3. Click Continue.



TIP | No Accounts Found Error Message

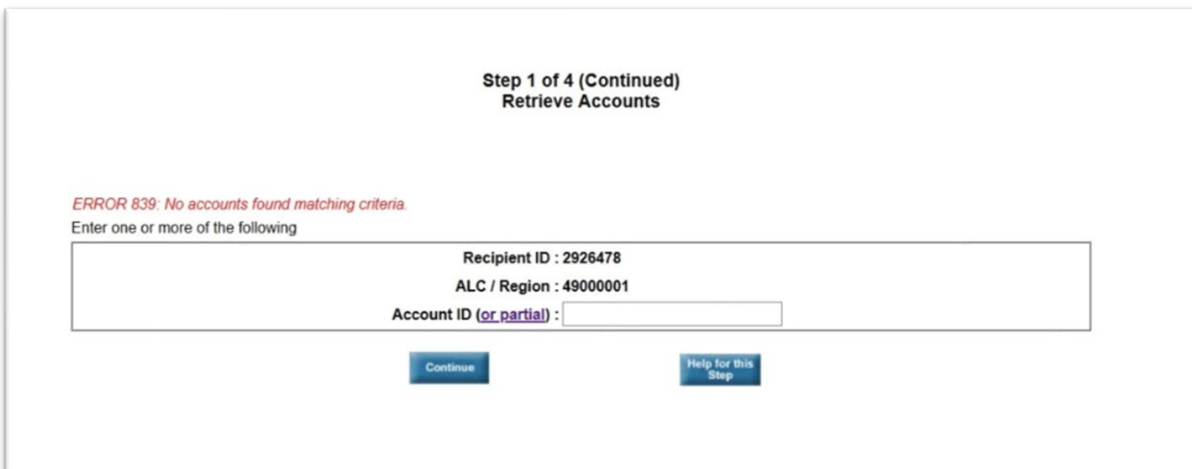
Why do I see Error 839: No accounts found matching criteria?

- Your organization hasn't completed its enrollment.
- Banking information isn't active yet.

Run the Recipient Enrollment Status Inquiry under the "Inquires" menu to confirm those are complete.

- Agency hasn't created the ASAP Account.
- The ASAP Account is either "Suspended" or "Closed."

Run the Account Profile Inquiry under the "Inquires" menu and verify the Account Status indicator is "Open."


Step 1 of 4 (Continued)
Retrieve Accounts

ERROR 839: No accounts found matching criteria.

Enter one or more of the following

Recipient ID : 2926478

ALC / Region : 49000001

Account ID (or partial) :

Continue

Help for this Step

Step 4 of 5 | Enter Payment Details

1. **Enter an amount in the 'Amount Requested' field.**
   - Ensure Account Status is open, and funds requested do not exceed available balance.
   - Note: The requestor reference number is an optional field used to uniquely identify a payment requestor in the payment request.

Recipient : LEMON LLC (2923419)

Federal Agency : DEPARTMENT OF THE NAVY (17008712)

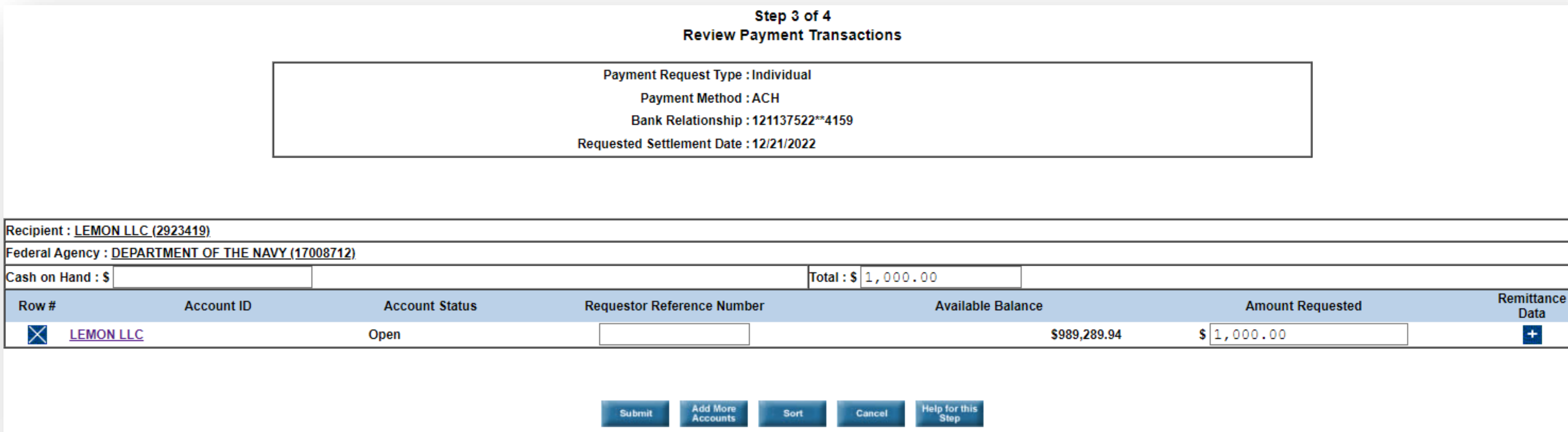
Cash on Hand : $ Total : $ 1,000.00

Account ID	Account Status	Requestor Reference Number	Available Balance	Amount Requested	Remittance Data
ACCOUNTTEST-04292022	Open		$0.00	$	+
ACCOUNTTEST-12202021	Liquidated		$1,010.00	$	+
ACCTTEST-04292022	Open		$0.00	$	+
LEMON LLC	Open		$989,289.94	$ 1,000.00	+

Continue Sort Cancel Help for this Step

Step 5 of 5 | Review Payment Details

1. **Review your payment request.** If necessary, correct the amount requested. Then click submit.


Step 3 of 4
Review Payment Transactions

Payment Request Type : Individual
Payment Method : ACH
Bank Relationship : 121137522**4159
Requested Settlement Date : 12/21/2022

Recipient : LEMON LLC (2923419)
Federal Agency : DEPARTMENT OF THE NAVY (17008712)
Cash on Hand : $ | Total : $ 1,000.00

Row #	Account ID	Account Status	Requestor Reference Number	Available Balance	Amount Requested	Remittance Data
	LEMON LLC	Open		$989,289.94	$ 1,000.00	+

Submit | Add More Accounts | Sort | Cancel | Help for this Step

Demo | Payment Requests

1. Log into ASAP.gov
2. Select [Initiate Payment Request]
3. Select Bank Account for This Deposit
4. Select Payment Request Type
5. Select Payment Method
6. Request a Settlement Date
7. Click [Continue] Twice
8. Enter Payment Amounts
9. Click [Continue] to Review
10. Click [Submit]

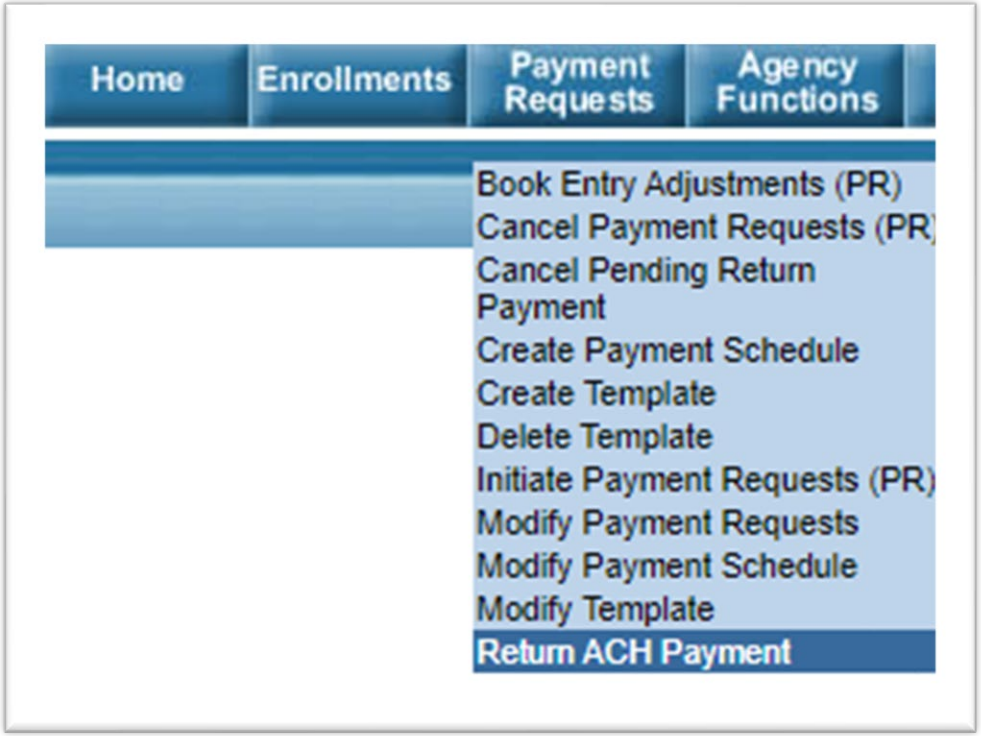
How to Modify or Cancel a Payment Request

Payment Requests > Modify/Cancel

- Payment Requests can be modified or deleted after being submitted so long as the payment request is still ‘Pending.’
- If the Payment Request has already been submitted for processing, any changes will need to be made via the Return ACH Payment option.

Return ACH Payment Process

1. Mouse over Payment Request Tab.
2. Select Return ACH Payment.



Before using this function, please verify that your organization allows automated debits against your bank account.

Note: Only a Payment Requester can complete this task.

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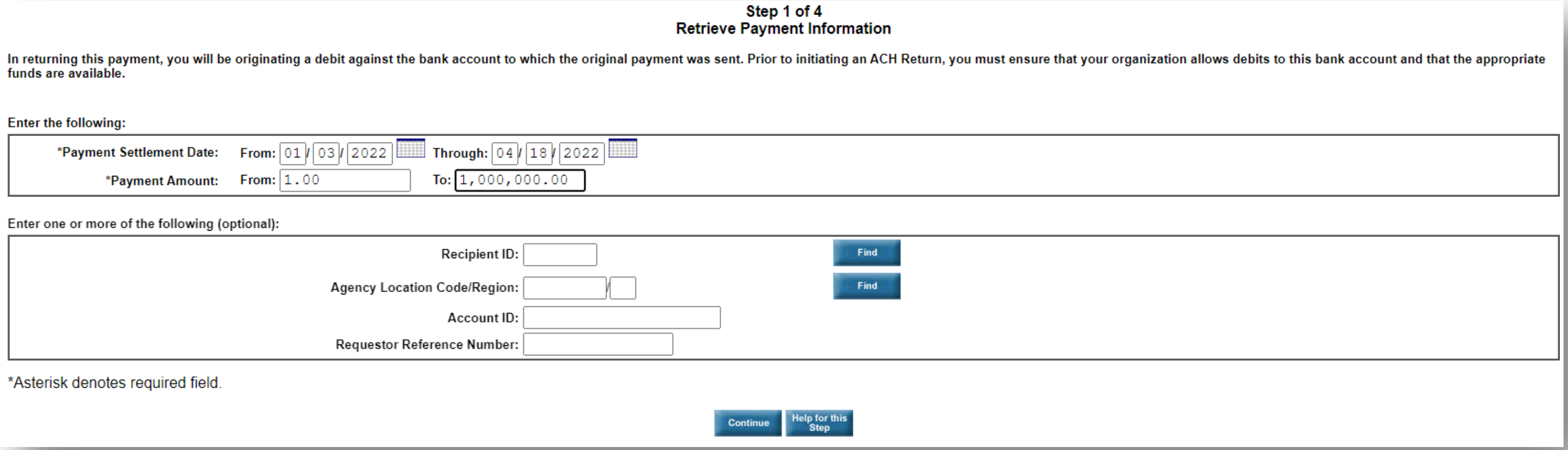
Step 1 of 4 | Return ACH Payment

1. Enter a date range into the Payment Settlement Date fields.
2. Enter the amount into the Payment Amount fields.
3. Click Continue.

Note: You can return funds that were paid more than 180 days ago.



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Step 1 of 4 (continued) | Return ACH Payment

1. ASAP will display payments based on the criteria you entered in the previous step.
2. Select the payment you want to return.
3. Click Continue.

Step 1 of 4 (continued)
Select Payment

A return payment has already been initiated for one or more of the payments found based on your search criteria. Only one return payment is allowed per original payment drawn from ASAP.

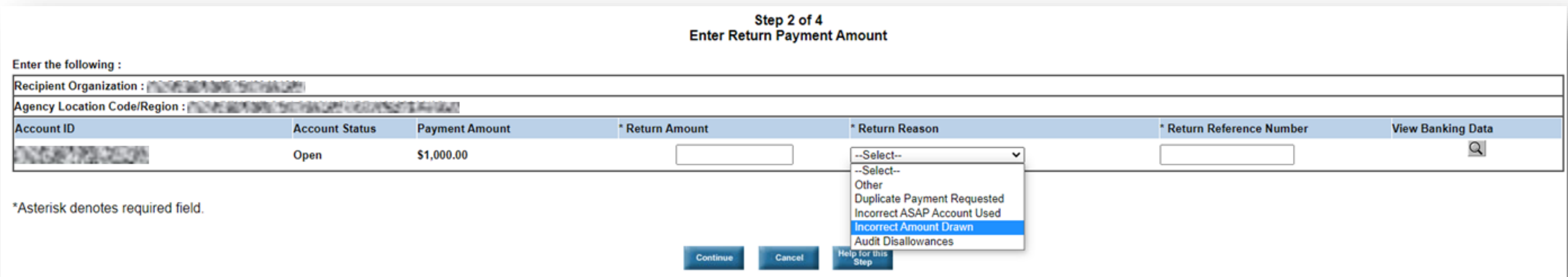
Select one of the following:

	Payment Amount	Settlement Date	Requestor Reference Number	Payment Type	View Banking Data
○	$500.00	03/09/2022		Individual	
○	$6,000.00	02/24/2022		Individual	
○	$500.00	02/22/2022		Individual	
○	$5,000.00	01/27/2022		Individual	
●	$1,000.00	01/07/2022		Individual	

Continue | Cancel | Help for this Step

Step 2 of 4 | Return ACH Payment

1. Enter the full or partial amount you want to return.
2. Select the Return Reason.
3. Enter the Return Reference Number (e.g., the ACH Trace Number from the Payment Request Status Inquiry).
4. Click Continue.



Payment Request Status Inquiry

ASAP.gov
Automated Standard Application for Payments

Payment Request Status Inquiry

Date: 05/24/20
Time: 9:21

ALC/Region:

Agency Short Name:

Recipient ID: 2923419

Recipient Short Name: Lemon LLC

Account ID:

Request Ref Number:

From Date: 11/01/2022

To Date: 05/24/2023

Payment Request Status: All

Inquiry Results:

User ID of Request Initiator: T Petty — **Actual Settlement Date:** 11/15/2022

Payment Request Status: Sent and acknowledged

Agency Location Code/Region: 17008712

Agency Short Name: NAVY TEST

Current Available Balance: $989,289.94

Recipient Organization ID: 2923419

Recipient Short Name: Lemon LLC

Request Date & Time: 11/15/2022 11:15:028

ACH Batch Number: 1

ACH Trace Number: 51736820000001

ASAP Sequence Number: 11/15/2022 T Petty 000001 000001

ACH Cycle Date: 11/15/2022

ACH Cycle Number: A

Funds IMAD:

DFI ABA Number: [redacted]

DFI Short Name: COMERICA SCO VLY

Bank Account Number: [redacted]

Further Credit ABA: 000000000

Further Credit Short Name: Not Found

Date/Time Sent for Review:

Agency Action:

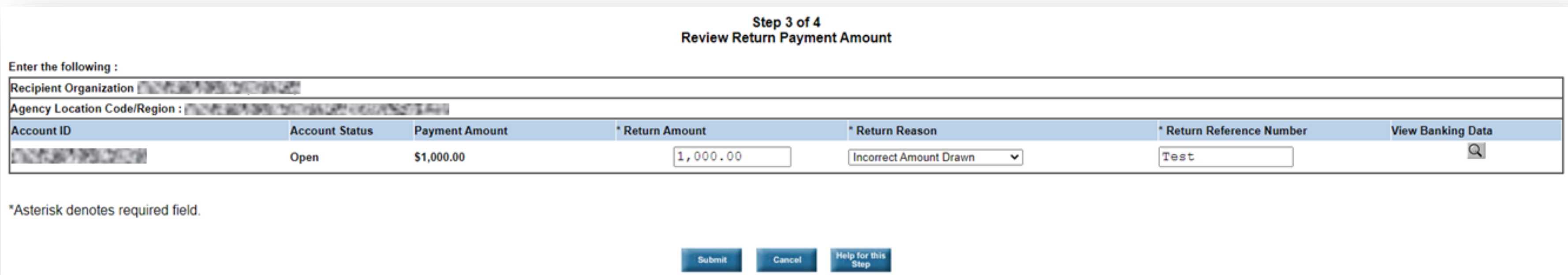
User ID of Agency Reviewer:

Date/Time of Agency Action:

Agency Account ID	Requestor Reference Number	Payment Request Status	Requested Amount	Remittance Code	Remittance Amount
LEMON LLC		Sent and acknowledged	$100.00		

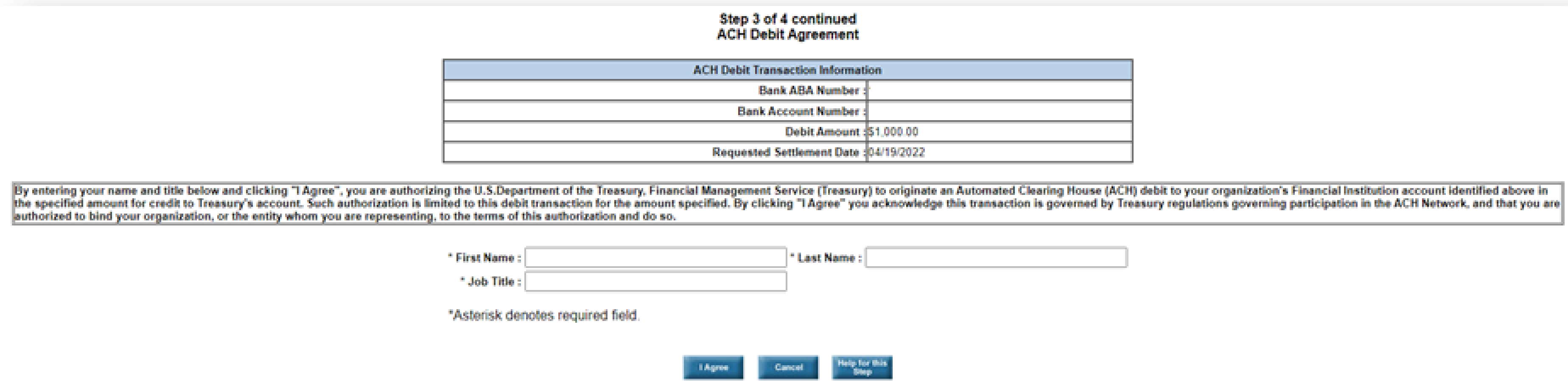
Step 3 of 4 | Return ACH Payment

1. Review the Return Payment Amount.
2. Review the Return Reason.
3. Review the Return Reference Number.
4. Click Submit.



Step 3 of 4 (continued) | Return ACH Payment

1. Enter your First Name.
2. Enter your Last Name.
3. Enter your Job Title without numbers, characters and spaces.
4. Click I Agree.



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Step 4 of 4 | Return ACH Payment

1. Review the Confirmation.
2. Click Printer Friendly to obtain PDF of the confirmation.

Step 4 of 4
Return Payment Initiation Confirmation

Confirmation Number : 2022-04-18 09972982 2

ACH Debit Transaction Information	
Bank ABA Number :	[illegible]
Bank Account Number :	[illegible]
Debit Amount :	$1,000.00
Return Reason :	Incorrect Amount Drawn
Return Reference Number :	Test
Return Request Date :	04/18/2022
Requested Settlement Date :	04/19/2022
Availability Date :	04/21/2022

Recipient Organization : [illegible]
Agency Location Code/Region : [illegible]

Account ID	Return Amount
[illegible]	$1,000.00

Printer Friendly | Help for this Step

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How a POC Adds Officials -

Enrollments > Add Officials

List of Officials
Point of Contact
Head of Organization
Financial Official
Authorizing Official

How an AO Adds Users and Roles -

Enrollments > Add Users and Roles

List of Users
Payment Requestor
Inquirer Only

Top 10 Reports

Name	Purpose
1. Recipient Organization Inquiry	Obtain your Recipient ID
2. Recipient Enrollment Status Inquiry	Obtain your enrollment status
3. Federal Agency User Inquiry	Obtain your ALC/Region
4. Authorization Transaction Detail Inquiry	Recent history of agency authorizations
5. Payment Request Status Inquiry	Recent history of your payment requests
6. Account Balance Inquiry	Obtain list of your accounts
7. Account Profile Inquiry	Obtain your account settings
8. Account Statement Inquiry	Recent history of account transactions
9. Account Settlement Report	Complete history of account transactions
10. Accounts with End Dates Report	Obtain list of account's end dates

Account Balance Inquiry

SENSITIVE BUT UNCLASSIFIED

ASAP.gov Automated Standard Application for Payments

Account Balance Inquiry

Date: 12/21/2022
Time: 10:54 AM

ALC/Region: 17008712
Agency Short Name: NAVY TEST
Account ID: N/A
Recipient ID: 2923419
Requestor ID: N/A
Account Status: All
As of Date: N/A

Inquiry Results:

Recipient ID	Short Name	Account ID	Cumulative Authorizations	Cumulative Draws/RP/BE	Current Available Balance
2923419	Lemon LLC	ACCOUNTTEST-04292022	$0.00	$0.00	$0.00
2923419	Lemon LLC	ACCOUNTTEST-12202021	$2,000.00	-$990.00	$1,010.00
2923419	Lemon LLC	ACCTTEST-04292022	$0.00	$0.00	$0.00
2923419	Lemon LLC	LEMON LLC	$1,000,000.00	-$11,710.06	$988,289.94
		Totals:	**$1,002,000.00**	**-$12,700.06**	**$989,299.94**

1 of 1

SENSITIVE BUT UNCLASSIFIED

Account Profile Inquiry

Account Profile Inquiry

Date: 12/21/2022
Time: 10:57 AM

ALC/Region: 17008712
Agency Short Name: NAVY TEST
Account ID: LEMON LLC
Recipient ID: 2923419
Recipient Short Name: Lemon LLC

Inquiry Results:

ACCOUNT DETAILS

Requestor ID	2923419
Account ID	LEMON LLC
Account Description	LEMON LLC TEST
1031/LOC Account	No
Account Type	Regular Account
Group ID	
Control Account	No
Account Status Indicator	Open
Available Balance	$988,289.94
Create Date	01/07/2022
Begin Date	01/01/2020
Performance Period End Date	12/31/2022
End Date	01/29/2023
TAS Distribution Method	Percentage by Account
Allow Book Entry Adjustment	Yes
Allow Warehoused Payments	Yes
CMIA Indicator	No

CUMULATIVE AUTHORIZATIONS

Cumulative Authorized Amount	$1,000,000.00
Cumulative Authorized Amount Reset Period	
Annual Reset Month	

GRANT DETAILS

Grant	Yes
Federal Award Identification Number (FAIN)	OI812
CFDA Number	93011.000
Total Estimated Grant Amount	$0.00

AGENCY PAYMENT REVIEW

Agency Review	Yes
Threshold Amount	$2,500.00
Reason for Review	I WANT TO REVIEW OVER $2500

DRAW AMOUNTS

Max Total Draw Amount	
Max Daily Draw Amount	
Max Monthly Draw Amount	
Max Quarterly Draw Amount	$10,000.00

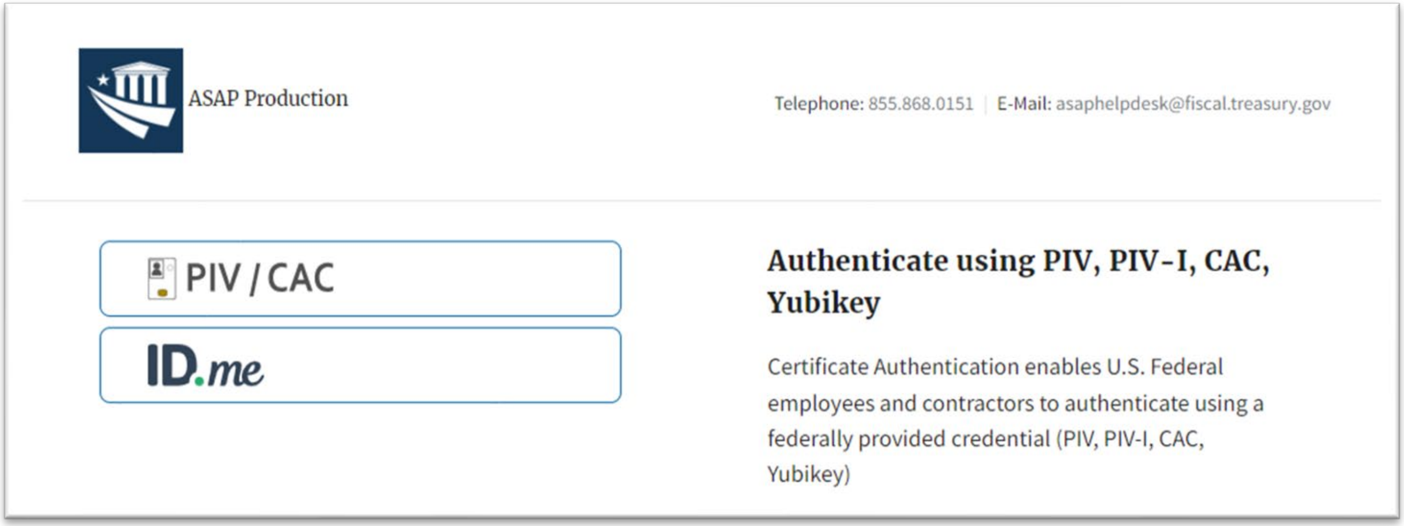
AUTOMATED AUTHORIZATION RENEWALS

Authorized Renewal Amount	$0.00
Certified Date	
Renewal Frequency	
Pending Renewal Frequency	
Pending Automated Renewal Amount	$0.00
Rollover Reset Quarter	
Default Action	Hold

New Login Process

- Recipient organization users are required to register, enable multi-factor authentication (MFA), and validate their identity with ID.me as part of the new login process to support Presidential, OMB and Treasury requirements effective September 16th.
- Recipient organization users will not be able to log into ASAP.gov until they add MFA to their logins.

Here are the two new login options for ASAP.gov. Note: UserIDs and Passwords are no longer accepted.



New Login Process for Recipients

1. Login into asap.gov

   (contact your organization if you cannot)

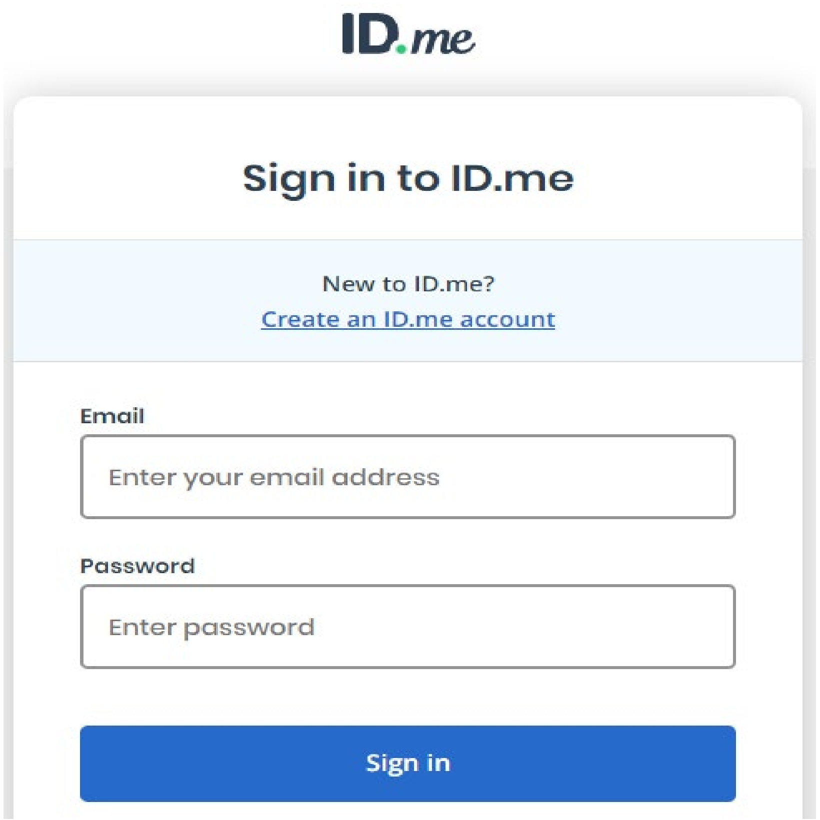
2. Register with ID.me

3. Enable multi-factor authentication via ID.me

4. Validate Identity via ID.me

ASAP Multi-factor Authentication (MFA) – ID.me

- If you already have an ID.me account:
  1. Login to ID.me using your email and password.
  2. Under Profile > Email, add your ASAP email address as a secondary email.
  3. Once verified, you will need to make this email the primary email in your ID.me account. Detailed instructions are located here: https://help.id.me/hc/en-us/articles/360011500573-Changing-your-account-email-address#change-your-primary-email-address

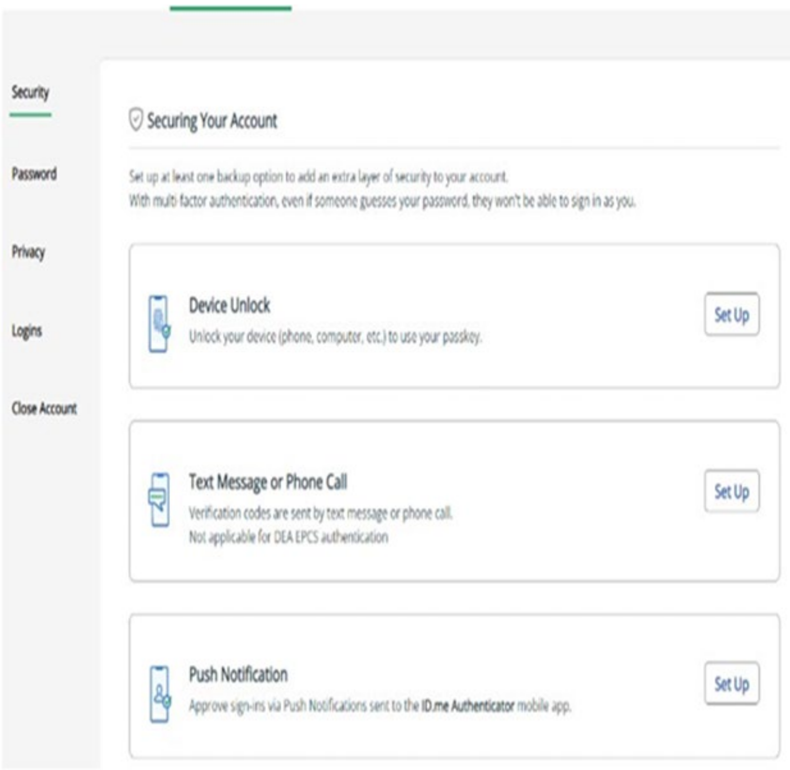


ASAP Multi-factor Authentication (MFA) – ID.me

- If you do <u>not</u> already have an ID.me account:
  1. From the ID.me webpage, click on 'Sign In' and then 'Create an ID.me account.'
  2. <u>Enter the email associated with your ASAP account</u>, a password, then select "Create account.".
  3. Follow all the steps in ID.me to create your account and validate your identity.

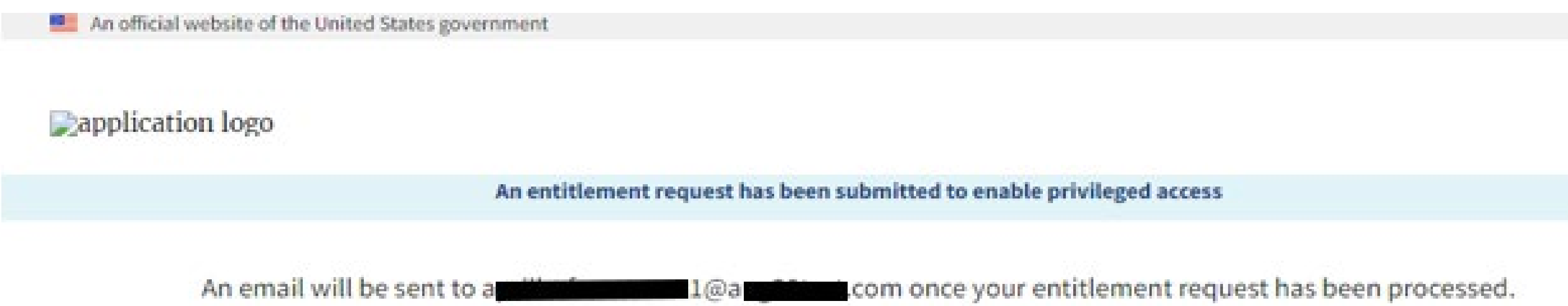
To add MFA to your login:

1. Click the drop-down menu next to your name to select "My Account". Next, click the "Sign In & Security" tab.
2. Select "Security". There, you will be shown the various MFA options.
3. Select "Set up" to add a new MFA method and follow the steps to enable that MFA method.



ASAP Multi-factor Authentication (MFA) – ID.me

- The final step is to validate your identity. Follow the ID.me instructions and make sure all information is accurate and complete. If you have any issues, select “Help Center” at the top right of your ID.me account.
- Once you have successfully registered, enabled multi-factor authentication, and validated the identity for your ID.me account, you will either be immediately directed to ASAP.gov.
- Or you will receive a message that “an entitlement request has been submitted” (see screenshot below) and you will need to wait for an ASAP team member to approve your request before you can log into ASAP.gov.

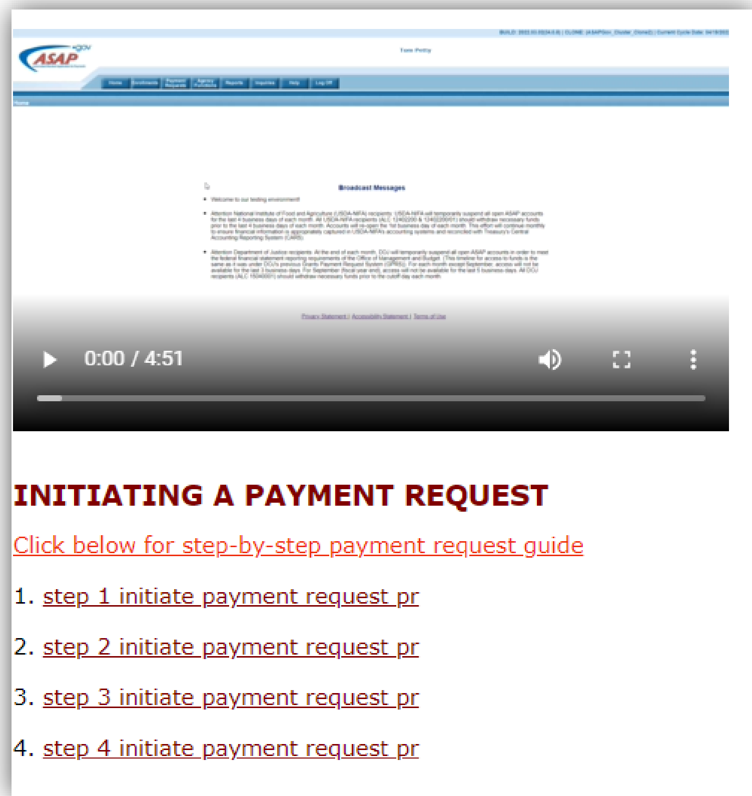


Helpful Links

- ID.me Help: https://help.id.me/hc/en-us
- ASAP.gov FAQs: https://fiscal.treasury.gov/asap/caia.html
- ID.me Guide to MFA: https://fiscal.treasury.gov/files/asap/ID-me-Guide-for-Recipient-Organizations-to-Register-and-Enable-Multi-factor-Authentication.pdf

Still need assistance?

- If you need additional assistance throughout the payment request process, you can search our “Payments” help section on ASAP.gov.



Upcoming Webinars

2023 Event Calendar	Type	Date	Time (EST)
ASAP.gov: Federal Agency Training	Webinar	April 3rd	2 PM
ASAP.gov: How to Enroll	Webinar	April 10th	2 PM
ASAP.gov: How to Make a Payment Request	Webinar	April 24th	2 PM

To register visit Fiscal.Treasury.gov/ASAP

Contact Information

Primary Contact

ASAPHelpDesk@fiscal.treasury.gov

- Place your Recipient ID (or UEI and EIN) in the subject line

ASAP.gov

AUTOMATED STANDARD APPLICATION FOR PAYMENTS

BUREAU OF THE FISCAL SERVICE

Please click here to take a quick survey or scan the QR code on this slide.

We’d love to hear your feedback!

Thank you.