2023

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

Contents

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.

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

1. Identify the supervisor who will need to review and approve your TCIS access request in [SailPoint IdentityIQ](#).
2. 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.

3. Determine if you will need to request any added functionality capabilities (Stop Payment, Reclamation Dashboard, Cancellation Dashboard, and other dashboards).
4. The first-time existing users access TCIS after we have implemented CAIA, they will be asked to verify their email address via a one-time-password.
5. Please allow up to two weeks for level one and level two approvers to respond to your access request.
6. 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 reenroll. A good practice is to set a calendar reminder to log-in to your account within this defined time period.

Steps to Establish a TCIS Integrated View and Dashboard Account

1. Establish an account with SailPoint IdentityIQ to access Treasury services. If you already use an identity to access Treasury services, you may bypass this step and move to the next section.
2. Submit a request for a TCIS Integrated View and Dashboard account via CAIA/SailPoint IdentityIQ using the appropriate steps outlined below (please refer to section titled '[Establish a SailPoint IdentityIQ Identity](#)').
3. Confirm access request has been successfully submitted via receipt of email confirmation. Also, a banner will be displayed confirming that the request was submitted successfully in addition to providing the request ID. Take note of this request ID as it may be used in the event any troubleshooting is required with the Treasury Support Center (TSC).
4. Receive access request approvals from the first and secondary level approvers for TCIS Integrated View and Dashboard.
5. Once you receive an email confirming your request has been completed and you have allowed up to forty-eight hours for account provisioning, confirm you are able to successfully access the application.
6. If you are unable to access the application, you can request support with the TSC (please refer to section titled '[Requests for Support](#)').

Workflow Approval – Roles and Responsibilities

1. For all request workflows, there are two approval levels that are configured for access to the application.
   a. First Level Manager/Supervisor Approval: This workflow routes role requests to the

user's manager/supervisor for first level approval.
   b. Second Level Approval Group/Fiscal Service TCIS ISSO: After first level approval, the workflow is configured for a second level approval groups approval/denial for the access request.
2. There is a fourteen-day expiration on access requests. Approvers will receive a daily email reminder that there is a request awaiting their approval once a request enters their queue. The fourteen-day expiration is per approval. The first level approver has fourteen days to approve, then the second level approver workgroup has fourteen days to approve. If the request does not receive an approval or denial, the request will time out and the user will need to request access again.

Establish a SailPoint IdentityIQ Identity

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.

Client certificate does not contain an e-mail address. Please provide your e-mail address.

Enter your e-mail Address	**Submit**

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

To verify your email address, please enter the code that was emailed to user@agency.dom

Enter email verification code	**Submit**

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

Request a TCIS Account

Request a TCIS Account – External

1. Navigate to the SailPoint IdentityIQ Home Page: https://iiq.fiscal.treasury.gov/
2. Except for **Treasury employees**, 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.
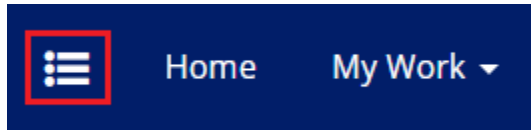
    b. Click the '**Manage Identity'** dropdown and then select '**Modify Manager'.**
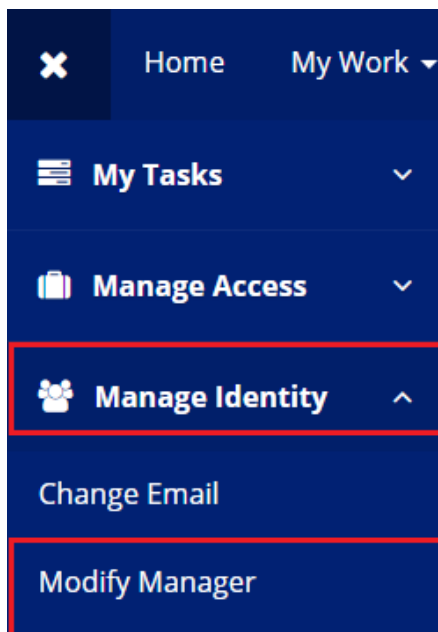
    c. Select the '**Set/Modify the Manager for your Account'** radio button and then click **Next.**

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

Set Manager Option List

Manager's Email Address *

> firstname.lastname@example.gov

| Cancel | Back | | Next |

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

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

| ☰   Home   My Work ▾ |

⌂ Home

| Policy Violations › | Access Reviews › | Approvals › | Manage My Access › |
| 0 | 0 | 0 | |

| Request Violations › | Forms › |
| 0 | 0 |
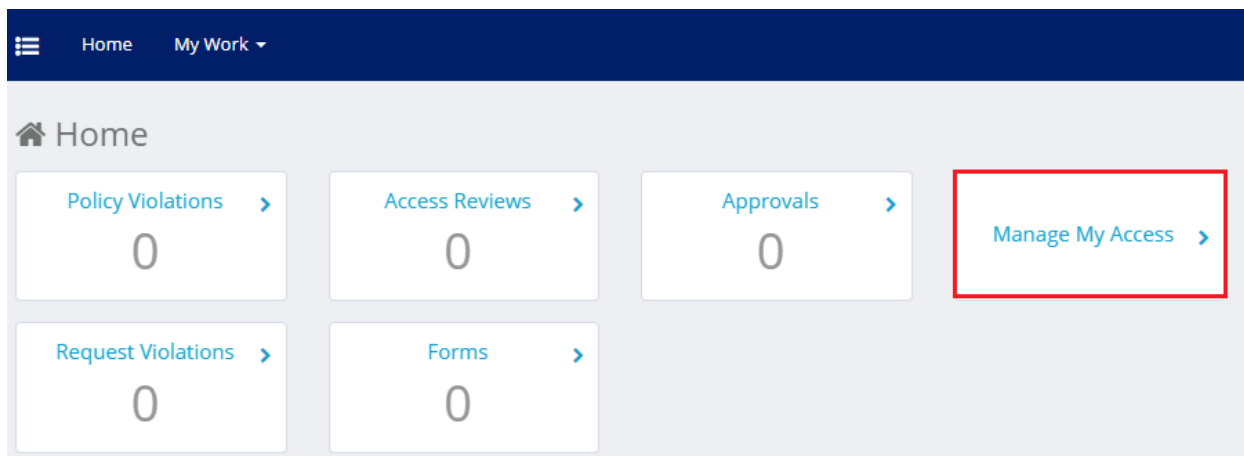
4. '**Add Access'** will be selected by default, enter **TCIS Agency** in the search bar and select the search icon.

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.

Manage My Access

? Help

1 **Manage My Access**
Select access you would like to add or remove.

2 Review and Submit
Look over your selections and confirm.

Add Access	Remove Access

TCIS Agency 🔍 ▼ Filters ⌄

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

✔ **TCISIV-Agency User Role**

Details

Users limited by Agency Location Code (ALC) or Non-Treasury Disbursing Offices (NTDO)

Type: Role
Owner: AppISSO-TCISIV

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

Manage My Access

? Help

1 **Manage My Access**
Select access you would like to add or remove.

2 **Review and Submit**
Look over your selections and confirm.

1

Add Access 1	Remove Access

TCIS Integrated View 🔍 ▼ Filters ⌄

7. From the populated list, scroll down and select the checkmark next to the display name of the following role:

    a. TCISIV-Integrated View (required)

8. 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)

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

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

Add Access 3

TCISIV-Agency User Role

Users limited by Agency Location Code (ALC) or Non-Treasury Disbursing Offices (NTDO)

Type: Role
Owner: AppISSO-TCISIV

TCISIV-ALC- ███████

████████████████████████

Type: Role
Owner: AppISSO-TCISIV

TCISIV-Integrated View

Integrated View

Type: Role
Owner: AppISSO-TCISIV

Previous   Cancel   **Submit**

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

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

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

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

14. 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.

15. 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.

16. You will then receive an email notification that your request was completed.

17. Please allow up to forty-eight hours after you have received your access confirmation to allow for your account to be processed and to be able to successfully login.

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 groups, follow the below steps to access TCIS Integrated View and Dashboard via your PIV.

1. Access https://tcis.fiscal.treasury.gov via your browser.
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** **Symbol** for **Non-Treasury Disbursing Office** (NTDO) (e.g., TCISIV-ALC-00005570 **OR** TCISIV-NTDO HDOD) **OR** a **Program** such as : **TCISIV-SSA Program**	Allow Agency users see all payment activity from the Agency's ALC or Symbol. For **NTDO**, user can EITHER request for this TCISIV-ALC-0000xxxx **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
TCISIV-SSA Admin	This program contains eight common SSA ALCs : 28045900, 28045600, 28045500, 28045400, 28045300, 28045200, 28043000, 28040004 Contains one SSA Admin ALC - 28040001	SSA ONLY – this can be added instead of selecting/adding each ALC at a time.
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

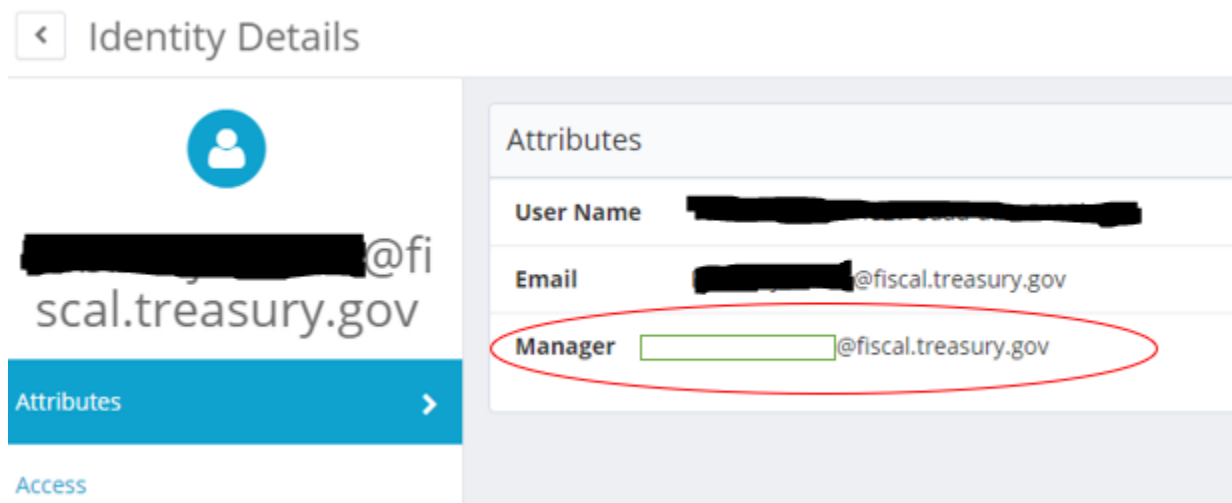# Appendix C – Frequently Asked Questions (FAQs)

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

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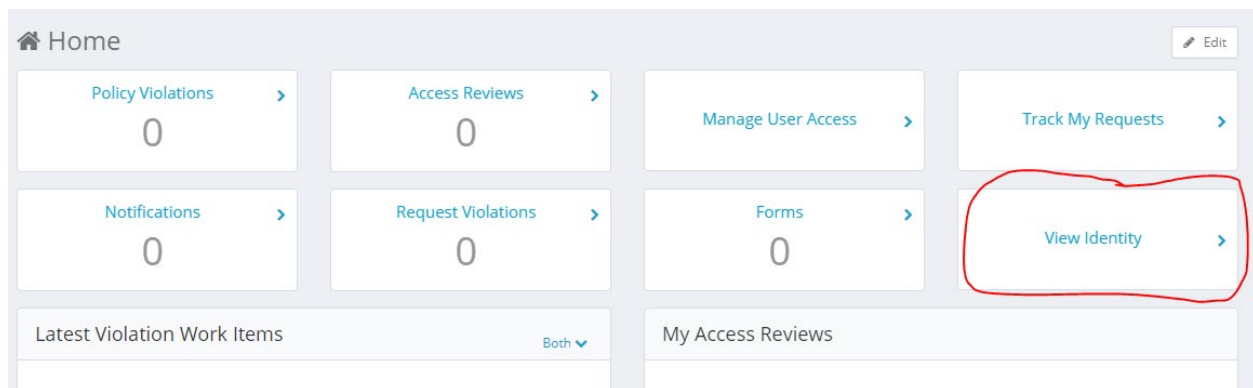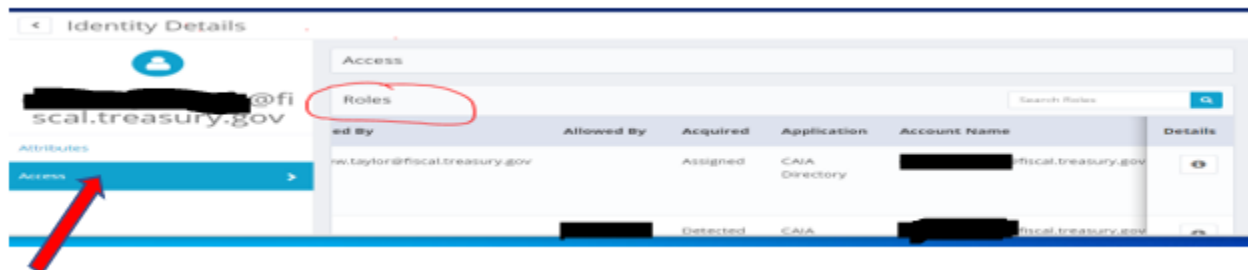

You will see your Username, Email and Manager (Approver)'s name displayed.

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.
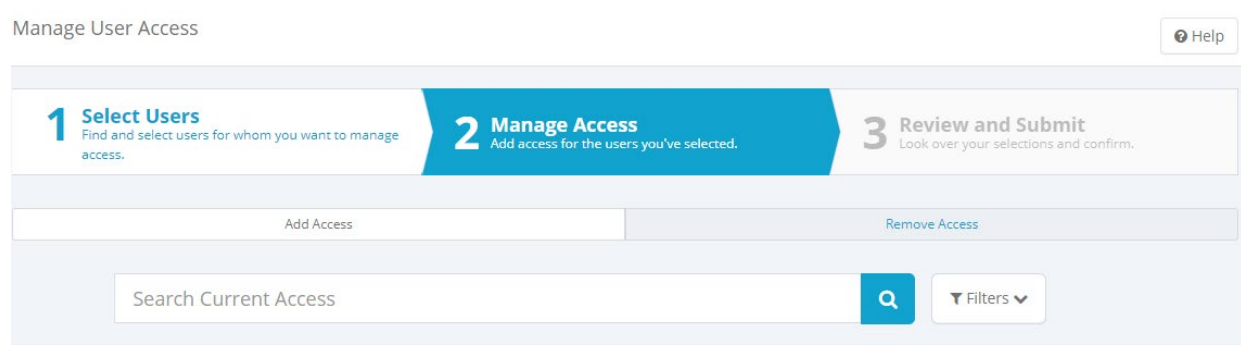
All roles pending or assigned will be displayed. Look at the "Status" if it reads *assigned* the access is complete, if the status reads *request* in green, it's still pending approval.
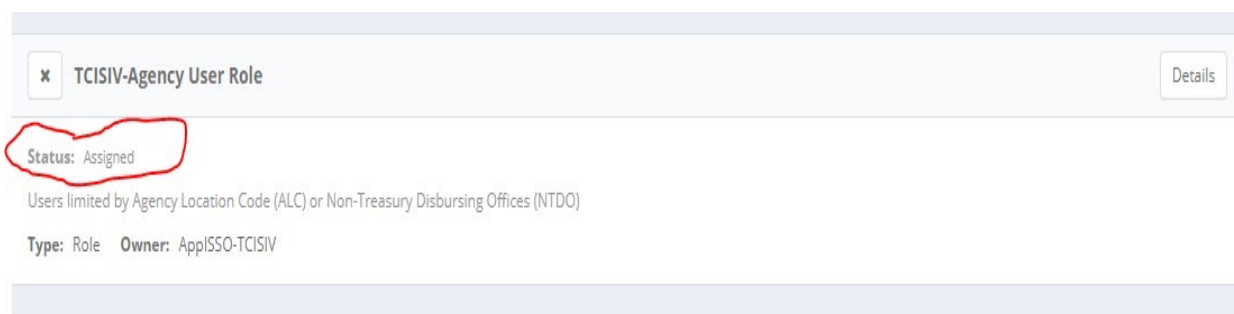
4. **Who can I contact if I have question?**

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.

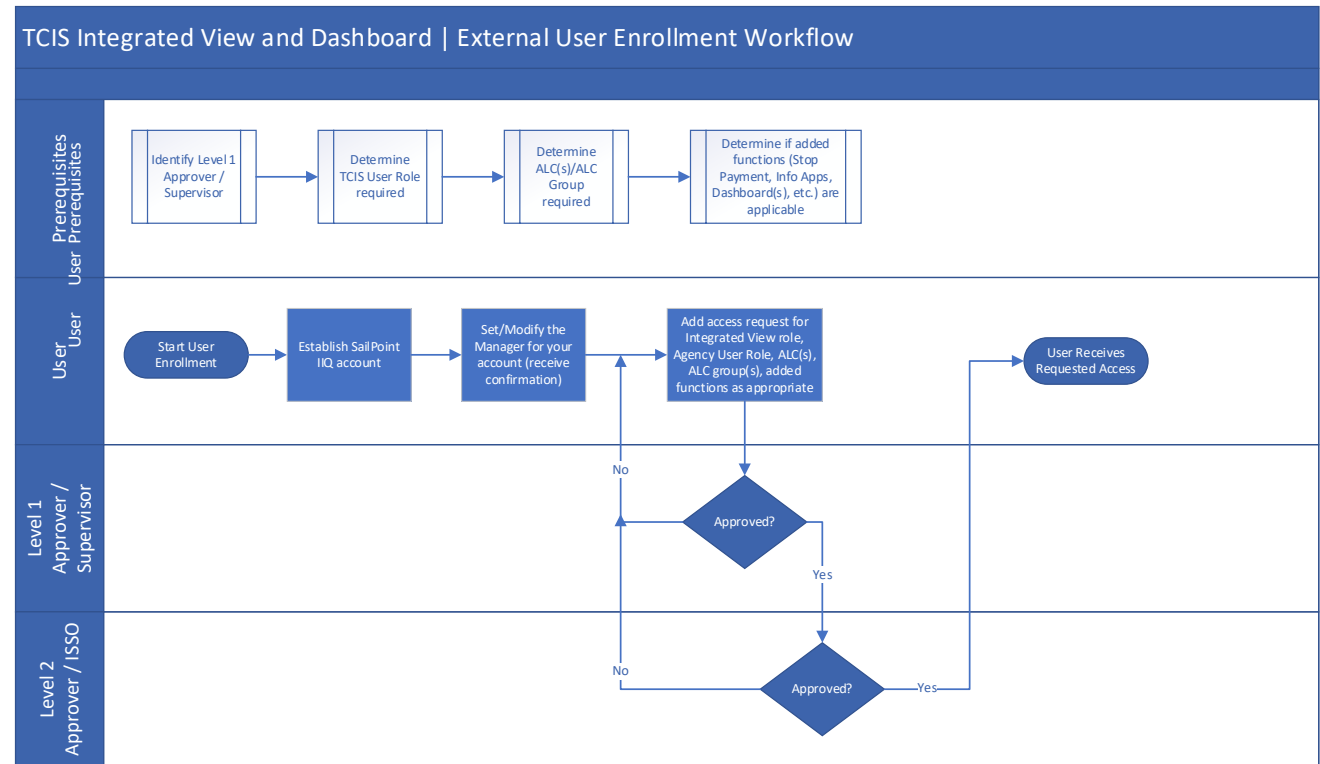# Appendix D – External TCIS User Enrollment Workflows

External User Enrollment Workflow

Figure 1 - External User Enrollment Workflow