

New User Registration

The term "new user" refers to an individual who does not currently have an identity (Single Sign On or SSO - user ID and password) established to access Treasury applications via the ISIM provisioning services.

***If you already have an SSO account with which you access other Treasury applications via ISIM, proceed to the **User Account Request** section of this guide.

To create an identity (Single Sign On user ID and password), with a PIV/CAC, access the following URL: <u>https://piv.treasury.gov/cass</u> You will be prompted to select your PIV/CAC certificate and enter your PIN.

Choose I do not have a Fiscal Service SSO account.

	SINGLE SIGN N
Change Password	Contact PIV/CAC Linking Guide
	Il Service SSO account or PIV-I cert to an existing Fiscal Service SSO account

 For certificates without an email address, CASS will prompt users to enter their email address and name. Enter your name and email address and click **Submit**. You will receive an email with a link to register. Click this link or enter it into your web browser. If your certificate has a mail attribute, CASS will automatically skip to the next step.

	Enter your personal information	ation.
	Legal First Name:	
ι	.egal Middle Name:	
	Legal Last Name:	
	Official Email Address	Submit



 CASS will prompt for the Fiscal Service Single-SignOn (SSO) UserID and Password used to access Fiscal Service applications. Enter the appropriate credentials and click Submit.

8	SIN	GLE Nůn				
Manage Identit	y/Account	Contact				
			100000000000000000000000000000000000000	100000000000000000000000000000000000000		20
Enter the userID UserID:	and passw	rd for the SSO account	t you wish to link	to your PIV or	PIV-I credentia	d.
	and passw	rd for the SSO account	t you wish to link	to your PIV or	PIV-I credentia	d.

3. Once the user has logged into CASS, the "Your request has been submitted successfully" message will display. A subsequent email will be sent to the user's email address that is saved within the Fiscal Service SSO contact profile. The email will contain "Treasury Fiscal Service SSO Certificate Activation Notification" in the subject line of the email.



4. Once the email has been received, you may now attempt to log into ISIM/Self and request the CARS account. (Proceed to page 5. ISIM/self logon)



To create an identity (Single Sign On user ID and password) with out a PIV/CAC, access the following URL:

https://isim.fiscal.treasury.gov/selfenroll/register

1. A security notification will display. Review the information and click *I Agree* to continue.

BUREAU OF THE Fiscal Service U.S. DEPARTMENT OF THE TREASURY	
Fiscal Service Self Enrollment	
WARNING! WARNING!	
You have accessed a U.S. Government information system, which includes (1) this computer, (2) this network, (3) all computers connected to this network media attached to this network or to a computer on this network. U.S. Government information systems are provided for the processing of official U.S. Unauthorized or improper use of this information system is prohibited and may subject you to disciplinary action, as well as civil and criminal penalties. Information systems is owned by the U.S. Government and may, for the purpose of protecting the rights and property of the U.S. Government, be moni searched, copied, or captured in any manner and disclosed or used for any lawful government inpromation systems. USE OF THISE IS NO RIGHT TO PRIVACY II give to law enforcement officials any potential evidence of crime found on U.S. Government information systems. USE OF THISE SYSTEM BY ANY USER, CONSTITUTES YOUR UNDERSTANDING AND CONSENT TO THIS MONITORING, INTERCEPTION, RECORDING, READING, COPYING, OR CAPTURING AND I Agree	Government information only. All data contained on U.S. Government tored, intercepted, recorded, read, I THIS SYSTEM. System personnel may AUTHORIZED OR UNAUTHORIZED,
Bureau of the Fiscal Service - U.S. Department of the Treasury	

2. Enter the self-enrollment information. Fields with (*) are required.

Fiscal Service Self E	Enrollment								
Fields with (*) are required									
Legal Prefix									
Legal First Name *									
Legal Middle Name									
Legal Last Name *									
Generational Identifiers / Suffix		~							
Title									٦
Email *							Organization. A sep		
Re-Enter Email *			-				Agency name. Click		
Sponsoring Application *	Select	~		buttor	1. The Sear	ch results will	display. Click the r	adial button next	
Organization *			Search				n Done. Close the s	eparate browser	
External Supervisors			Search	windo	ow if necess	ary.			
Mobile Phone			\ `						
Office Phone *									
Office Extension									
Pager Number									
Office Fax				Search	n:				
Office Room Number						Contains ¥			ı I
Office Street Address *				Where	fmsorgname	Contains 🗸	department of		
Office Street Address 2				Search					
Office City *									.
Office State *	Select	~					Name		
Office Zip *				۲	FA_Department of A	griculture			
Office Country *	UNITED STATES	~		Add Dor	-				
Please type the text from the im	nage below.			Add Dor	he				
mixched		Type the text fro <i>Captcha</i> image box and click Su	into the						
Submit									



3. A confirmation message will display the identity was established successfully, click Close Window button.

Succe	ess!
Your reques	t submitted successfully. You should receive an email shortly with your credentials.
Close W	lindow
4. Two emails will be re a temporary passwo	eceived. One email will contain the Single Sign On (SSO) userID, the other will contain rd.
	ails are marked from <u>donotreply@fiscal.treasury.gov</u> or <u>donotreply@fms.treas.gov</u> . Some email emails to junk or spam folders.)
(Example)	
This Single Cashtrack U Ster 10: Please log https://isi	Image: Inference Service: SIDM FP - denote equipy Bfms, treas, gory Service: The X46,0018 3-58 FML Successfully created your account liguided): an Single Sign On PSLDAP). Prease lagon to the ISMA Sprise, OrtCreater (SSMA). Service: The X46,0018 3-58 FML Sign On (PSLDAP) account these been created for you within The Bureau of the Fiscal Service's (BFS) user provisioning system (ISMA). Service: The X46, TCMA, TRES, DNP, ITMA, FIR, Debit Gateway, etc. Sign On (PSLDAP) account (user) you to log into many Treasury applications such as PAAM, SPS, OTTCreat, ITS, GTAS, FedDebit, GFRS, Leebert, GFRS, Service Desk at 304-480-7777. and assistance, please contact your application Help Desk or BFS Service Desk at 304-480-7777. Service: The Sign Service's (BFS) user provisioning system (ISMA) has created a temporary Single Sign On (FSLDAP) account for Sign Service Sign Service's (BFS) user provisioning system (ISMA) has created a temporary Single Sign On (FSLDAP) account for Sign Service's (BFS) user provisioning system (ISMA) has created at temporary Single Sign On (FSLDAP) account for Sign Service's (BFS) user provisioning system (ISMA) has created a temporary Single Sign On (FSLDAP) account for Sign Service's (BFS) user provisioning system (ISMA) has created at temporary Single Sign On (FSLDAP) account for Sign Service's (BFS) user provisioning system (ISMA) has created at temporary Single Sign On (FSLDAP) account for Sign Service's (BFS) user provisioning system (ISMA) has created at temporary Single Sign On (FSLDAP) account for Sign Service's (BFS) user provisioning system (ISMA) has created at temporary Single Sign On (FSLDAP) account for Sign Service's (BFS) user provisioning system (ISMA) ha
	This email was generated by BFS user provisioning system (ISIM) during the processing of one or more requests.



ISIM/self logon:

5. Log into ISIM <u>https://isim.fiscal.treasury.gov/itim/self</u> enter the User ID and temporary password received in the emails and click **LOGIN**.

	Forgot Password	SING SIG	Forgot User ID	Contac	with a PIV/ Choose the	PIV card logon if you registered CAC. user ID & Password logon if you manually and received an email
	You have successfully logged out. Please close your browser to complete the logout process.					
	<mark>d or iKey</mark> nake sure your card/iKey	0	Password, you acknowledg SecurID User ID	je that you have	e read, understand, and agre	e to abide by the <u>Rules of Behavior</u> User ID & Password User ID (ITIM)
3	AN ARTS Territoria Territori	VITH YOUR	Passcode			Password

6. A prompt to change the temporary password will be displayed. Retype the User ID and temporary password in the corresponding fields. Create a New Password using the displayed criteria and retype in the Confirm New Password fields. After completing, click the Change Password button.

Fiscal Service	SINGLE SIGN <u></u> N
WARNING: New passwords must be at least case letter, 1 special character, and 1 number	
Password Change Request	
please change your current password b	efore continuing.
New Password	
Confirm New Password	
CHANGE PASSWORD	CLEAR THIS FORM



7. A prompt will be displayed to establish 3 security questions and a shared secret to use in the self-service portal for forgot password resets. Choose only 3 security questions and provide answers.

BUREAU OF THE Fiscal Service LL DEPARTMENT OF THE TREADERY Change Challenge/Response	Fiscal Service					
Change Challenge/Response - Select and Provide Responses to Question	5					
you to provide the responses to the Challenge/Responses requires. Select and provide responses to an	If you forget your password or your password expires, you can choose to use our Self-Service Account/Password Reset process to reset it by clicking on the Forgot Password link on the login page. This process will ask you to provide the responses to the Challenge, Response questions you use up when you first accessed your account. This screen allows you to provide the responses that the Self-Service Account/Password Reset process requires. Select adprovide responses to any 3 of the challenge questions below. Please ensure that are therponse is unique and at least 3 characters long and then click Save My Responses. Note: Responses are case-insensitive responses to any 3 of the challenges below, ensuring each response is unique and at least 3 characters long, and then click Submit. Note that responses are letter case-insensitive. Select Ouestion Confirm Response					
What was the name of the hospital where you	were born?					
What was the name of the street you lived on the stre	when you grew up?					
What was the name of the company or organiz	ation where you held your first job?					
What was the name of the city where you were	a born?					
What was the name of your first pet?						
What was the model of your first automobile?	Save My Questions & Respon	ses Cancel				
	<u>Accessibility Contacts</u> <u>Privacy Policy</u> U. S. Department of the Treasury - Bureau of the Fise	cal Service				

8. A prompt will display to create a Shared Secret. Click the Save My Shared Secret when completed.

Your Shared Secret is used by the Help Desk personnel to verify your identity when you call them. At that time, you need to to provide that the shared secret is at least 3 characters long and then click Save My Shared Secret button.

Shared Secret	Confirm Shared Secret
	Save My Shared Secret Cancel

9. Click the Logout button.





User Account Request

1. Log into ISIM <u>https://isim.fiscal.treasury.gov/itim/self</u>. The Self-Service home page will load. To request access to CARS, click the **Request Account** link in the **My Access** section.



Request Account Request a new account.

Delete Account Delete one of your existing accounts.

View or Change Account Change one of your existing accounts.

2. When the **Request Account** page loads, enter "CARS" in the **Search for:** field, and then click **Search**.

Home > Request acco	unt
Request Acc	count
Enter information to sea	rch for the type of account you would like to request.
Enter information to sea Search for:	rch for the type of account you would like to request.

Go	to.	Home	Рапе

3. When the search results appear, click the CARS link in the Account Type field.

Enter informa	ition to search for th	he type of account you would lil	ke to request
Search for:			
CARS		Search	
Search R	eculte		
		vould like to request.	
	,,,		



Search Results

Click below to select from the search results.

Displayed: 1

Total: 1

Page	8	of	17

Back to Account

<u>Name</u> <u>Amy Super</u> Page 1 of 1



7. The supervisor's name will appear in the **GWA Supervisor** field. To add the necessary modules and roles, click **Details**.

Account Information	
Change the account information below. Whe	en you are done changing info
☐ Is CGAC ★ GWA Supervisor Amy Super ★ Modules, Roles, ALCs, and AGroups	Search Clear
Details	

8. When the CARS Access Permissions window appears, click the dropdown menus in the **Module** and **Role** fields to select the appropriate options.

Note: The Modules and Roles selected below are only examples. You will need to select your desired Modules and Roles to perform your duties.

To obtain more information about the CARS Modules and Roles, refer to Appendix A of this guide.

		ing information, click Next. All r			
Is CGAC					
* GWA Supervisor					
Amy Super	Search	ear			
Modules, Roles, ALCs, and A Details	Groups	Microsoft Edge			- 0
Last Recertification		iniciosoft Edge			
Luct resolution					
Recert Approved By	CARS Access Permis	sions			
Recert Status		ions for this user's CARS access			
Recen Status	Module	Role	ALC	A	Group
Recert Comments		<u>·</u>	~		
	ACCTSTMT				
	APROP ASR				
< Back Next >	BORR	Role	AGroup	ALC	Edit Remo
	d CIA CTA				
	NET SOD				
	TANC				
	TDOPAYMENTS WJV				



9. In the ALC field, enter the information relevant to the necessary Agroup needed for CARS access. This is a free-form entry field allowing entry of any of the following information: ALC(s), AGroup name (if known), ID of another user whose access should be mirrored, etc.

Please provide the permis	ssions for this user's CARS access.		
Module	Role	ALC	AGroup
NET	✓ Agency Preparer ✓	▼ 12000001	
Add OK Cancel	Data and ALC fields have b		del Entrino in the Mandala (Dal
After the Module , fields will populate	e in the Current Permission	ns table. Repeat the proc	d. Entries in the Module/Rol cess to add Module/Role/ALC rmation appears in the Currer

	ssions for this user's CARS				
Module	Role		ALC	AGroup	
NET	 Agency Preparer 	▼ 120	000001		
Add OK Cancel	Module	•	Role	ALC	AGroup
	Add OK Cancel Current Permission				
	Module	Role	AGro	oup Al	LC Edit Remove
	NET	AP		12000001	Edit Remove



11. When the Account Information page reappears, click Next.

Account Information	
Type the requested information below. When you	are done specifying ir
□ Is CGAC + GWA Supervisor Amy Super	Search Clear
 Modules, Roles, ALCs, and AGroups Details 	
Last Recertification	
Recert Approved By	
Recert Status	
Recert Comments	
	~ ~
< Back Next >	

12. Click **Request Account** to submit the request. When the **Request Submitted** confirmation page opens, the request ID assigned to the submitted request will appear. To view the status of the request, click the **View My Requests** link.





13. When the View My Requests page opens, the status of the request should initially be shown as "In Process." To view the Request Detail, including the name of the supervisor who needs to approve the request, click the corresponding Account Add link in the Request Type column.

View My Red	quests				
Click the request type	to view its informati	ion.			
View: Show last 31 d	ays 🔻 Go				
Request Type	Date Submitted	\bigtriangledown	Status	Account/Access	
Account Add	March 26, 2014	8:05:11 AM	In Process	buser001 on CARS	1
Account Add	March 26, 2014	7:25:55 AM	Rejected	buser001 on CARS	
Account Add	March 17, 2014	1:05:41 PM	Success	buser001 on IPAC	
Account Add	March 17, 201	Request Informatio	n		
Account Add	March 4, 2014				
Page 1 of 1 Total: 5	5 Displayed: 5	Request Detail			
		Request ID: 911488136091560345	53		
		Date submitted: March 26, 2014 8:05:1	1 AM		
<u>Go to Home Page</u>		Request type: Account Add Account/Access: buser001 on CARS			
	۴	Accountraccess: buseroot on CARS			
	s	Status Detail: Pending inform	nation		
	0	Due date: March 31, 2014 8:05:17 AM			
	F	Providers:			
		Full Name			
		Amy Super			
		Page 1 of 1 Total: 1 Displaye	d: 1		

14. The request will remain in a status of "In Process" until it is approved, rejected, or the timeframe for action ends. It will change to "Success" after the request has been approved by both your supervisor and the Treasury Support Center. You will receive an email after the request has been approved or rejected.

Note: This process can take up to 14 days: your supervisor has seven days to approve the request, after which the Treasury Support Center has another seven days to complete its approval. **If your supervisor does not approve the request within the seven-day timeframe designated for supervisor approval, the request will fail, and you will need to resubmit it.**

View My Requests

Click the request type to view its information.

View:	Show last 31 days	- Go		
Request	Туре	Date Submitted 🗸	<u>Status</u>	Account/Access
Account	Add	March 26, 2014 8:05:11 AM	Success	buser001 on CARS

Contact the Treasury Support Center at (877) 440-9476 or via email at <u>GWA@stls.frb.org</u> if you have questions concerning the CARS enrollment process.



Appendix A.

CARS External Modules and Roles

CARS supports the Fical Service strategic goal to produce accurate, accessible, and timely governmentwide financial information and reports while reducing reconciliation burdens on FPAs.

Account Statement-

Account Statement provides federal agencies with a central location for retrieving information to assist with their financial reconciliation processes. Account Statement is designed for agencies that perform their Fund Balance with Treasury (FBWT) reconciliation based on TAS. This module has screens for ALC summary, ALC activity, and ALC transactions.

Roles:

Agency Reviewer- can view all cars posted transition that relates to the user's AGroup

Appropriation Warrants-

This component of the Agency Transaction Module provides the capability to electronically create warrant transactions for each Federal Program Agency (FPA) based on a US Code, Statue, or Public Law. FPAs are able to view approved warrants based on their profiles.

Roles:

Agency Reviewer - can view all posted Appropriation that relates to the user's AGroup

ASR-

Agency Standard Reporting (ASR) provides UI for ASR users to access all of the standard "pre-canned" reports that are available for execution, the capability to schedule reports to be executed and stored in the WebFOCUS Report Library for later retrieval, transparent access to the BI Dashboard, InfoAssist features of the WebFOCUS Managed Reporting (MR) client, and designation of ad-hoc reports generated in InfoAssist as new standard reports

Role:

Agency Reviewer- can view ASR report in CARS that relates to the user's AGroup Agency Account Administrator- can view ASR report and Notify Agencies of Account Exceptions in CARS that relates to the user's AGroup



BORR-

This component of the Agency Transaction Module provides an on-line process for creating, approving and reviewing Borrowings and Repayments transactions from Treasury.

Roles:

Agency Preparer- can create, save, edit, delete and view both pending and posted Borrowing transactions that relates to the user's AGroup

Agency Certifier- can view pending and posted as well as certify or reject Borrowing transactions that relates to the user's AGroup

Agency All- can create, update, delete, view pending, view posted, as well as certify or reject Borrowing transactions that relates to the user's AGroup

Agency Reviewer - can view pending and posted Borrowing transactions that relates to the user's AGroup

Checks Issued Audit-

The CIA reports compare Agency checks issued data and Source System checks issued data. Agency checks issued is defined as data reported by Agency users. Source System checks issued is defined as data provided by source system files. The CIA module should only be utilized by disbursing officers, i.e., agencies with the authority to disburse payments.

Role:

Agency Viewer- can view CIA reports for the Agency's ALC(s)

Classification Transaction and Accountability-

This component of the Agency Transaction Module generates the FS 224 Statement of Transactions used to report monthly accounting activity by FPAs who rely upon Treasury to disburse funds. FS 224 monthly reports serve as the basis for Treasury's reporting of federal revenues and expenditures for these FPAs. The FS 224 allows monthly reconciliation of disbursements and collections for each Agency Location Code (ALC). This in turn, enables the Funds Balance with Treasury (FBWT) to be reconciled to the General Ledger by Treasury Account Symbol (TAS). The FS 224 consists of three parts: Section 1 is Fund and Receipt Accounts. This is where appropriated funds are classified and reclassified into FPA accounts. Section 2 is for reporting Payments, and Section 3 is for reporting Collections.

Role:

Agency All- can create, update, delete, view pending, view posted, as well as certify or reject CTA transactions that relates to the user's AGroup

Agency Certifier- Agency Certifier- can view pending and posted as well as certify or reject CTA transactions that relates to the user's AGroup

Agency Reviewer- can view pending and posted CTA transactions for users with the same AGroup Agency Preparer- can create, update, delete and view both pending and posted CTA transactions that relates to the user's AGroup



Non-Expenditure Transfers-

This component of the Agency Transaction Module provides an on-line process for creating, approving and reviewing the transfer of funds between or within Government Agencies without recording a receipt or an expenditure (outlay) on the books on the Treasury. Non-expenditure Transfer Authority transactions do not appear in Treasury reports or in the budget document as receipts or expenditures because these transactions do not affect the budget surplus or deficit.

Role:

Agency Preparer- can create, update, delete and view both pending and posted Non-Expenditure Transfers that relates to the user's AGroup

Agency Certifier- Agency Certifier- can view pending and posted as well as certify or reject Non-Expenditure Transfers that relates to the user's AGroup

Agency All- can create, update, delete, view pending, view posted, as well as certify or reject Non-Expenditure Transfers that relates to the user's AGroup

Agency Reviewer- can view pending and posted Non-Expenditure Transfers that relates to the user's AGroup

Statement of Difference-

Agencies must ensure that none of their ALCs have out of balance conditions on their Statement of Difference reports before they can become full reporters. The SOD reports compare the Agency Balance and the Source System Balance. The Agency Balance is defined as data reported by agency users. The Source System Balance is defined as data provided by source system. Access to SOD will provide two separate reports for tickets (Collections Information Repository or CIR) and debit vouchers (Payment Information Repository or PIR)

Role:

Agency Viewer- can view all posted transactions in CARS that relates to the user's AGroup

TDO Payments-

This component of Account statement provides agencies with Regional financial Center payment information. Role:

Agency Viewer- can query ALC reports for Treasury Disbursing Office ACH, EFT and check payments



Transfer and Non-Cash:

This component of the Agency Transaction Module should be used for the following:

• IntraALC Transfer: an accounting cash event of transferring funds that are internal to the agency and within the same ALC, that is not associated with a payment or collection. IntraALC transfers are indirectly related to source transactions. These transactions should not be corrections to source system transactions.

• InterALC Transfer: an accounting cash event of transferring funds from one ALC to another ALC, either in the same agency or a different agency, that are not associated with a payment or collection. InterALC transfers are indirectly related to source transactions. These transactions should not be corrections to source system transactions.

• Transfers have 2 parts, (1) transfers to and (2) transfers from.

• Non-Cash: an accounting non-cash event that is not related to cash held in the Treasury General Account (TGA), but is needed for Treasury reporting, i.e. Monthly Treasury Statement (MTS) reporting. For example, Federal Debt's accruals and amortization transactions are reported on the MTS in the current accounting period, but the related cash payment takes place in a future accounting period.

• Subsidy Transfers: when a direct loan or guaranteed loan is disbursed, executes a positive subsidy modification, or has an upward re-estimate, the program account pays a subsidy to the financing account. Examples include: post-1991 direct loans, upward re-estimates and interest on the re-estimates, or modifications of any direct loans.

Role:

Agency Preparer- can create, update, finish, delete, reverse and view pending and posted TaNC transactions that relates to the user's AGroup.

Agency Certifier- can certify, reject and view pending and posted TaNC transactions that relates to the user's Agroup; can act as Agency Recipient Certifier to approve InterALC transactions that relates to the user's Agroup.

Agency All- can create, update, certify, reject, delete, reverse and view pending and posted TaNC transactions that relates to the user's Agroup; can act as Agency Recipient Certifier to approve InterALC transactions that relates to the user's Agroup.

Agency Recipient Certifier- can reject and approve InterALC transactions and view pending and posted TaNC transactions that relates to the user's Agroup.

Agency Viewer- can view pending and posted TaNC transactions that relates to the user's Agroup.

**More information is located: <u>https://www.fiscal.treasury.gov/cars/cars-transactions-accountability.html</u>

Warrant Journal Vouchers-

This component of the Agency Transaction Module are used to report the estimated amounts of Taxes and Customs duties determined by the Office of Tax Analysis and to report adjustments, as a result of actual amounts that are collected by the Internal Revenue Service and U.S. Customs Service. The Excise Taxes and Customs duties are transferred to the Trust Fund Receipts and invested by the Bureau of the Fiscal Service in Government Securities as legislated.



Role:

Agency Reviewer- can view posted Warrant Journal Vouchers that relates to the user's Agroup

Year End Closing-

This component of the Agency Transaction Module facilitates the process of the cancellation of the 5th year expired accounts and for the Indefinite, Year End Closing Adjustment currently based on FACTSII FMS Form 2108 Role:

Agency Preparer- can create, update, delete, agency certify and view both pending and posted Year End Closing Adjustment that relates to the user's AGroup

Agency Reviewer- can view posted Year End Closing Adjustment that relates to the user's AGroup