DNP Recertification
Spotlight Training Webinar
2022
Important

• Please note all screenshots and Portal demonstrations use fictional data within a test environment.

• If you need clarification or further help, contact Do Not Pay Agency Support Center at donotpay@fiscal.treasury.gov or 855-837-4391.
Who Should Take This Training?

- Authorizing Officials
- Primary Local Security Administrators
- Local Security Administrators who have the responsibility of recertifying Do Not Pay Portal Users
Agenda

- Recertification
- SDSA Tool Overview
- Contact Information
Recertification
What is Recertification?

- A method of validating whether access to DNP is still required
- Necessary to ensure appropriate level of access
Why Recertification?

- Mandated by the Department of the Treasury, Bureau of the Fiscal Service security protocol
- Affects every user with access to the DNP Portal
- Scheduled during the months of March and April
Who Are the Recertifying Officials?

Authorizing Official (AO)
- The AO has the authority to recertify the PLSA, LSA(s) and User(s) throughout the Hierarchy Structure.

Primary Local Security Administrator (PLSA)
- The PLSA has the authority to recertify LSA(s), and User(s).

Local Security Administrator (LSA)
- The LSA has the authority to recertify User(s) (USDA & Treasury only).
What is the Process?

You will receive a series of emails:

- **First Email (Announcement):**
  Provides information on relevant dates and recertification roles.
  This email is sent to all Recertifying Officials.

- **Second Email (Instructions):**
  Provides instructions on how to recertify users in the Shared Document with Secured Access (SDSA) tool.

- **Third Email (Link & Password):**
  Provides the link and the password to the SDSA tool.
Email Examples

From: donotpay@stls.frb.org
Subject: Announcement of the 2022 Do Not Pay User Recertification

Once the recertification process begins, you will receive this email from noreply@stls.frb.org with a link and a temporary password:

**Subject Line:** Do Not Pay Recertification - Shared Document with Secured Access Password

Please click on the link below to access SDSA and sign in using the User ID provided in a previous email.

Temporary Password: <password>

<CLICK URL LINK HERE>
Recertification Window

**Key Milestones**

- **Announcement email**: February 22, 2022
- **Recertification process starts**: March 1, 2022
- **Recertifying Official receives email reminder**: March 8, 2022
- **Recertifying Official receives final email reminder**: March 15, 2022
- **Users receive email to contact Recertifying Official**: March 22, 2022
- **DNP Begins Phone Follow-up**: March 22, 2022
- **Process Ends**: April 1, 2022
Important Date to Remember!

April

Monday 4

Access will be revoked for users who have **NOT** been recertified
When to Contact DNP?

If you are no longer a Recertifying Official, notify the Treasury Support Center immediately!

Treasury Support Center:
855-837-4391
donotpay@stls.frb.org
SDSA Tool Overview
SDSA Tool Overview

Warning!

This is an official United States Government System, which may be used only for authorized purposes. Unauthorized use or modification of any information stored on this system may result in criminal prosecution. The Government may monitor and audit the usage of the system, and all persons are hereby notified that the use of this system constitutes consent to such monitoring and auditing. Unauthorized attempts to upload information or change information on this service are strictly prohibited and may be punishable under the Computer Fraud and Abuse Act of 1986 and the National Information Infrastructure Protection Act.
SDSA Tool Overview

Change Password

Your password must contain the following: at least 8 characters, an uppercase letter, a lowercase letter, a number, and 2 or more special characters (e.g., @, #, $, !)

Your password must also not be a duplicate of your last 3 passwords.

After changing your password, you will be redirected to log on with your new password.

Original Password
Enter Original Password

New Password
Enter New Password

Confirm New Password
Confirm New Password

Save Cancel
SDSA Tool Overview

Warning!

This is an official United States Government System, which may be used only for authorized purposes. Unauthorized use or modification of any information stored on this system may result in criminal prosecution. The Government may monitor and audit the usage of the system, and all persons are hereby notified that the use of this system constitutes consent to such monitoring and auditing. Unauthorized attempts to upload information or change information on this service are strictly prohibited and may be punishable under the Computer Fraud and Abuse Act of 1986 and the National Information Infrastructure Protection Act.
SDSA Tool Overview

SDSA Shared Document with Secured Access

DoNotPay

- Recertification Period Begins: March 1, 2022
- Recertification Period Ends: April 1, 2022
- Recertification Period Extends
- DoNotPay Phone Number: 855-837-4391
- DoNotPay Contact Email: donotpay@stls.frb.org

Message(s):
SDSA Tool Overview

Certify Users

- Application
  - DoNotPay
- User ID
- User Last Name
- Status
  - Select Status
- Number of Users to Display
  - 100

* required fields
Recertifying Individual Users
Recertifying Individual Users

### Certify Users

<table>
<thead>
<tr>
<th>Name</th>
<th>User ID</th>
<th>Email Address</th>
<th>Phone Number</th>
<th>Recertification Group #</th>
<th>Roles and Recertification/Recertify Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>test</td>
<td><a href="mailto:test@test.com">test@test.com</a></td>
<td>314-500-1212</td>
<td>7200000000</td>
<td>DoNotPay - PLSA</td>
<td>Recertify</td>
</tr>
<tr>
<td>test</td>
<td><a href="mailto:test@test.com">test@test.com</a></td>
<td>314-500-1212</td>
<td>7200000001</td>
<td>DoNotPay - PLSA</td>
<td>Recertify</td>
</tr>
<tr>
<td>test</td>
<td><a href="mailto:test@test.com">test@test.com</a></td>
<td>314-500-1212</td>
<td>7200000002</td>
<td>DoNotPay - PLSA</td>
<td>Recertify</td>
</tr>
<tr>
<td>test</td>
<td><a href="mailto:test@test.com">test@test.com</a></td>
<td>314-500-1212</td>
<td>7200000003</td>
<td>DoNotPay - PLSA</td>
<td>Recertify</td>
</tr>
<tr>
<td>test</td>
<td><a href="mailto:test@test.com">test@test.com</a></td>
<td>314-500-1212</td>
<td>7200000004</td>
<td>DoNotPay - PLSA</td>
<td>Recertify</td>
</tr>
<tr>
<td>test</td>
<td><a href="mailto:test@test.com">test@test.com</a></td>
<td>314-500-1212</td>
<td>7200000005</td>
<td>DoNotPay - PLSA</td>
<td>No Action Taken</td>
</tr>
<tr>
<td>test</td>
<td><a href="mailto:test@test.com">test@test.com</a></td>
<td>314-500-1212</td>
<td>7200000006</td>
<td>DoNotPay - PLSA</td>
<td>No Action Taken</td>
</tr>
<tr>
<td>test</td>
<td><a href="mailto:test@test.com">test@test.com</a></td>
<td>123-456-7890</td>
<td>7200000006</td>
<td>DoNotPay - LSA</td>
<td>No Action Taken</td>
</tr>
<tr>
<td>test</td>
<td><a href="mailto:test@test.com">test@test.com</a></td>
<td>(123) 456-7890</td>
<td>7200000006</td>
<td>DoNotPay - LSA</td>
<td>No Action Taken</td>
</tr>
</tbody>
</table>

### Search

- Application (required)
- Number of Users to Display (required)
- User ID (required)
- User Last Name (required)
- Status (required)
Recertifying Individual Users

To complete recertification of a user, select Recertify or Revoke in the right column of the table below. Once you have chosen a status, the table will expand to display the roles for that user. Review the list and select the roles that need to be removed.

**NOTE:** If you recertify a user, verify that the roles assigned are still needed. If a role is NOT needed, check the box next to that role to indicate that it should be removed. If all roles are still needed, no action needs to be taken other than the initial selection to Recertify.

<table>
<thead>
<tr>
<th>Name</th>
<th>User ID</th>
<th>Email Address</th>
<th>Phone Number</th>
<th>Recertification Group #</th>
<th>Roles and Revoke/Recertify Status</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:lps_test@test.com">lps_test@test.com</a></td>
<td>314-555-1212</td>
<td>72000009</td>
<td></td>
<td>DoNotPay - PLSA</td>
<td>Recertified</td>
</tr>
<tr>
<td><a href="mailto:lps_test@test.com">lps_test@test.com</a></td>
<td>314-555-1212</td>
<td>72000001</td>
<td></td>
<td>DoNotPay - PLSA</td>
<td>Recertified</td>
</tr>
<tr>
<td><a href="mailto:lps_test@test.com">lps_test@test.com</a></td>
<td>314-555-1212</td>
<td>72000002</td>
<td></td>
<td>DoNotPay - PLSA</td>
<td>Recertified</td>
</tr>
<tr>
<td><a href="mailto:lps_test@test.com">lps_test@test.com</a></td>
<td>314-555-1212</td>
<td>72000003</td>
<td></td>
<td>DoNotPay - PLSA</td>
<td>Recertified</td>
</tr>
<tr>
<td><a href="mailto:lps_test@test.com">lps_test@test.com</a></td>
<td>314-555-1212</td>
<td>72000004</td>
<td></td>
<td>DoNotPay - PLSA</td>
<td>Recertified</td>
</tr>
<tr>
<td><a href="mailto:lps_test@test.com">lps_test@test.com</a></td>
<td>314-555-1212</td>
<td>72000005</td>
<td></td>
<td>DoNotPay - PLSA</td>
<td>No Action Taken</td>
</tr>
<tr>
<td><a href="mailto:lps_test@test.com">lps_test@test.com</a></td>
<td>314-555-1212</td>
<td>72000006</td>
<td></td>
<td>DoNotPay - PLSA</td>
<td>No Action Taken</td>
</tr>
<tr>
<td><a href="mailto:dopay@efs.frb.org">dopay@efs.frb.org</a></td>
<td>123-456-7890</td>
<td>72000006</td>
<td></td>
<td>DoNotPay - LSA</td>
<td>No Action Taken</td>
</tr>
<tr>
<td><a href="mailto:test@test.com">test@test.com</a></td>
<td>(123) 456-7890</td>
<td>72000006</td>
<td></td>
<td>DoNotPay - LSA</td>
<td>No Action Taken</td>
</tr>
</tbody>
</table>

**Go To Page:**

```plaintext
Go To Page: page #
```

**Export to Excel**
No Action Taken

- Users who have not been recertified by their Recertifying Official will receive an email with: “Your Account Will Soon Be Removed” in the subject line.

- The user must contact the Recertifying Official.
Contact Information
Do Not Pay Contact Information

Do Not Pay Agency Support Center
855-837-4391
donotpay@fiscal.treasury.gov

https://fiscal.treasury.gov/dnp