

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
- Review Recipient Users and Roles
- Payment Request Steps
- Live Demo of Payment Request
- How to Run Reports
- New Login Process Overview
- ✤ Q&A

10 minutes10 minutes10 minutes

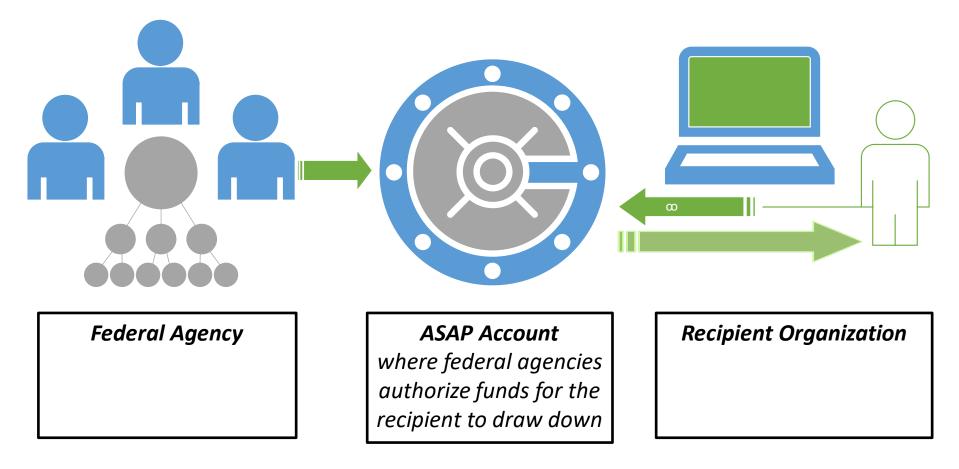
- 10 minutes
- 10 minutes
- 10 minutes
- ~TBD

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



Authorizations and Payments

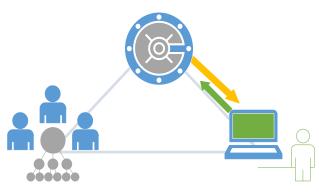
The Automated Standard Application for Payments allows organizations receiving federal funds to draw monies securely from pre-authorized accounts established by the agency issuing the payment.





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
- Minimize Returns
- □ Save Time
- Automated Controls
- Review Requests
- As Soon As Possible
- Minimize Checks
- □ Save Money

Agency funds remain within Treasury control until paid.

Agency can simply reduce the available balance.

Recipients request payments from ASAP accounts.

ASAP stops invalid payment requests.

Agencies can review these requests before being paid.

Immediate, same day and next day payment options.

Recipients can return payments online.

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



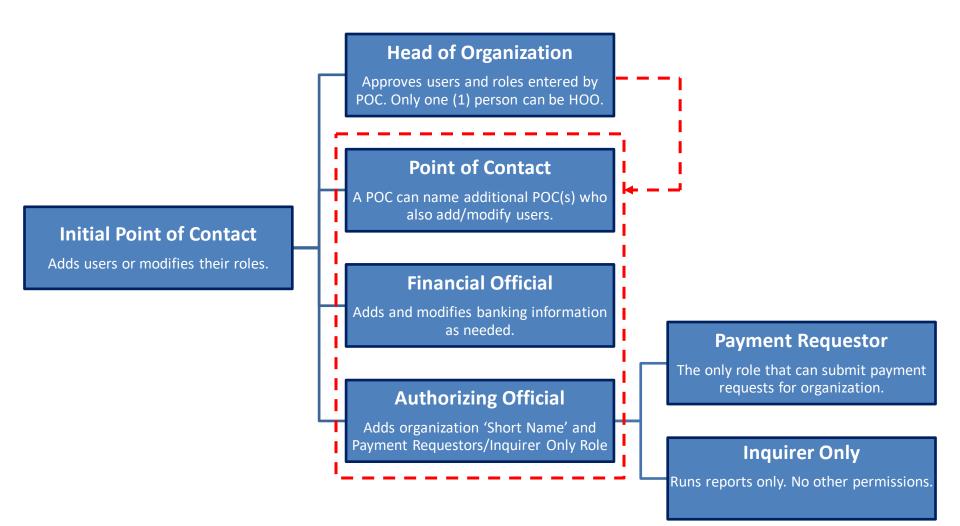
Live Event Q&A

- 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 <u>ASAPHelpDesk@fiscal.treasury.gov</u>
 - Please be sure to place your
 Recipient ID (or UEI and EIN) in subject line.

Featured	My questions	Most recen	t ~
Moderator	1/7/2021 8:58 AM		ß
the Q&A.	Ask a questio		
	Ask a duestio	n	



User Roles & Description





Page 8

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.

www.asap.gov says	
This feature is not functional currently.	
	ок





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.

Home	Enrollments	Payment Requests	Agency Functions	Reports	Inquiries
_		Book Entry Ad	justments (PR)	_	
		Cancel Payme	nt Requests (PF	2)	
		Cancel Pendin	g Return Payme	nt	
		Create Payme	nt Schedule		
		Create Templa	te		
		Delete Templat			
			nt Requests (PR	R)	
		Modify Payme	nt Requests		
		Modify Payme	nt Schedule		
		Modify Templa	te		
		Return ACH Pa	ayment		



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.



* Payment Request Type : Individual ~	
* Payment Method : ACH \vee	
* Requested Settlement Date : / / /	



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.

Step 1 of 4 (Continued) Retrieve Accounts	
Recipient ID : 29169	
ALC / Region :ALL V	
Account ID (or partial) :	
Continue	



Page 14

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

	Step 1 of 4 (Continued) Retrieve Accounts	
RROR 839: No accounts	und matching criteria.	
ter one or more of the fo	wing	
	Recipient ID : 2926478	
	ALC / Region : 49000001	
	Account ID (or partial) :	
	Continue Help for this.	





LEAD · TRANSFORM · DELIVER

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

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

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.

ash on Hand : \$			Total: \$ 1,000.00		
Account ID	Account Status	Requestor Reference Number	Available Balance	Amount Requested	Remittance Data
CCOUNTTE \$T-04292022	Open		\$0.00	s	+
CCOUNTTE \$T-12202021	Liquidated		\$1,010.00	\$	+
CCTTE ST-04292022	Open		\$0.00	\$	+
EMON LLC	Open		\$989,289.94	\$ 1,000.00	+



Step 5 of 5 | Review Payment Details

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

			Ctop 2 of	4				
Daymont Dequest Type Individual								
			-	*4159				
			••••					
ency : <u>DEPARTN</u>	IENT OF THE NAVY (1	<u>17008712)</u>						
and : \$			т	otal:\$ 1,000.00				
	Account ID	Account Status	Requestor Reference Number	Available Bala	nce	Amount Rec	quested	Remittance Data
LEMON LLC		Open			\$989,289.94	\$1,000.00		+
			Submit Add More Sort	Cancel Help for this Step				
a	ency : <u>DEPARTM</u> nd : \$	nd : \$	ency : DEPARTMENT OF THE NAVY (17008712) nd : \$ Account ID Account Status	Review Payment T Payment Request Type : Individual Payment Method : ACH Bank Relationship : 121137522' Requested Settlement Date : 12/21/2022 LEMON LLC (2923419) ency : DEPARTMENT OF THE NAVY (17008712) nd : \$ Account ID Account Status Requestor Reference Number EMON LLC	LEMON LLC (2923419) ency : DEPARTMENT OF THE NAVY (17008712) nd : \$ Total : \$ 1,000.00 Account ID Account Status Requestor Reference Number Available Bala EMON LLC Open	Review Payment Transactions Payment Request Type : Individual Payment Method : ACH Bank Relationship : 21137522**4159 Bank Relationship : 21137522**4159 Requested Settlement Date : 12/21/2022 LEMON LLC (2923419) Total : \$ 1,000.00 Account ID Account Status Requestor Reference Number Available Balance S989,289.94	Review Payment Transactions Payment Request Type : Individual Payment Method : ACH Bank Relationship : 121137522**4159 Requested Settlement Date : 12/21/2022 LEMON LLC (2923419) rncy : DEPARTMENT OF THE NAVY (17008712) nd : \$	Review Payment Transactions Payment Request Type : Individual Payment Method : ACH Bank Relationship : 121137522**4159 Requested Settlement Date : 12/21/2022 LEEMON LLC (2923419) Total : § 1,000.00 Total : § 1,000.00 Account ID Account Status Requestor Reference Number Ascount Status Status Status Status Status Account ID Account Status Status Status Status Status Status Status Status



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.

Home	Enrollments	Payment Requests	Agency Functions	Reports
		Book Entry Adj	ustments (PR)	_
		Cancel Paymer	nt Requests (Pl	R)
		Cancel Pending	g Return	
		Payment		
		Create Paymer	nt Schedule	
		Create Templat	te	
		Delete Templat	е	
		Initiate Paymen	nt Requests (PF	R)
		Modify Paymer		<i>′</i>
		Modify Paymen		
		Modify Templat		
		Return ACH Pa		



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.

Home	Enrollments	Payment Requests	Agency Functions
		Book Entry Ad	justments (PR)
			ent Requests (PR
		Cancel Pendin Payment	ig Return
		Create Payme	nt Schedule
		Create Templa	ite
		Delete Templa	te
		Initiate Payme	nt Requests (PR
		Modify Payme	nt Requests
		Modify Payme	nt Schedule
		Modify Templa	te
		Return ACH P	ayment



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.

Step 1 of 4 Retrieve Payment Information
In returning this payment, you will be originating a debit against the bank account to which the original payment was sent. Prior to initiating an ACH Return, you must ensure that your organization allows debits to this bank account and that the appropriate funds are available.
Enter the following:
*Payment Settlement Date: From: 01/ 03/ 2022 Through: 04/ 18/ 2022
*Payment Amount: From: 1.00 To: 1,000,000.00
Enter one or more of the following (optional):
Recipient ID: Find
Agency Location Code/Region:
Account ID:
Requestor Reference Number:
*Asterisk denotes required field.
Continue Help for this Step



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							
returr	eturn 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.							
elect o	one of the following:							
	Payment Amount	Settlement Date	Requestor Reference Number	Payment Type	View Banking Data			
)	\$500.00	03/09/2022		Individual	Q			
)	\$6,000.00	02/24/2022		Individual	Q			
)	\$500.00	02/22/2022		Individual	Q			
)	\$5,000.00	01/27/2022		Individual	Q			
	\$1,000.00	01/07/2022		Individual	Q			
			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.

Step 2 of 4 Enter Return Payment Amount						
Enter the following :						
Recipient Organization :						
Agency Location Code/Region :	CHINASE CORRES	(Section)				
Account ID	Account Status	Payment Amount	* Return Amount	* Return Reason	* Return Reference Number	View Banking Data
	Open	\$1,000.00		Select Select Other		Q
*Asterisk denotes required field.				Duplicate Payment Requested Incorrect ASAP Account Used Incorrect Amount Drawn Audt Disallowances		
			Continue			



Payment Request Status Inquiry

ASAP.gov Automated Standard Application for Phyments		Payment Request Status Inqui	ıiry		Date: 05/24/ Time: 9:21
ALC/Region:	Agency Short Name:		Recipient ID: 2923419	Recipient Short Name: Lemon LLC	
Account ID:	int 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	d				
Agency Location Code/Region:	Agency Short Nan	me:	Current Avai	ilable Balance:	
17008712	NAVY TEST		\$989,289.94	4	
Recipient Organization ID:	Recipient Short N	iame:	Request Date	دe & Time:	
2923419	Lemon LLC		11/15/2022 1	11:15:028	
ACH Batch Number:	ACH Trace Numbe	er:	ASAP Sequen	ince Number:	
1	5173682000001	4	11/15/2022 -	T Petty 000001 000001	
ACH Cycle Date:	ACH Cycle Numbe	er:	Funds IMAD:	<i>)</i> :	
11/15/2022	A				
DFI ABA Number:	DFI Short Name:		Bank Account	nt Number:	
	COMERICA SCO VI	LY			
Further Credit ABA:	Further Credit Sho	ort Name:	Date/Time S	Sent for Review:	
00000000	Not Found				
Agency Action:	User ID of Agency	/ Reviewer:	Date/Time of	of Agency Action:	
Agency	Requestor Reference	Payment	Requested	Remittance	Remittance
Account ID	Number	Request Status	Amount	Code	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 Review Return Payment Amount						
Enter the following :						
Recipient Organization	0.756					
Agency Location Code/Region :	ABRE BEING AUF DER AN	57 A.				
Account ID	Account Status	Payment Amount	* Return Amount	* Return Reason	* Return Reference Number	View Banking Data
00000000000	Open	\$1,000.00	1,000.00	Incorrect Amount Drawn	Test	Q
Asterisk denotes required field.						
			Submit Cancel	Help for this Step		



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.

Step 3 of 4 continued ACH Debit Agreement					
[ACH Debit Transaction Information				
	Bank	ABA Number :			
		count Number :			
		Debit Amount \$1,000.00			
l	Requested Se	ittlement Date (04/19/2022			
By entering your name and title below and clicking "I Agree", you are authorizin the specified amount for credit to Treasury's account. Such authorization is limit authorized to bind your organization, or the entity whom you are representing, to	By entering your name and tile below and clicking "I Agree", you are authorizing the U.S.Department of the Treasury, Financial Management Service (Treasury) to originate an Automated Clearing House (ACH) debit to your organization's Financial Institution account identified above in the specified amount for credit to Treasury's account. Such authorization is limited to this debit transaction for the amount specified. By clicking "I Agree" you acknowledge this transaction is governed by Treasury regulations governing participation in the ACH Network, and that you are authorized to bind your organization, or the entity whom you are representing, to the terms of this authorization and do so.				
	* First Name : * Last Name :				
	* Job Title :				
*Asterisk denotes required field.					
I Agree Cancel Help for this Biop					



Step 4 of 4 | Return ACH Payment

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

	ACH Debit	t Transaction Information
Bank ABA Num	ber :	0000000000
Bank Account I	lumber :	000929992029
Debit Amount :		\$1,000.00
Return Reason	:	Incorrect Amount Drawn
Return Referen	ce Number :	Test
Return Reques	Date :	04/18/2022
Requested Sett	lement Date :	04/19/2022
Availability Dat	e:	04/21/2022
	Recipient Organization : Agency Location Code/Region : Account ID	Return Amount \$1,000.00



How a POC Adds Officials -

Enrollments > Add Officials

Home	Enrollments Payment Requests Fu	gency Repo	orts Inquiries
	Add Banking Information		
	Add Officials	Enrolled Organiza	tion
	Add Users and Roles	Enrolled Organiza	IIION
	Create SF-425		
	Modify My Information		
	Modify Recipient Organization		
	Information		
	Modify/Delete Banking Data		
	Modify/Delete Officials		
	Modify/Delete Users and Roles		
	Replace Head Of Organization		

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

Home	Enrollments Payment Requests Fu	Agency Reports Inquiries	List of Users
	Add Banking Information Add Officials Add Users and Roles	Enrolled Organization	Payment Requestor
	Create SF-425 Modify My Information Modify Recipient Organization Information		Inquirer Only
	Modify/Delete Banking Data Modify/Delete Officials Modify/Delete Users and Roles Replace Head Of Organization		



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 Atomid Standard Application for Physical Standard		Account Balance Inquiry		Date: 12/21/2022 Time: 10:54 AM
ALC/Region:	Agency Short Name:	Account ID:		
17008712	NAVY TEST	N/A		
Recipient ID:	Requestor ID:	Account Status:	As of Date:	
2923419	N/A	All	N/A	

Inquiry Results:

Recipient ID	Short Name	Account ID	Cumulative Authorizations	Cumulative Draws/RP/BE	Current Available Balance	
	Lemon LLC	ACCOUNTTEST-04292022	\$0.00	\$0.00		\$0.00
2923419	Lemon LLC	ACCOUNTTEST-12202021	\$2,000.00	-\$990.00	\$1,0	,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	\$988,2	8,289.94
		1	otals: \$1,002,000.00	-\$12,700.06	\$989,;	,299.94

1 of 1

SENSITIVE BUT UNCLASSIFIED



Account Profile Inquiry

Astantiet Standard Application for Paryments		Account Profile Inquiry	Date: 12/21/20 Time: 10:57 A
ALC/Region: 17008712	Agency Short Name: NAVY TEST	Account ID: LEMON LLC	
Recipient ID: 2923419	Recipient Short Name: Lemon LLC		
Inquiry Results:			
ACCOUNT DETAILS		GRANT DETAILS	
Requestor ID : 2923419		Grant : Yes	
Account ID : LEMON LLC		Federal Award	
Account Description : LEMON LLC TEST		Identification Number	
1031/LOC Account : No		(FAIN) : 01812	
Account Type : Regular Account		CFDA Number : 93011.000	
Group ID :		Total Estimated Grant Amount : \$0.00	
Control Account : No			
Account Status		AGENCY PAYMENT REVIEW	
Indicator : Open		Agency Review : Yes	
Available Balance : \$988,289.94		Threshold Amount : \$2,500.00	
Create Date : 01/07/2022		Reason for Review : I WANT TO REVIEW OVER \$2500	
Begin Date : 01/01/2020			
Performance Period		DRAW AMOUNTS	
End Date : 12/31/2022		Max Total Draw Amount :	
End Date : 01/29/2023		Max Daily Draw Amount :	
TAS Distribution		Max Monthly Draw Amount :	
Method : Percentage by Account		Max Quarterly Draw Amount : \$10,000.00	
Allow Book Entry			
Adjustment : Yes		AUTOMATED AUTHORIZATION RENEWALS	
Allow Warehoused		Authorized Renewal	
Payments : Yes		Amount : \$0.00	
CMIA Indicator : No		Certified Date :	
CUMULATIVE AUTHORIZATIONS		Renewal Frequency :	
		Pending Renewal Frequency :	
Cumulative Authorized Amount : \$1,000,000.00		Pending Automated	
Cumulative Authorized		Renewal Amount : \$0.00	
Amount Reset Period :		Rollover Reset Quarter :	
Annual Reset Month :		Default Action : Hold	



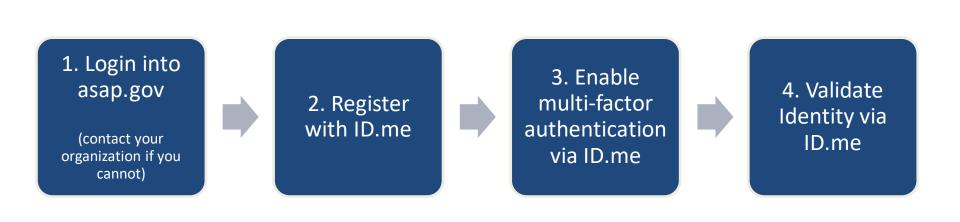
New Login Process

- 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 Production	Telephone: 855.868.0151 E-Mail: asaphelpdesk@fiscal.treasury.gov
ASAP.gov. Note: UserIDs	PIV / CAC	Authenticate using PIV, PIV-I, CAC, Yubikey
and Passwords are no longer accepted.	ID.me	Certificate Authentication enables U.S. Federal employees and contractors to authenticate using a federally provided credential (PIV, PIV-I, CAC, Yubikey)



New Login Process for Recipients





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.
- 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/enus/articles/360011500573-Changingyour-account-email-address#changeyour-primary-email-address

	Sign in to ID.me	
	New to ID.me? Create an ID.me account	
mail		
Enter	your email address	
assword	8	
Enter	password	



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.'
- Enter the email associated with your ASAP account, 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:

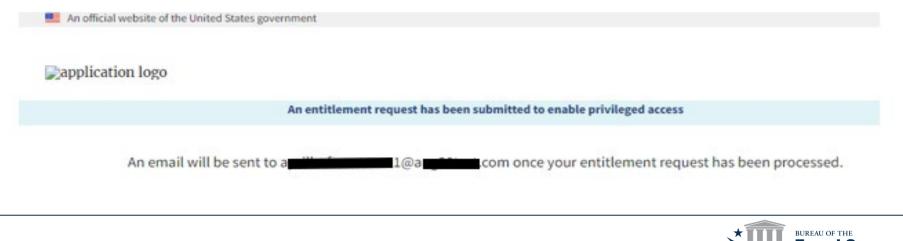
- Click the drop-down menu next to your name to select "My Account". Next, click the "Sign In & Security" tab.
- 2. Select "Security". There, you will be shown the various MFA options.
- 3. Select "Set up" to add a new MFA method and follow the steps to enable that MFA method.

⊘ Sec	uring Your Account	
	tleast one backup option to add an extra layer of security to your account. It factor authentication, even if someone guesses your password, they won't be able to sign in as you.	
_	Berley Heled	_
4	Device Unlock Unlock your device (phone, computer, etc.) to use your passkey.	Set U
E	Text Message or Phone Call	Set U
T	Verification codes are sent by text message or phone call. Not applicable for DEA EPCS authentication	
	Push Notification	
8	Approve sign-ins via Push Notifications sent to the ID.me Authenticator mobile app.	Set U



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.



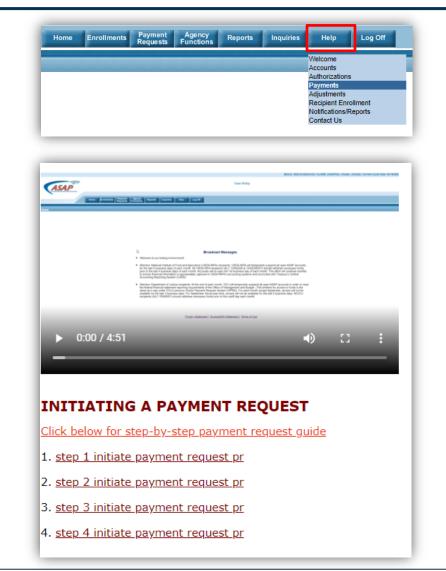
- ID.me Help: <u>https://help.id.me/hc/en-us</u>
- ASAP.gov FAQs: <u>https://fiscal.treasury.gov/asap/caia.html</u>

• ID.me Guide to MFA: <u>https://fiscal.treasury.gov/files/asap/ID-</u> <u>me-Guide-for-Recipient-Organizations-to-Register-and-Enable-Multi-factor-</u> <u>Authentication.pdf</u>



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	Туре	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 <u>Fiscal.Treasury.gov/ASAP</u>



Contact Information



Primary Contact

ASAPHelpDesk@fiscal.treasury.gov

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





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.



