



ASAP.gov

AUTOMATED STANDARD APPLICATION FOR PAYMENTS

BUREAU OF THE FISCAL SERVICE

What's New in ASAP.gov: Payment Justification

May 2025

New Payment Justification Feature

- Effective Monday, May 19, 2025, all payment requests submitted in ASAP.gov require a justification.
- This requirement is related to a [Presidential Executive Order](#) that requires a brief, written justification for all payments.
- This field is mandatory and will be required in the first step of the payment request process.
- This new field will allow you to submit a justification that is no longer than 300 characters.
- If you have multiple payment justifications, please enter the requests separately, (i.e., individual payments).
- Consult the agency that funds your account if have questions about what to include in the payment justification field.
- Here's a brief video of this functionality:
<https://fiscal.treasury.gov/asap/asap.gov-payment-justification-recipient.html>

Step 1 of 5 | Initiate Payment Request

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



Step 2 of 5 | Set Payment Preferences

Step 1 of 4
Retrieve Accounts

Select a Bank Relationship : ▼

Or

Select a Template : ▼

And

Specify Payment Information

* Payment Request Type : ▼

* Payment Method : ▼

* Requested Settlement Date : / / 

Requestor Reference Number :

* Payment Justification :

Step 2 of 5 | Helpful Hints

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. When using summary payments, ensure the correct payment justification is used for each request.

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 for an 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. For Requestor Reference Number - The requestor reference number is an optional field used to uniquely identify a payment request.

6. For Payment Justification - Payment justification is mandatory, so it is required for each payment.

Step 3 of 5 | Retrieve Accounts

To retrieve all OPEN 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 :

ALC / Region : --ALL--

Account ID (or partial) :



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.

Initiate Payment Requests (PR)

Step 2 of 4
Enter Payment Transactions
[Display Selection Criteria](#)

Payment Request Type :
Payment Method :
Bank Relationship :
Requested Settlement Date : 04/11/2024

Payment Justification :
The quick brown fox jumps over the lazy dog. This sentence contains every letter in the alphabet. To reach exactly 300 characters, we must carefully count each letter, space, and punctuation mark. This sentence is filler to pad the total needed to meet the exact character count required for testing.

Your criteria matched 1 account(s)

Recipient :
Federal Agency :
Cash on Hand : \$ Total : \$

Account ID	Account Status	Requestor Reference Number	Available Balance	Amount Requested
REG ACCT 11X24X21X1	Open		\$499,989.00	\$



- Note: The Account IDs provided are hyperlinks which, if selected, will provide Account Profile information. This is useful in determining if 'agency review' is enabled, as well as any maximum draw limits for the account.

Step 5 of 5 | Review Payment Details

- 1. Review your payment request.** If necessary, make any necessary corrections. Then select 'submit.' After submitting, you will see a confirmation of your payment request with the option to print the confirmation for your records.
- 2. Click Submit.**
- 3. Notice the Payment Request Status on the Payment Transaction Confirmation screen**

Initiate Payment Requests (PR)

Step 5 of 5
Review Payment Transactions

Payment Request Type :
Payment Method :
Bank Relationship :
Requested Settlement Date test: 04/11/2024

Payment Justification :
The quick brown fox jumps over the lazy dog. This sentence contains every letter in the alphabet. To reach exactly 300 characters, we must carefully count each letter, space, and punctuation mark. This sentence is filler to pad the total needed to meet the exact character count required for testing.

Recipient :
Federal Agency :
Cash on Hand : \$ Total : \$ 1.10

Row #	Account ID	Account Status	Requestor Reference Number	Available Balance	Amount Requested
<input checked="" type="checkbox"/>	REGACCT 11X24X21X1	Open		\$499,989.00	\$ 1.10



Submit Add More Accounts Sort Cancel Help for this Step

Upcoming Webinars

If you are interested in attending one of the upcoming ASAP webinars, please visit the following link:

<https://fiscal.treasury.gov/asap/#webinars>

Contact Information

Primary Contact:

ASAPHelpDesk@fiscal.treasury.gov

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

