2024

BUREAU OF THE
Fiscal Service
U.S. DEPARTMENT OF THE TREASURY

Treasury Check Information System Integrated View and Dashboard User Enrollment Guide

EXTERNAL USER ACCESS STANDARD OPERATING PROCEDURE

FISCAL SERVICE | 13000 Townsend Road Philadelphia, PA 19154

Contents

Change Control Table 2

Prerequisites and Details to Consider Prior to Beginning the User Enrollment Process.... 3

Step 1: Establish a SailPoint IdentityIQ Account 3

Step 2: Set or Update User's Manager 5

Step 3: Request TCIS Role(s) or Entitlement(s) 7

Step 4: Logon to TCIS Integrated View and Dashboard 10

Requests for Support.... 10

Appendix A - Acronyms 11

Appendix B – User Roles and Functions 12

Appendix C – Frequently Asked Questions (FAQs) 13

Appendix D – External TCIS User Enrollment Workflows 15

Change Control Table

DATE	TYPE	Description
10/4/2023	Substantive	Original document published.
10/6/2023	Substantive	Separated into internal and external user guides
11/29/2023	Substantive	Various updates made for clarity.
03/05/2024	Substantive	Various updates made for clarity.
08/20/2024	Substantive	Various updates made for clarity.
11/05/2024	Substantive	Various updates made for clarity.

Prerequisites and Details to Consider Prior to Beginning the User Enrollment Process

*Please do not include any TCIS roles or entitlement request in any other Fiscal Service system(s) roles requests in SailPoint IdentityIQ.

1. TCIS application requires PIV OR PIV-I access. User needs to ensure when login with SailPoint IdentityIQ and requesting TCIS role(s), user MUST login with their PIV or PIV-I.
2. **Treasury** users will automatically have their manager set as the first- level approver. All other users considered as External to Treasury, follow Step 2 to identify your supervisor or Manager.
3. Please note that the following are the TCIS **required** roles/entitlements:
   a. **TCISIV-Integrated View**
   b. **TCISIV-Agency User Role**
   c. **Organization's Agency Location Code(s) (ALCs) or Symbols entitlement(s)** such as TCISIV-ALC-xxxxxxxx **OR** TCISIV-NTDO entitlements **OR** Program.

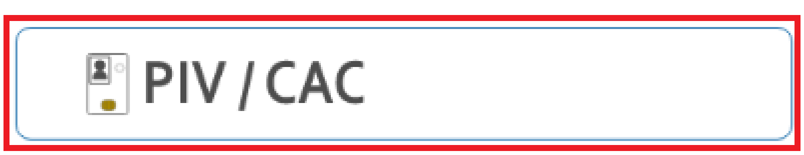
   If one of the above is missing, your access would be incomplete.

4. Determine if you will need to request any added functionality capabilities (Stop Payment, Reclamation Dashboard, Cancellation Dashboard, and other dashboards).
5. Fiscal Service policy stipulates that after **120 days** of inactivity, the roles which you have been assigned will be revoked and you will need to re-enroll. Users will receive an email warning of the role disablement and reminders will be sent at 14, 7, 3, 2, and 1 days until the 120th day of inactivity is reached. Then, user role(s) is/are removed.

Step 1: Establish a SailPoint IdentityIQ Account

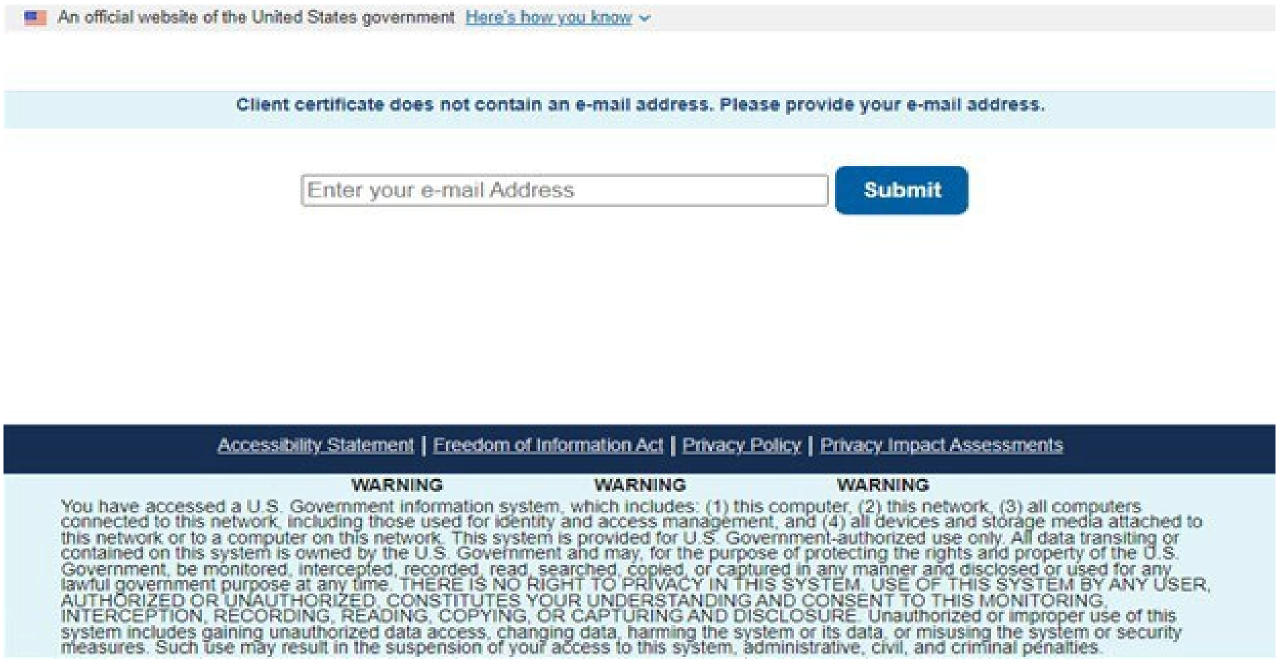
Note: If you already use an identity to access other Treasury applications or services, you may bypass this step and move to the next Step.

1. Navigate to the SailPoint IdentityIQ Home Page: https://iiq.fiscal.treasury.gov/
2. A page is presented which displays one or more of the following options to authenticate:
   a. PIV/CAC
   b. ID.me
   c. Login.me
3. Select the PIV / CAC button.

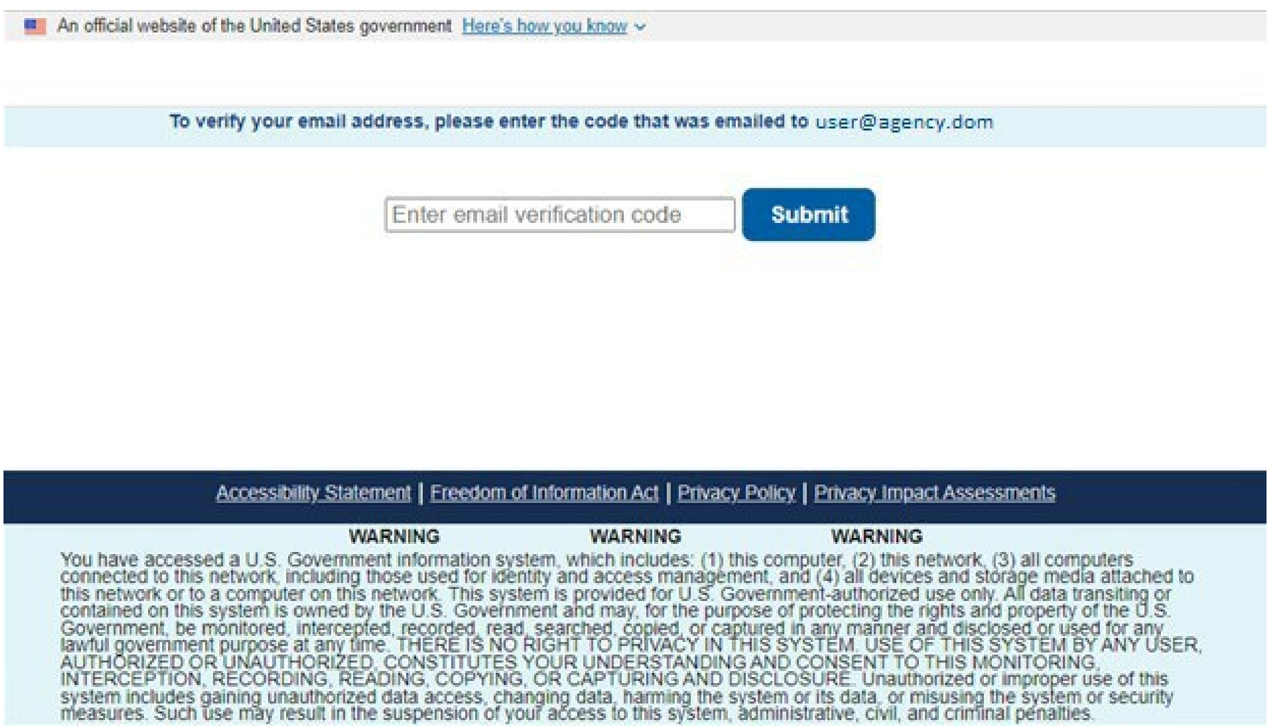


4. If prompted, select your certificate, and enter your pin.

5. The first time a PIV/CAC certificate is used to authenticate, the email verification process is initiated. A web page is displayed prompting you to submit your email address that will be associated with your certificate. A verification code is sent to the email address specified.



6. A web page is displayed to allow you to input the verification code from the email.



Note: The email verification code is generated based on the certificate used to authenticate and the email address specified by the user.

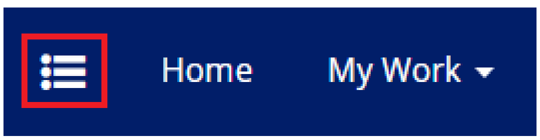
Step 2: Set or Update User’s Manager

Note:

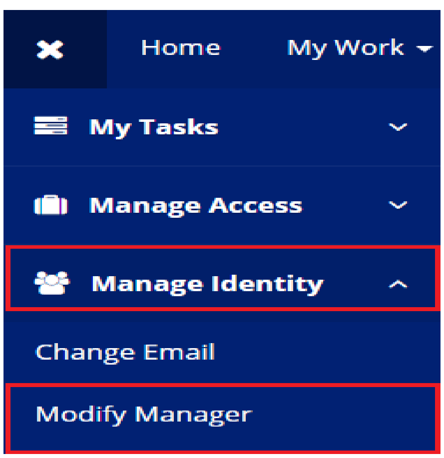
This is not applicable to **Treasury employees** as their manager is automatically set and will not be able to change Manager information in SailPoint IIQ. Please contact your HR if your manager’s information requires update in HR Connect system.

All other users, if you already set or update your manager, you may bypass this step and move to the next Step. Please note that if you request role(s) before setting or updating your manager, you will receive an error that will not allow roles to be requested.

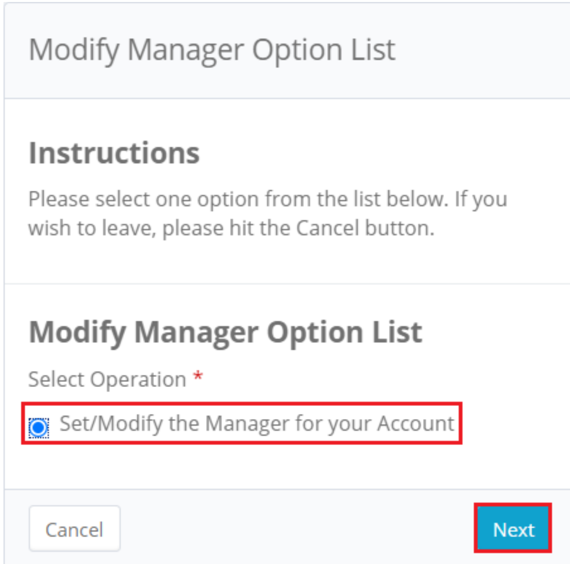
1. Navigate to the SailPoint IdentityIQ Home Page: https://iiq.fiscal.treasury.gov/
2. After you have successfully authenticated, set/modify the first level approval manager for your account.
    a. Click on the hamburger icon in the upper left portion of the window.



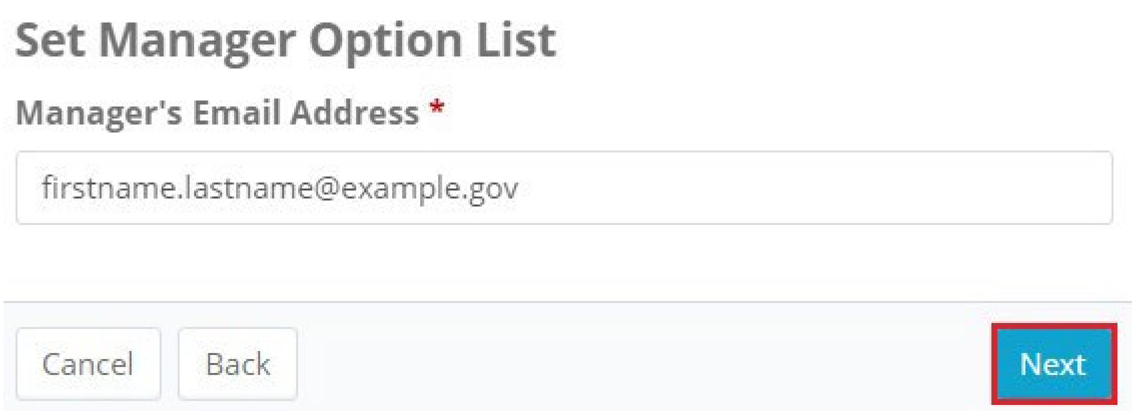
    b. Click the ‘**Manage Identity’** dropdown and then select ‘**Modify Manager’.**



    c. Select the ‘**Set/Modify the Manager for your Account’** radio button and then click **Next.**



d. Enter your manager's email address in the open field and click **Next**.



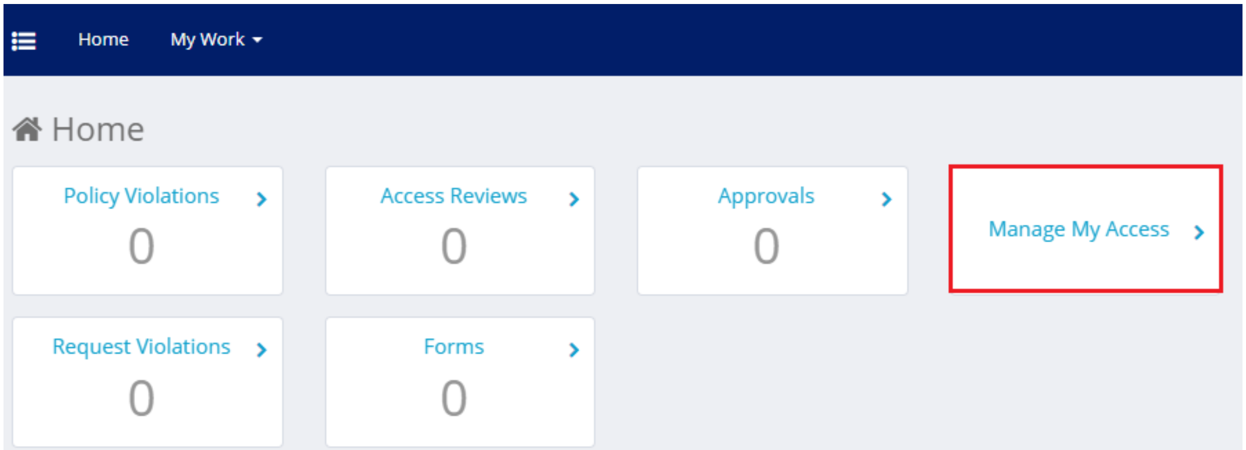
e. Confirm your selected manager's email address is correct and click **Submit**.

f. Your manager will then need to log into SailPoint IdentityIQ to review and provide your access decision. Click here to confirm if you have a manager/approver assigned.

  Note: When a user sets or updates a manager on their account, it goes to the manager for approval. Just like role approvals, this request of Manager assignment has a 14-day expiration. Manager will receive a daily email reminder that there is a request awaiting their approval once a request enters their queue. If the request does not receive an approval or denial, the request will time out and the user will need to request again.

Step 3: Request TCIS Role(s) or Entitlement(s)

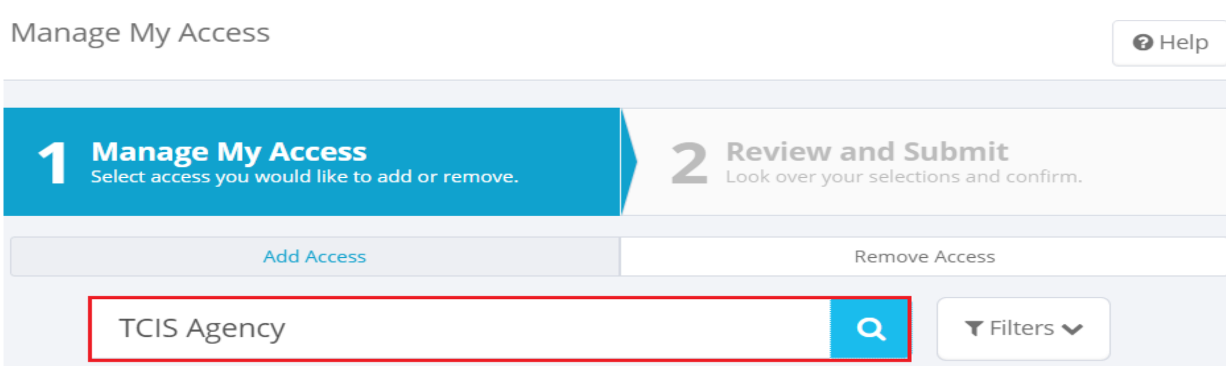
1. Select the '**Manage My Access'** tile from the Home screen.



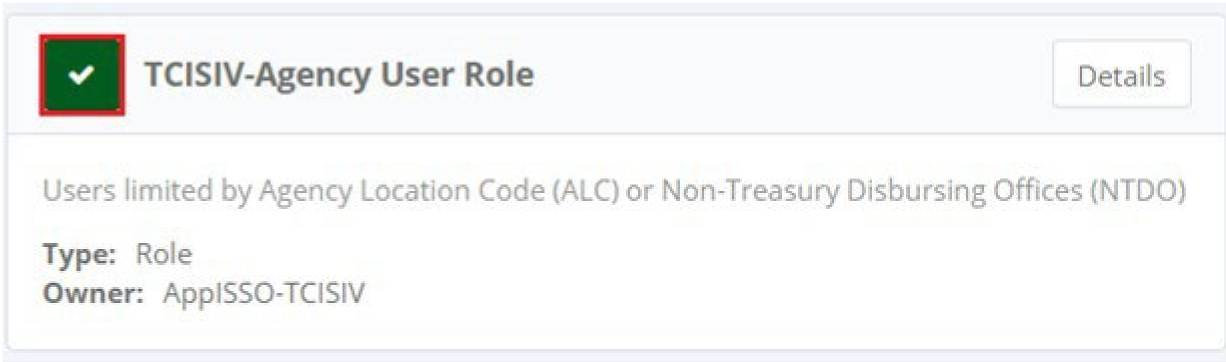
2. '**Add Access**' will be selected by default, enter **TCIS Agency** in the search bar and select the search icon.

Click here to see defined TCIS Integrated View and Dashboard Roles and Functions

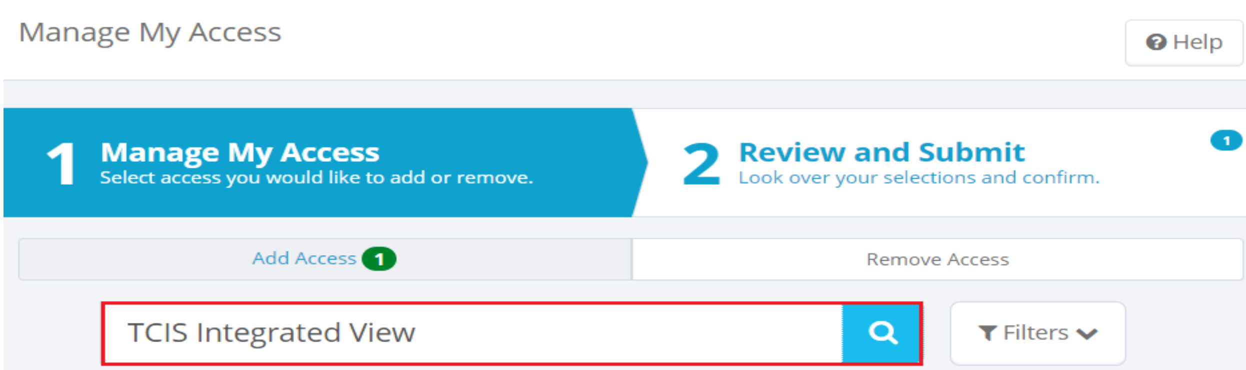
Click here on how to check what Roles and/or Entitlements you currently have or not.



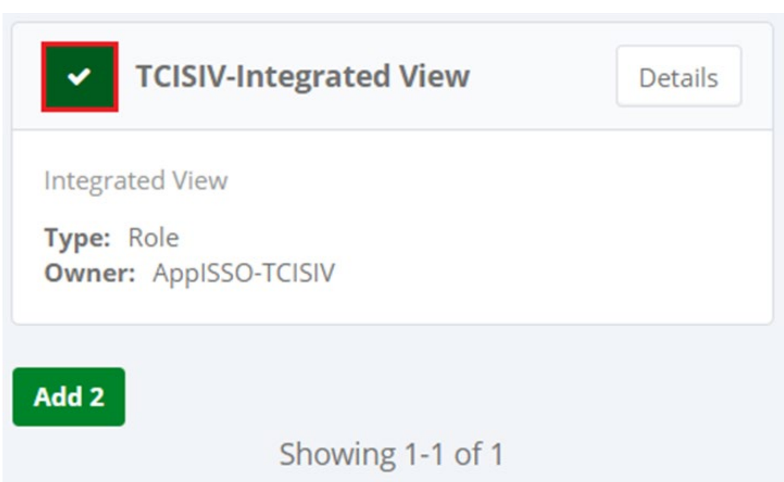
3. From the populated list, scroll down and select the checkmark next to the '**TCISIV-Agency User Role'** role display name.



4. Enter **TCIS Integrated View** in the search bar and select the search icon.



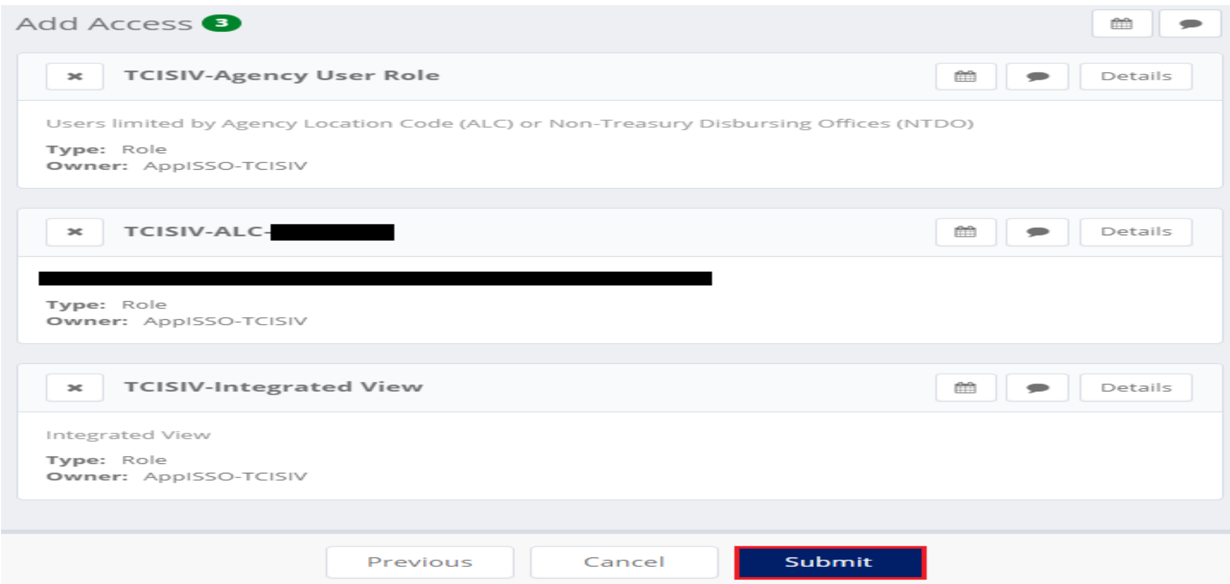
5. From the populated list, scroll down and select the checkmark next to the display name of the following role:
    a. TCISIV-Integrated View (required)



6. Search and select the checkbox next to the display name of any additional role(s) that are required for your job function as identified with your manager. For example:
    a. ALC(s) (e.g., TCISIV ALC 12345678)
    b. ALC Groups (e.g., TCISIV SSA Program)
    c. Dashboards (e.g., TCISIV Dashboard)

7. Once you have completed your role selections, select **Next.**

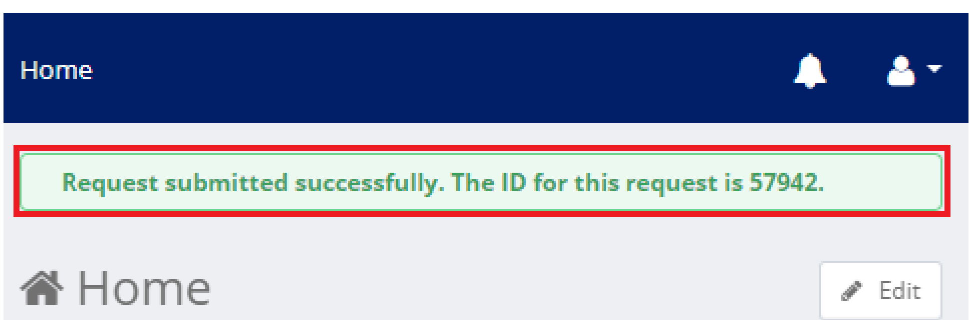
8. Review your selection(s) to confirm and then select **Submit.**



9. The request will be processed, and you will be returned to the Home screen.

10. Upon successful submission, a banner will confirm that the request was submitted successfully in addition to the request ID being displayed.

    Take note of this request ID as it may be used in the event any troubleshooting is required with the Treasury Support Center (TSC).



11. You will receive an email confirmation that your request was submitted, acknowledging receipt.

Click here on how to check the status of your request.

A second email will be sent to the **First Level (Manager)**, notifying that a request has been submitted. The Manager will need to login to SailPoint IdentityIQ and approve or deny the request. **Note:** This role(s) request has a 14-day expiration. Manager will receive a daily email reminder that there is a request awaiting their approval once a request enters their queue. If the request does not receive an approval or denial, the request will time out and the user will need to request again.

12. Once the Manager reviews and approves your request, an email will be sent to the **Second Level (Fiscal Service TCIS ISSOs) approver(s)** notifying that a request has been submitted. The Fiscal Service TCIS ISSO will need to login to SailPoint IdentityIQ and approve or deny the request.

Note: This role(s) request has a 14-day expiration. ISSO will receive a daily email reminder that there is a request awaiting their approval once a request enters their queue. If the request does not receive an approval or denial, the request will time out and the user will need to request again.

13. Although you will then receive an email notification that your request was completed, please allow up to **forty-eight** (48) hours after you have received your access confirmation to allow for your account to be processed and to be able to successfully login.

Step 4: Logon to TCIS Integrated View and Dashboard

Once you have completed all the enrollment steps to request an account and received the necessary approval(s) from the first and second level approval group and allowed forty-eight hours to fully process your access request, follow the below steps to access TCIS Integrated View and Dashboard via your PIV.

1. Access https://tcis.fiscal.treasury.gov via your browser.

***** ATTENTION ***** Above is the TCIS new website address. Please replace your bookmark with the above address.

2. You will be directed to the TCIS Integrated View and Dashboard authentication page. Select PIV/CAC.
3. The certificate screen will pop up, and you will be prompted to pick your certificate. Click **OK.**
4. Enter your PIN and click **OK**.

Requests for Support

Contact the Treasury Support Center (TSC) at 855-838-0743 or TCIS_TSC@stls.frb.org for TCIS account support requests.

Appendix A - Acronyms

Acronym	Meaning
ALC	Agency Location Code
CAIA	Common Approach to Identity Assurance
NTDO	Non-Treasury Disbursing Offices
TCIS	Treasury Check Information System
TSC	Treasury Support Center

Appendix B – User Roles and Functions

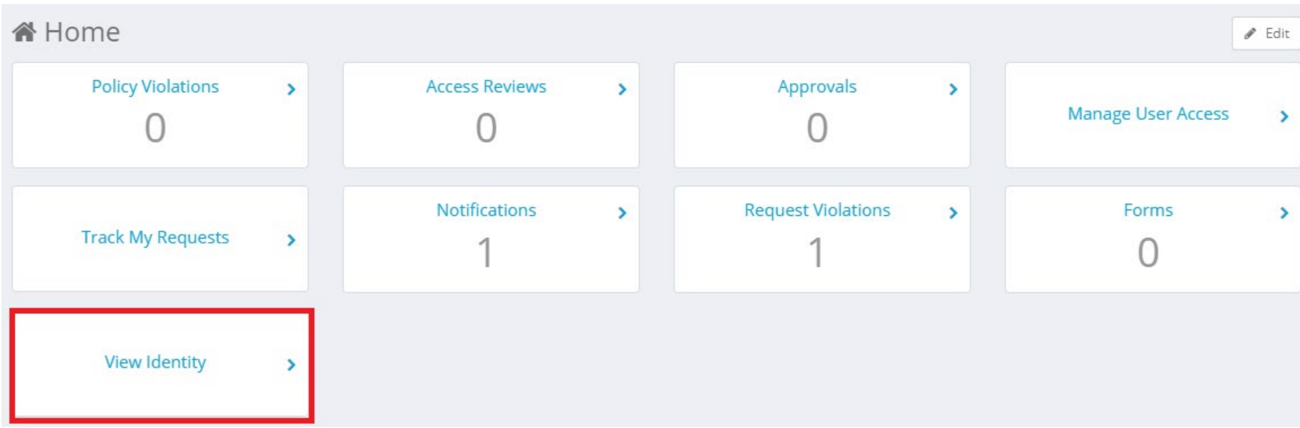
*By default, all Integrated View users will have query capability based on allowed ALC(s), Symbol(s), and/or any Program entitlement.

Role Name (Name in Identity IQ)	Description	External User
TCISIV-Integrated View	General access to Integrated View	Required
TCISIV-Agency User	Users limited by Agency Location Code (ALC) or Non-Treasury Disbursing Offices (NTDO)	Required
Agency Location Code (ALC) (e.g., **TCISIV-ALC**-28045600) **OR** **Program** such as below can be selected: **TCISIV-SSA Program (SSA ONLY)** **OR** **Symbol** for **Non-Treasury Disbursing Office** (NTDO) (e.g., TCISIV-ALC-00005570 **OR** TCISIV-NTDO HDOD)	Allow Agency users see all payment activity from the Agency's ALC or Symbol. This program contains eight common SSA ALCs: 28045900, 28045600, 28045500, 28045400, 28045300, 28045200, 28043000, 28040004 For **NTDO**, user can EITHER request for this TCISIV-ALC-0000xxxx (with proceeding 4 zeros AND with "xxxx" as the 4-digit symbol. **OR** one of the entitlements below: • TCISIV-NTDO HAF • TCISIV-NTDO HAR • TCISIV-NTDO HC • TCISIV-NTDO HNA • TCISIV-NTDO HDOD • TCISIV-NTDO HDOS • TCISIV-NTDO HMAS	Required SSA ONLY – this can be added instead of selecting/requesting each individual ALC.
TCISIV-Reclamation Dashboard	Provides the form 133 (Notice of Reclamation) form 135 (Debit Authorization) and Notice of Direct Debit	ONLY Benefit Agencies
TCISIV-Cancellation Dashboard	Allows Agency users see all the activities of cancelled payments) Summary and Detail reports	As assigned
TCISIV- UCC Stop Payment	Provide the ability to submit a stop code against a particular check symbol/serial number	As assigned

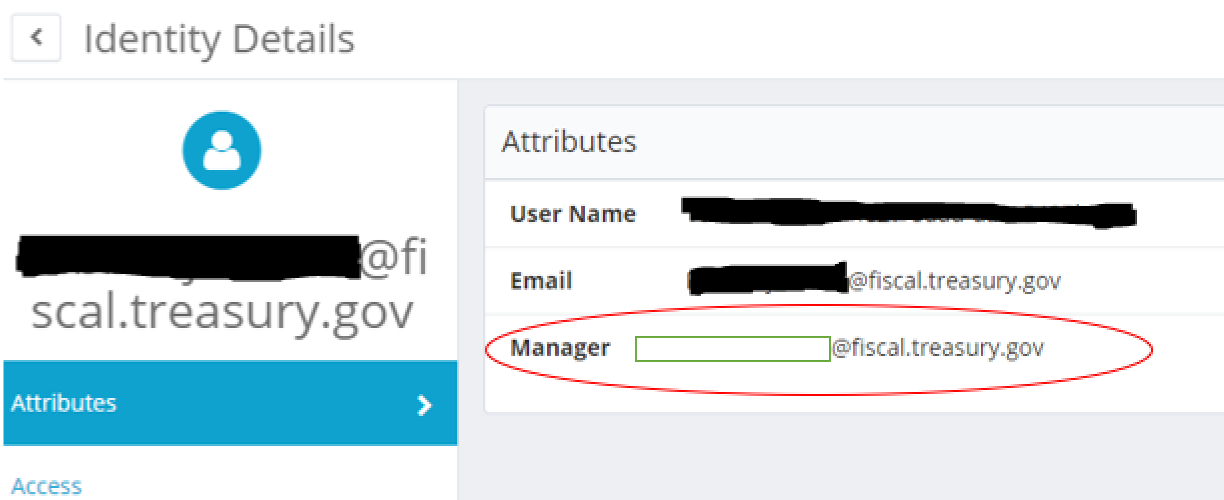
Appendix C – Frequently Asked Questions (FAQs)

1. How can I confirm if I have an approver or Manager assigned?

From the homepage click on the "View Identity" box.

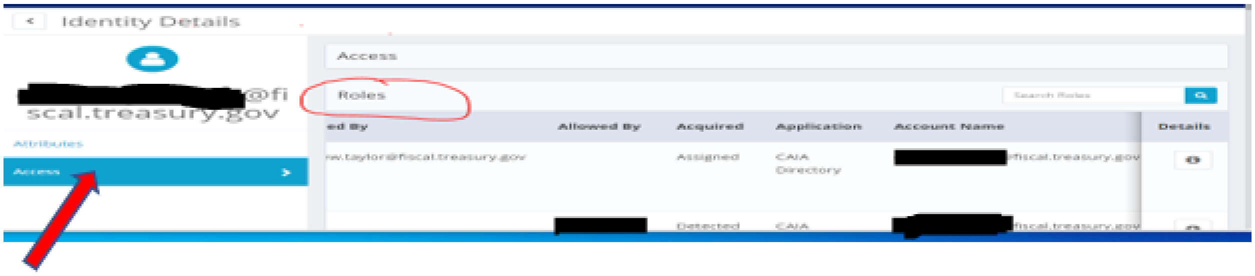


You will see your Username, Email and Manager (Approver)'s name displayed.



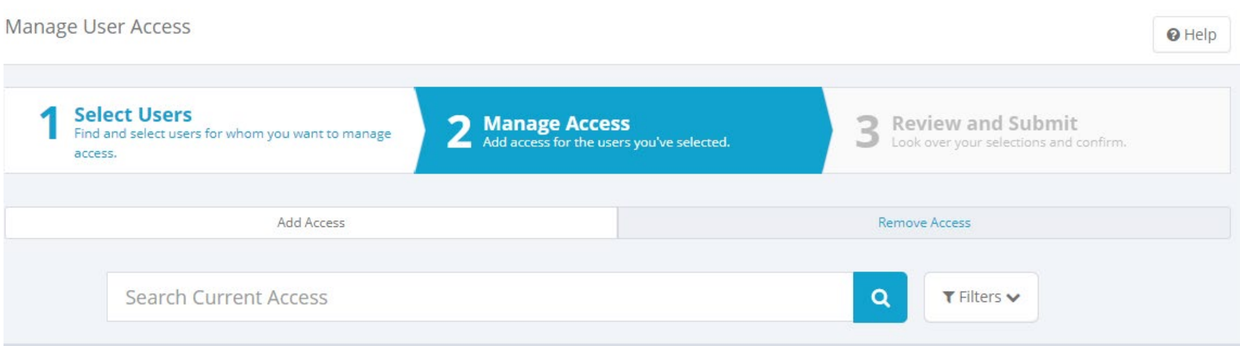
2. How can I view the roles that I have?

Click on the Access tab to view your roles. You may have one or more roles for view.

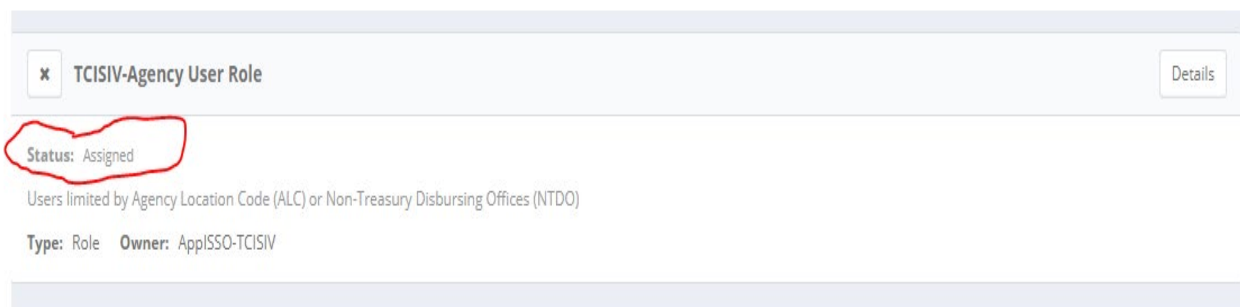


3. Is there a way I can check on my Enrollment status, when its pending?

Yes, go into SailPoint, click on “Manage Access” click on “Remove Access” (which does not remove access, it allows you to view your access) to see your roles displayed. The role can only be removed if you select it and click submit.



All roles pending or assigned will be displayed. Look at the “Status” if it reads *assigned* the access is complete, if the status reads *request* in green, it’s still pending approval.



4. Who can I contact if I have question?

You can call the Treasury Support Center at 855-838-0743, option 1 or TCIS_TSC@stls.frb.org for enrollment support. Or Fiscal Service Call Center at 855-868-0151 option 1 for TCIS operation support.

Appendix D – External TCIS User Enrollment Workflows

External User Enrollment Workflow

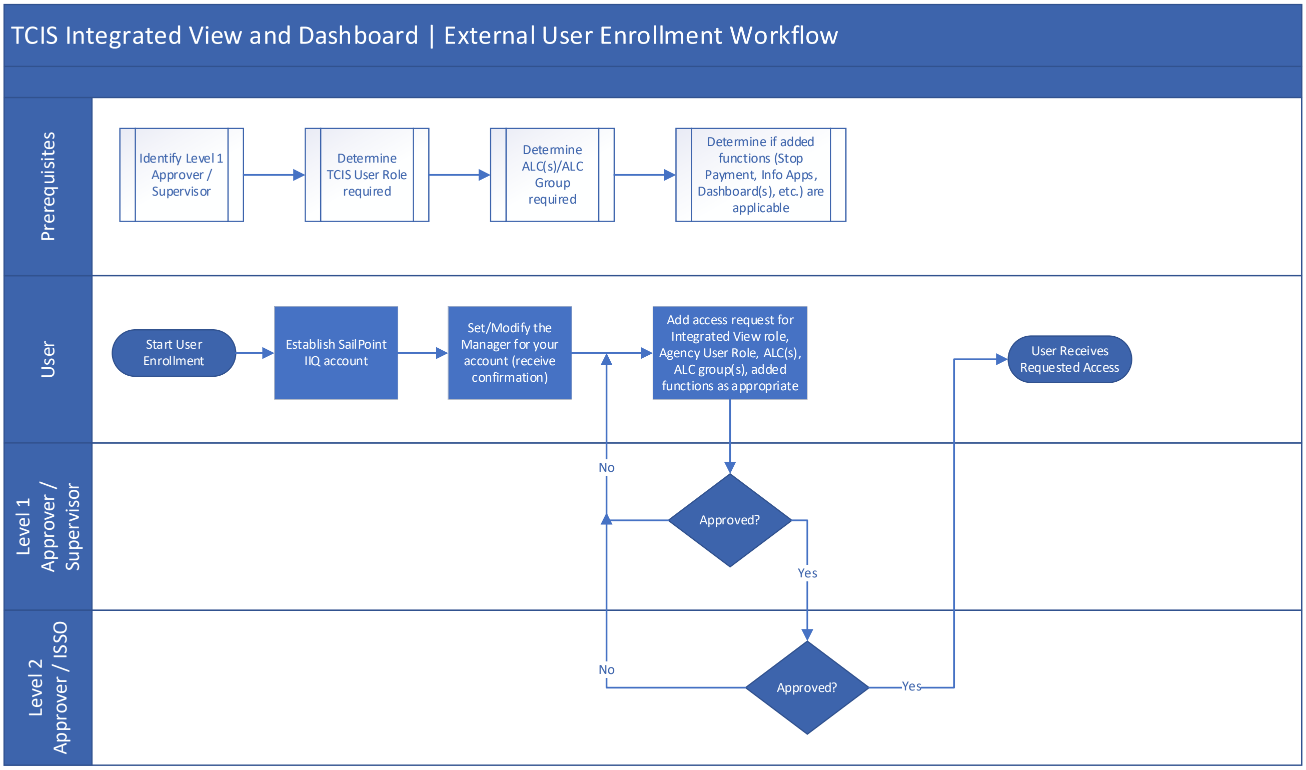


Figure 1 - External User Enrollment Workflow