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Log On to TCIS

The URL for access to the application is https://tcis.fms.treas.gov.

If you have more than one certificate, select your Authentication Certificate and click Ok.

Type in your PKI Token PIN and click Ok.
Once you are signed on successfully, you will see the Welcome to the Treasury Check Information System (TCIS) homepage. The main menu is displayed on the left hand side. Click on “Integrated View” to start your check and/or ACH query.
SCENARIO

The Check Number is known.

Agency Representative:

- Queries TCIS Integrated View using the Check/ACH Query Tab.

- Enters the 4-digit Check Symbol Number which is a number that uniquely identifies the disbursing office that issued the check.

- Enters the Check Serial Number which is a number up to 8 digits long assigned in a range to a disbursing office.

- Clicks on the Submit button.
The system will display the “Payment Details” of the check query.

Please note that the Specialized Functions displayed in the circled area shown above are based on your TCIS roles. For example if your role is FPA-Agency-IV you can inquire and view images on checks for the 8-digit Agency Location Codes (ALCs) listed for your agency. If your role is FPA-Agency-IV-UCC you can inquire and view images on checks for the 8 digit Agency Location Codes (ALCs) listed for your agency and have the ability to submit a stop code against a particular check symbol/serial number.
SCENARIO

The ACH Trace Number is known.

Agency Representative:

- Queries TCIS Integrated View using the Check/ACH Query Tab.
- Enters the 23-digit Trace Number consisting of:
  - The 8-digit Original Payment Date.
  - The 8-digit Originating Regional Financial Center Routing and Transit Number.
  - The 7-digit Trace Sequence Number.
- Clicks on the Submit button.
The system will display the “Payment Details” ACH Trace Number query.

<table>
<thead>
<tr>
<th>Payee ID</th>
<th>122333444</th>
<th>TRACE NUMBER: 07272011031736025009018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payee Name</td>
<td>Mya Green</td>
<td>ALC: 28043000</td>
</tr>
<tr>
<td>Payment Date</td>
<td>07/27/2011</td>
<td></td>
</tr>
<tr>
<td>Payment Amount</td>
<td>$842.00</td>
<td></td>
</tr>
<tr>
<td>Schedule Number</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payment Status</td>
<td>PAYMENT HAS BEEN PROCESSED</td>
<td></td>
</tr>
<tr>
<td>Payee's FI/DSAN</td>
<td>C 544123757</td>
<td></td>
</tr>
<tr>
<td>FI RTN</td>
<td>111900785</td>
<td></td>
</tr>
<tr>
<td>FI Name</td>
<td>REGIONS BANK</td>
<td></td>
</tr>
<tr>
<td>FI Address</td>
<td>P.O. BOX 681</td>
<td></td>
</tr>
</tbody>
</table>

BIRMINGHAM, AL 35201

Initiate a Stop Request on this Payment?
SCENARIO

Agency Representative:

- Queries TCIS Integrated View using the **Payee ID Query Tab**.

- Enters the **Payee ID** number.

- Enters the **Date Range From Date**. (MM/DD/YYYY)

- Enters the **Date Range To Date**. (MM/DD/YYYY)
  - Date range up to a 12-month period.

- Clicks on the **Submit** button.

The Check or ACH Trace Number is not known.
The system will always default to the “Check/ACH Query tab. Click the Payee Query tab to bring up the Payee ID display page. Your date range can be requested up to twelve months or less.

The system will display the “Payment Listings” tab which list all the Checks and ACH Payments that fall in that date range. Click on a Check Number or ACH Trace Number to get the details of the payment selected.
Initiate a Request Stop Payment

Click on the **Initiate a Stop Request for an ACH Payment** link. Reason stop codes are different for ACH and Check Payments.

Select a Stop Reason Code; the drop box will display option **D – Entitlement Recertified After Status** or **E – Non-Entitlement – Deceased**.
The D- Entitlement Recertified After Status screen is displayed, the only required field is an Agency Reference Number click Submit.

The E- Non-Entitlement – Deceased is displayed, fill in the Deceased Name, Date of Death and Agency Reference Number click Submit.
Click on the **Initiate a Stop Request for an ACH Payment** link. Reason stop codes are different for ACH and Check Payments.

Select a Stop Reason Code; the drop box will display option **K – Photocopy** or **L – Certified Photocopy**.
The K – Photocoy screen is displayed, the only required field is an **Agency Reference Number** click **Submit**.

The L – Certified Photocoy screen is displayed, the only required field is an **Agency Reference Number** click **Submit**.
COURTESY DISBURSEMENTS
User enters the original **Check Number**

The **Courtesy Disbursement Check** number is underlined meaning you can click for more detail.
The **Courtesy Disbursement Check** is displayed.

![Treasury Check Information System (TCIS) Integrated View](image)

Please note that the **Specialized Functions** displayed in the circled area are shown above are based on your TCIS roles. For example if your role is FPA-Agency-IV you can inquire and view images on checks for the 8-digit Agency Location Codes (ALCs) listed for your agency. If your role is FPA-Agency-IV-UCC you can inquire and view images on checks for the 8 digit Agency Location Codes (ALCs) listed for your agency and have the ability to submit a stop code against a particular check symbol/serial number.
PARTIAL OFFSETS – CHECK

SCENARIO

Why is my check less than I usually receive?

Agency Representative:

- Performs query to locate check payment using Payee ID Query.
- Selects a check payment from the Payment Listing.
- Selects Payment Details for check payment to identify an Offset Check.
User enters the original **Check Number** and click **Submit**.

The **original Check** is displayed with the **Offset Check Number** listed with a link for further detail.
Click on the **Display Check Image** to see a copy of the offset check. If questioned by your customer, advise the customer to contact TOP (Treasury Offset Program) at 800-304-3107 option #2 or 205-912-6181.
**PARTIAL OFFSETS - ACH**

**SCENARIO**

Why is my payment less than I usually receive?

**Agency Representative:**

- Performs query to locate payment using **Payee ID Query**.
- Selects an ACH trace payment from the **Payment Listing**.
- Selects **Payment Details** for ACH trace payment to identify an Offset.
User enters the original **Trace Number** and click **Submit**

The **Partial Trace #** field is a user link field you can click for further detail.
Questions regarding TOP (Treasury Offset Program) contact 800-304-3107 option #2 or 205-912-6181.
Click on “Dashboard” to start your check and/or ACH query.

The Dashboards will display a menu option if you have access to Cancellation and Reclamation Dashboard. Select Agency Cancellations to retrieve the RFC Cancellation Reports.

The Agency Cancellation dashboard will open in a new browser tab. The query options below display. Select a Date, ALC and click Submit.
**No Results** will display if there are no Cancellation Schedules matching.

Cancellation Schedules matching the query will display.

Click the Schedule Number to display the details. The icons allow exporting to Excel and Adobe.
The Dashboards will display a menu option if you have access to Cancellation and Reclamation Dashboard. Select Agency Reclamations to retrieve the Reclamation Dashboard.

The Agency Reclamation dashboard will open in a new browser tab. The query options below display. Select a Date, ALC and click Submit.
## TCIS Contact Support Information

<table>
<thead>
<tr>
<th>Points of Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Title</strong></td>
</tr>
<tr>
<td><strong>Phone Number</strong></td>
</tr>
<tr>
<td><strong>Email Address</strong></td>
</tr>
</tbody>
</table>

### ENROLLMENT

| Assistance with Self-Service Enrollment | X | X | X |
| Assistance with Linking PIV Card | X | X | X |
| Assistance with User Re-certification | X | | X |

### APPLICATION FUNCTIONALITY / TRAINING

| Assistance with Integrated View | X | X | X |
| Assistance with Retrieving RFC Agency Cancellation Reports | | X | X |
| Reporting Unavailability of the Application | X | X | X |
| Technical Support | X | X |

### CREDENTIALING

| Reset ISIM Password | X | X |
| Reset IKEY Token Password | | X |
| Re-Activate TCIS Account | X | X | X |