Bureau of the Fiscal Service

Welcome to..

Requesting Payments
on the
Automated Standard Application for Payments (ASAP.gov)

Presented by
Drew Hicks

August 26th, 2026

Todays Presentation Agenda

○ Quick Overview of ASAP.gov.	~5 minutes
○ Review Recipient Users and Roles.	~5 minutes
○ Payment Request Steps w/ Tips and Live Demos.	~20 minutes
○ Modifying/Cancelling Payment Requests & Returning Payments.	~15 minutes
○ How to Run Reports.	~5 minutes
○ ID.me Login Process Overview.	~10 minutes
○ Open Q&A.	~TBD

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Questions during the Presentation?

- Please submit your questions in the Q&A as needed.
  - Please do **NOT** include any P.I.I. (Personally identifiable information) in your question as the chat is not private. Please instead email us these types of questions.

- Need special assistance?
  - Please send an email to ASAPHelpDesk@fiscal.treasury.gov
  - Please be sure to place “Attending Webinar” and your Recipient ID (or UEI) in subject line.

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ASAP.gov Benefits & Features

✓ Maintaining Control	Agency funds remain within Treasury control until transferred securely, reducing the cost and liability of having funds held outside of the US Treasury.
✓ Saves Time	Recipients request payments from funded ASAP accounts directly, saving time for both federal agencies and recipients.
✓ Quick Payments	Immediate, same day and next day paperless payment options for quick deposits.
✓ Minimizes Checks	Recipients can return payments online or submit book entry adjustments.
✓ Live Customer Support	Recipients and agencies can request live assistance with our Production Support Team.
✓ Convenient Reporting	Lets both federal agencies and recipients retrieve reports of relevant data including account balances, history and status of payments, and more.
✓ Easy Intuitive Platform	Works without needing to install any new software.
✓ Saves Money	No costs for federal agency and recipient organization users.

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ASAP.gov Customers & Figures

Federal Agency ASAP.gov Customers

- Corporation For National & Community Service
- DC Courts
- Denali Commission
- Department Of Homeland Security
- Department Of Agriculture
- Department Of Commerce
- Department Of Defense
- Department Of Energy
- Department Of Health And Human Services
- Department Of Justice
- Department Of State
- Department Of The Interior
- Department Of The Treasury
- Department Of Transportation
- Environmental Protection Agency
- Federal Emergency Management Agency
- General Services Administration
- Gulf Coast Ecosystem
- Library Of Congress
- Naval Sea Systems Command
- Nuclear Regulatory Commission
- Office Of Personnel Management
- Social Security Administration
- U.S. Postal Service

✓ **68 Federal Agencies**

✓ **28,377 Recipients**

✓ **665,837 Payments**

✓ **$792 Billion Dollars**

Fiscal Year 2025

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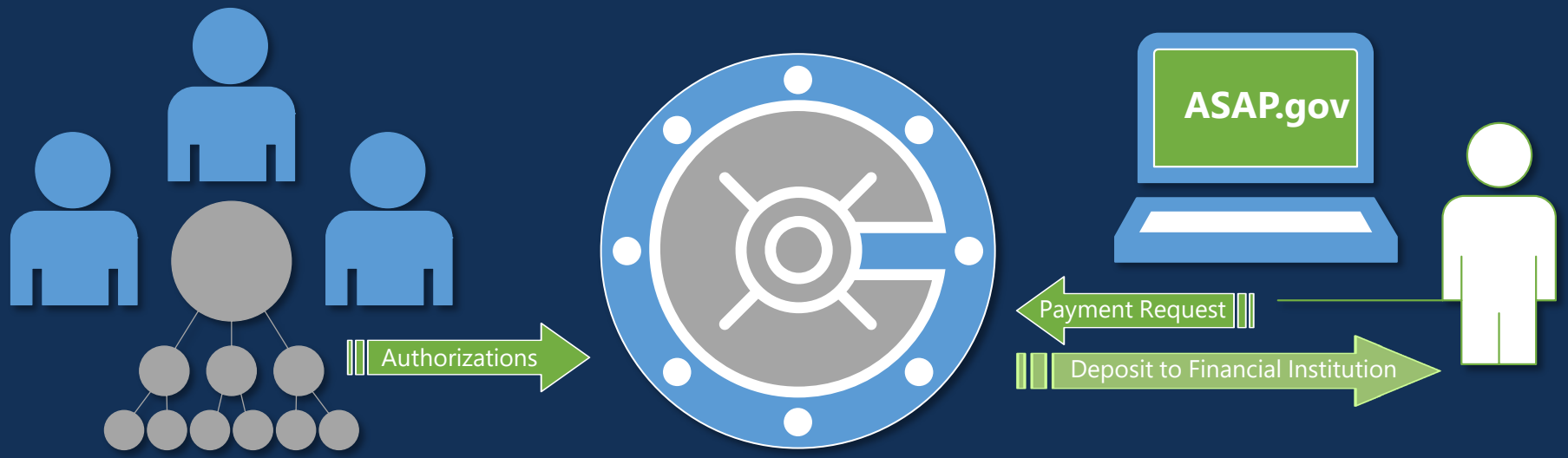
Authorizations and Payments

The Automated Standard Application for Payments allows organizations receiving federal funds to draw monies securely from pre-authorized accounts established by the federal agency.



Federal Agency
acts as the 'grantor' by depositing funds in the ASAP Account.

⇄

ASAP Account
where federal agencies authorize funds for the recipient to draw down.

⇄

Recipient Organization
acting as a 'grantee' withdraws funds by logging into ASAP.gov.

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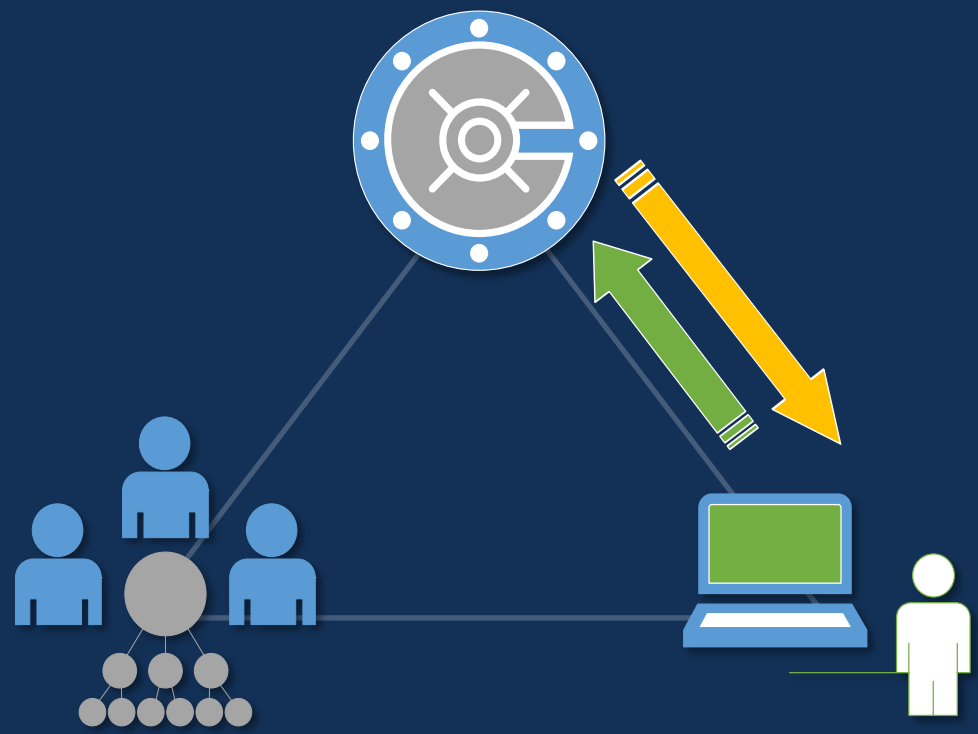
Payment Request Process Overview

A. Recipient logs into ASAP.gov and initiates a payment request via the following payment methods:
   - Immediate Fedwire.
   - Same Day ACH.
   - Next Business Day ACH.

B. Agency reviews payment request (*optional step*).
   - The request will remain "pending" until approved or rejected by the Agency.

C. ASAP sends money to your financial institution to be deposited.



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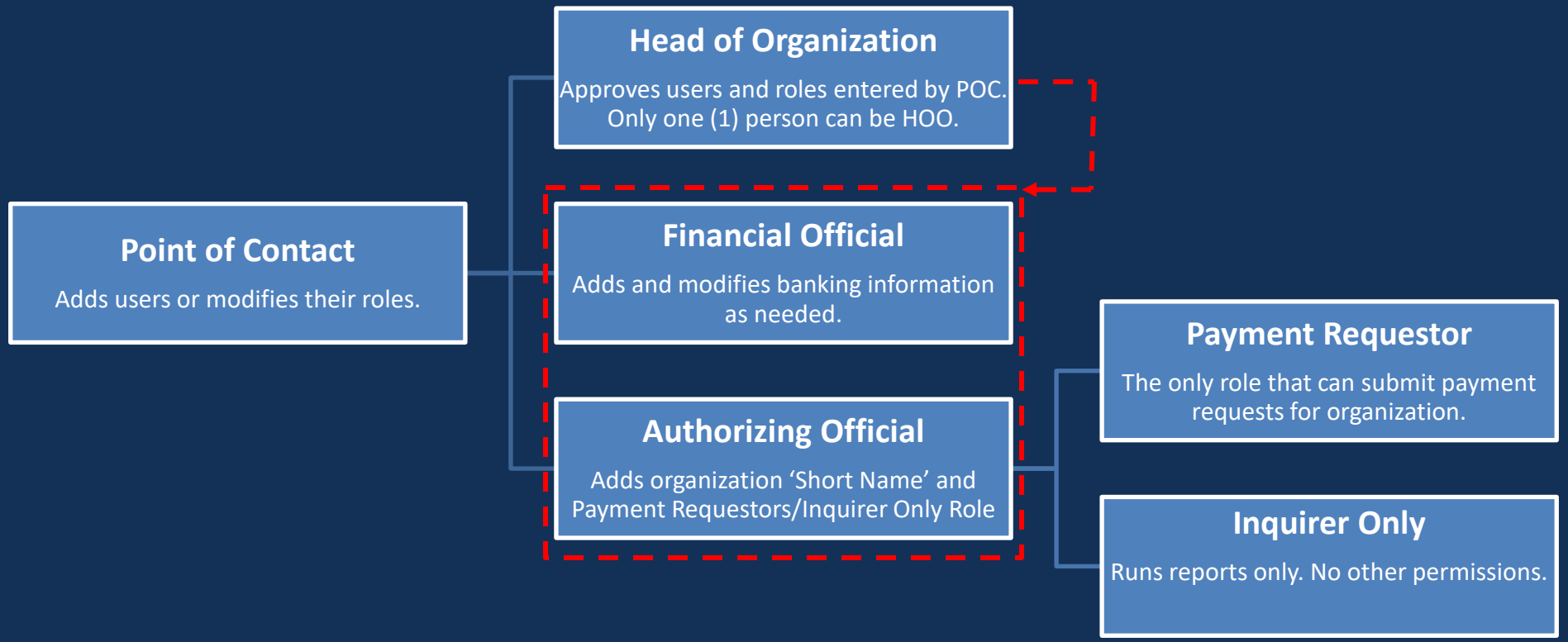
User Roles & Descriptions Review



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Step 1 of 5 | Initiate Payment Request

1. From the ASAP.gov home page, hover your mouse over the Payment Request menu tab.
2. Click on “Initiate Payment Request (PR)” from the drop-down menu.

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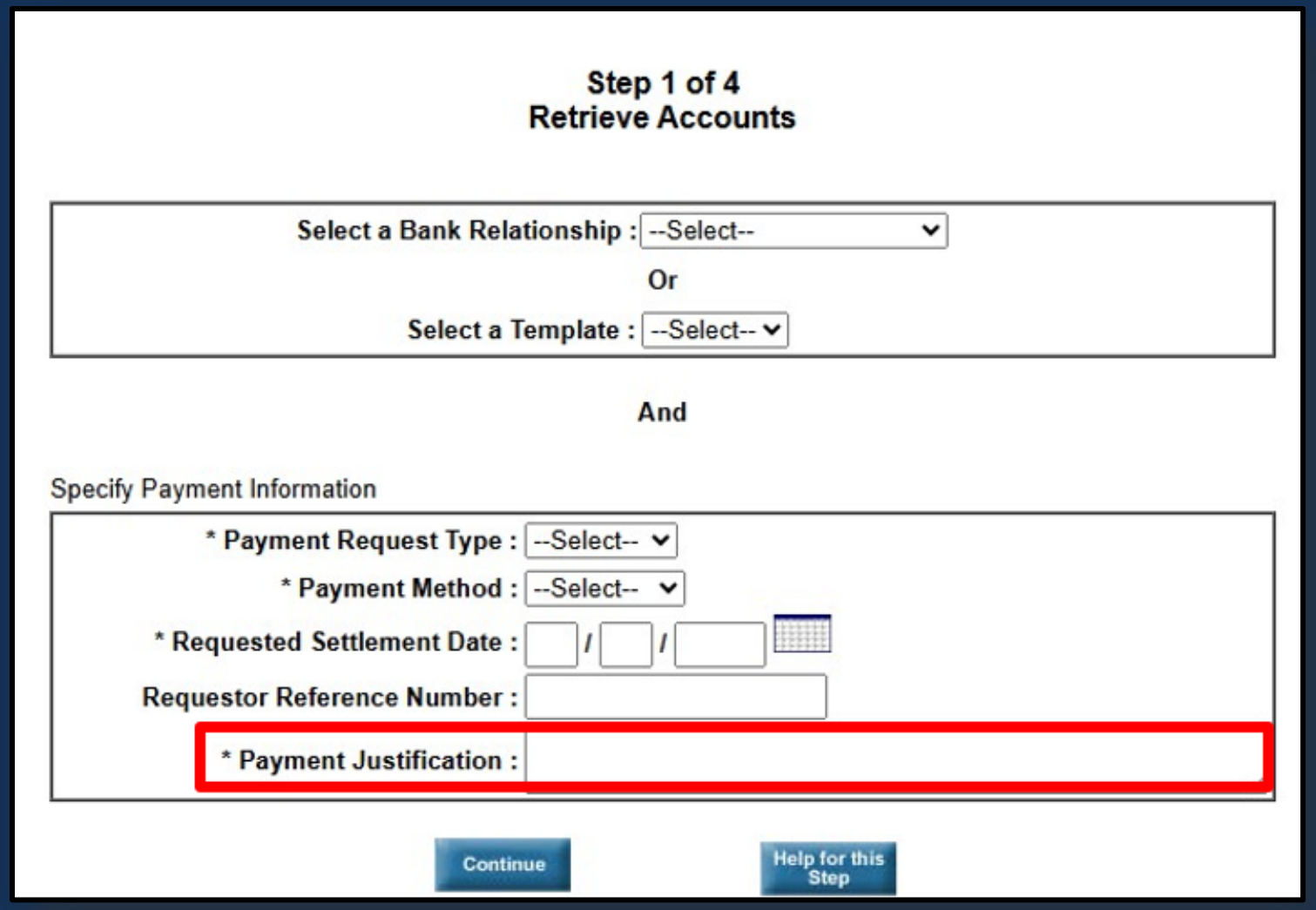
Step 2 of 5 | Set Payment Preferences



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Step 2 of 5 | Set Payment Preferences

1. **For Select a Bank Relationship –** Select one of your existing bank accounts.
2. **For Payment Request Type –**

   Payment Requestors can consolidate multiple Fedwire payment requests into a single transaction. This summary payment feature is available exclusively for Fedwire transactions.
3. **For Payment Method –**
   - Select ACH:
     - ***Same Day ACH payment requests must be submitted before 3:30 PM Eastern to be settled on the same day. Additionally, same Day ACH payments are limited to $1,000,000 per ASAP account.***
     - ***Next Day ACH payment requests must be submitted before 11:00 PM Eastern for next-day settlement.***
   - Select Fedwire for an immediate payment.
     - Fedwire payment requests must be submitted before ***5:45 PM Eastern***.
4. **For Requested Settlement Date –** Enter date you would like funds to settle in your bank account.
5. **For Requestor Reference Number –** An optional field to uniquely identify a payment request.
6. **For Payment Justification* –** Payment justification is mandatory, so it is required for each payment.

   We recommend manually typing the justification in this field instead of copy/pasting to prevent any disruptions.

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Payment Justification Requirement

- Payment requests submitted in ASAP.gov require a justification.
- This requirement is related to a Presidential Executive Order that requires a brief, written justification for all payments.
- This field is mandatory and will be required in the first step of the payment request process.
- This new field will allow you to submit a justification that is no longer than 300 characters.
  - Special characters are not accepted. The following is a list of characters that are allowed:

    : _ ` ~ ! @ # $ ^ ( ) - + { } [ ] | ; : , . ?
- If you have multiple payment justifications, please enter the requests separately.
- Consult the agency that funds your account if you have questions about what to include in the payment justification field.
- Visit our website here for additional information.

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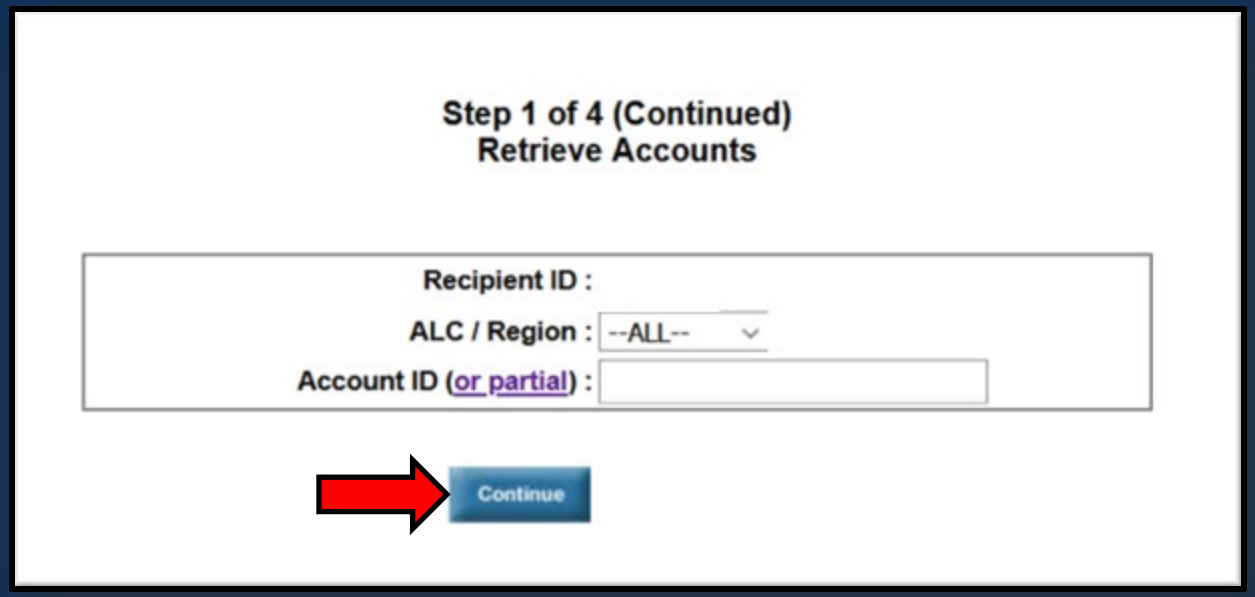
Step 3 of 5 | Retrieve Accounts

To retrieve all OPEN ASAP Accounts:

1. Leave ALC/Region to the default "ALL"
2. Leave Account ID ***blank.***
3. Click Continue.



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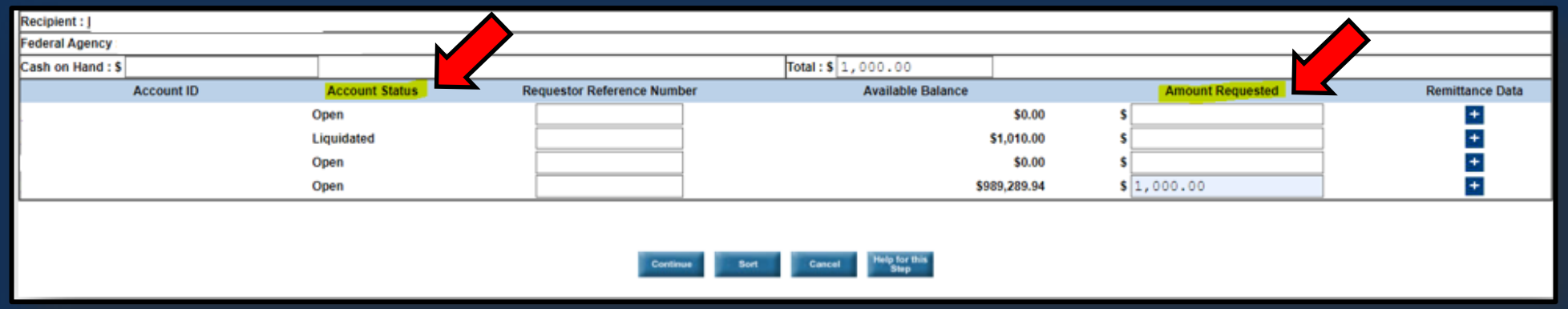
Step 4 of 5 | Enter Payment Details

1. **Enter an amount in the 'Amount Requested' field.**
   - Ensure Account Status is open and funds requested do not exceed available balance.



- The Account IDs provided are hyperlinks which, if selected, will provide Account Profile information. This is useful in determining if 'agency review' is enabled, as well as any maximum draw limits for the account.
- Information entered into the [Requestor Reference Number] field is sent along with the payment to your financial institution.

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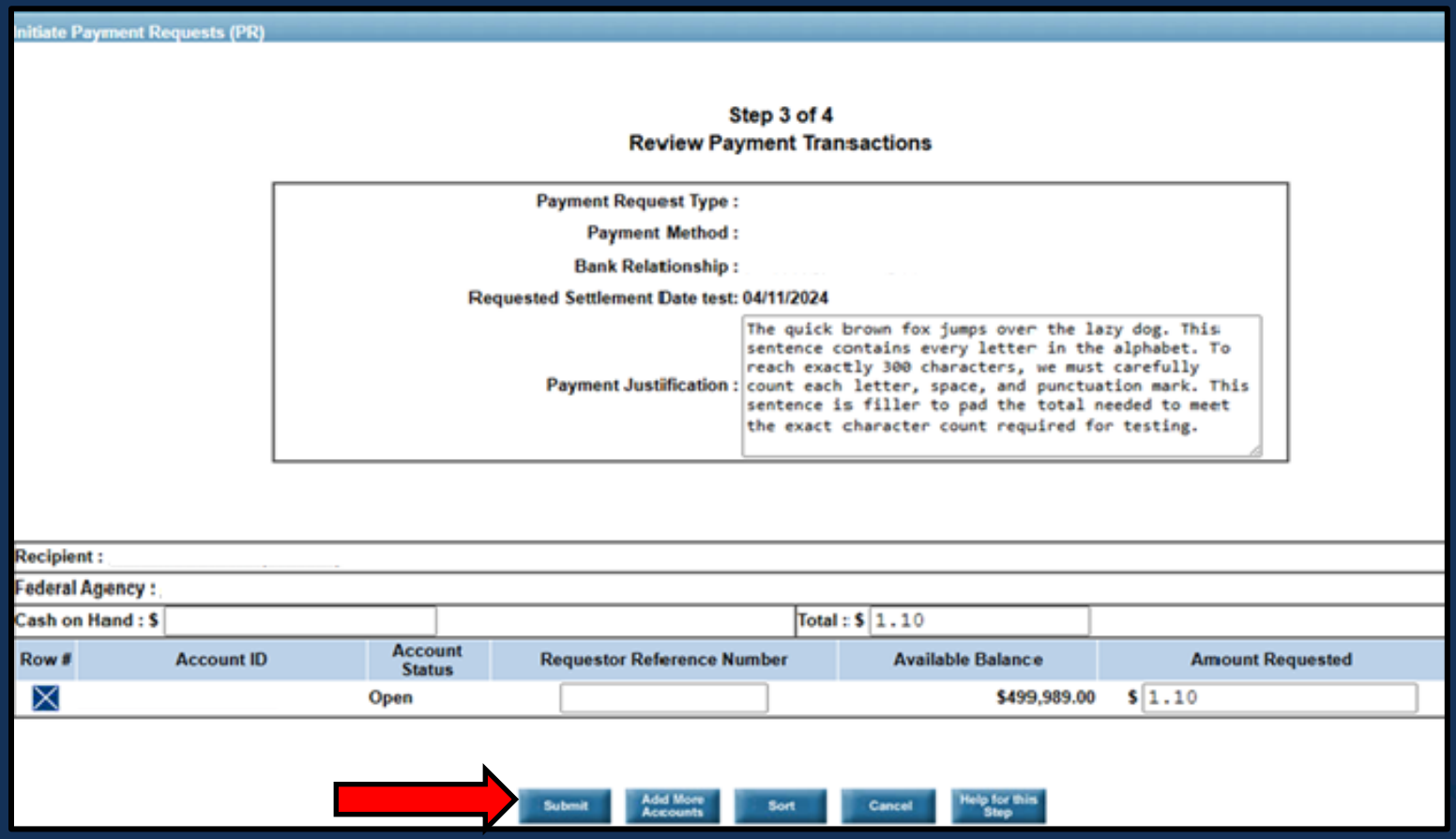
Step 5 of 5 | Review Payment Details

1. **Review your payment request.** If necessary, make any necessary corrections. Then select 'submit.' After submitting, you will see a confirmation of your payment request with the option to print the confirmation for your records.
2. **Notice the Payment Request Status on the Payment Transaction Confirmation screen**



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TIP | No Accounts Found Error Message

Why do I see ***Error 839: No accounts found matching criteria?***

- First, if you attempted to enter an Account ID, leave this field blank and try to resubmit your request.
  If you still get this error, then:
  - Run the **Recipient Enrollment Status Inquiry** under the "Inquires" menu to confirm:
    - Your organization has completed its enrollment.
    - The banking information is active.
  - Run the **Account Profile Inquiry** under the 'Inquires' menu to verify:
    - Account Status is 'Open' and Begin Date for the account has arrived. If suspended or closed, please contact your funding federal agency directly for assistance.
    - If the inquiry returns no results, your agency hasn't created your ASAP Account yet. Please contact your funding federal agency.

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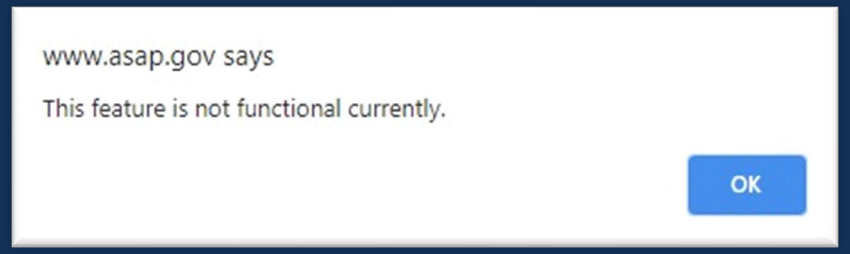
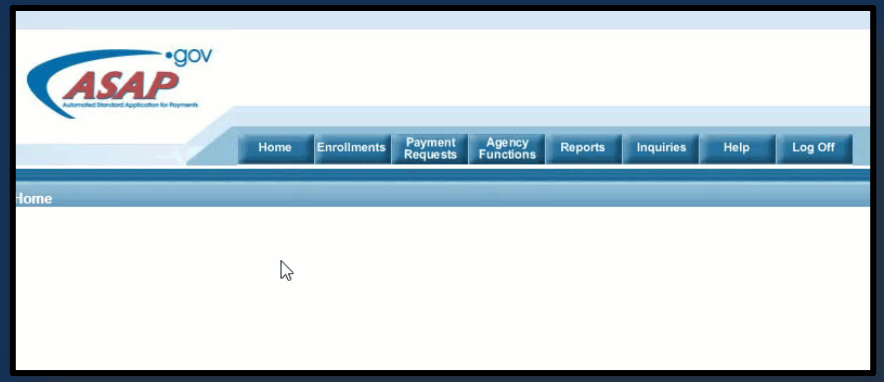
TIP | Menu Bar Error Message

- If you see this message:
  - Instead of clicking on the menu bar, please let your mouse hover over the menu options.



- The options that appear under each menu bar are determined by your roles.
  - For example, only a user with the Payment Requestor role will have access to the Payment Requests menu.



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Demo | Payment Requests

1. Log into ASAP.gov
2. Select [Initiate Payment Request]
3. Select Bank Account for This Deposit
4. Select Payment Request Type
5. Select Payment Method
6. Request a Settlement Date
7. Click [Continue] Twice
8. Enter Payment Amounts
9. Click [Continue] to Review
10. Click [Submit]

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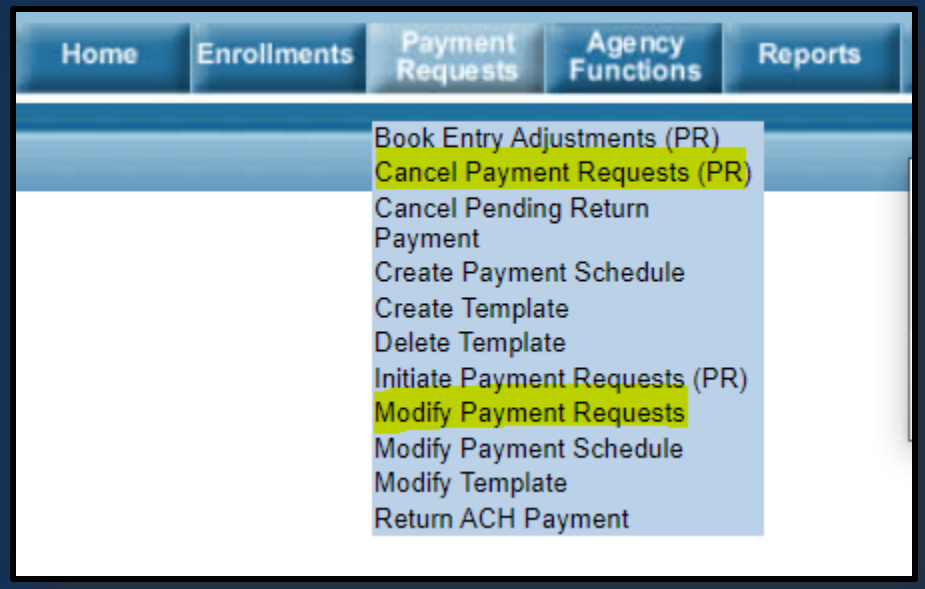
How to Modify or Cancel a Payment Request

- Payment Requests can be modified or deleted after being submitted so long as the payment request is still ***'Pending'***.
- If the Payment Request has already been submitted for processing, any changes will need to be made via the Return ACH Payment option.



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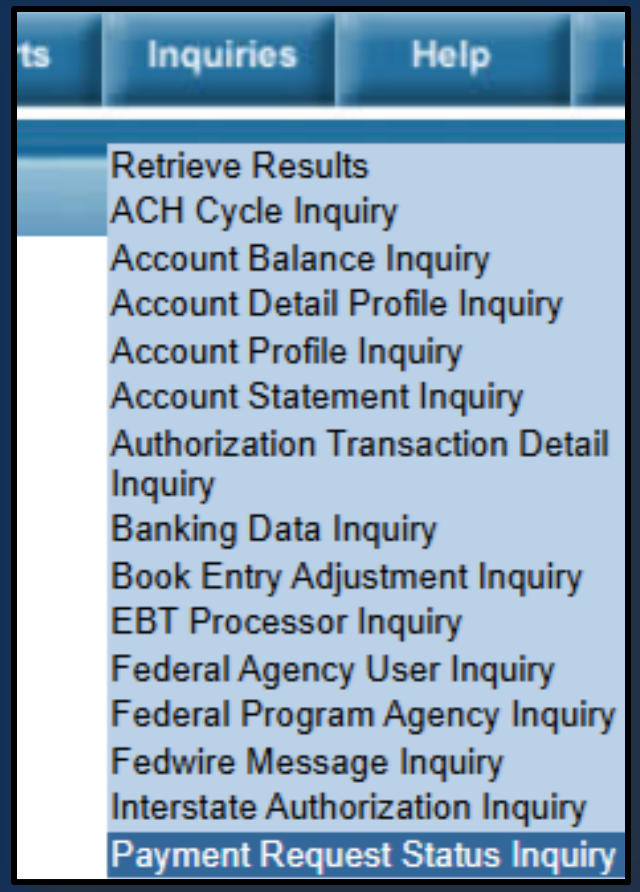
Return ACH Payment Process

Before using this function, please verify that your bank allows automated debits against your bank account*

1. First, run the Payment Request Status Inquiry under the "Inquires" tab to obtain the ACH Trace Number for the payment you are wanting to return.
2. Then, hover over "Payment Request" Tab.
3. Select Return ACH Payment.

Note: Only a Payment Requester can complete this task.



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Payment Request Status Inquiry

User ID of Request Initiator: B Juice

Actual Settlement Date: 09/17/2025

Payment Request Status: Sent and acknowledged

Agency Location Code/Region:
00000000

Agency Short Name:
TEST

Current Available Balance:
$946,000.00

Recipient Organization ID:

Recipient Short Name:
BG BG BG

Request Date & Time:
09/17/2025 14:49:130

ACH Batch Number:
1

ACH Trace Number:
51036800000001

ASAP Sequence Number:
09/17/2025 B Juice 000002 000001

ACH Cycle Date:
09/17/2025

ACH Cycle Number:
A

Funds IMAD:

DFI ABA Number:

DFI Short Name:
Test DI 2

Bank Account Number:

Further Credit ABA:

Further Credit Short Name:
Not Found

Date Sent for Review:

Justification:
test.

Agency Action:

User ID of Agency Reviewer:

Date of Agency Action:

Agency Account ID	Requestor Reference Number	Payment Request Status	Requested Amount	Remittance Code	Remittance Amount
NVR TRUST THE LIVING		Sent and acknowledged	$4,000.00		

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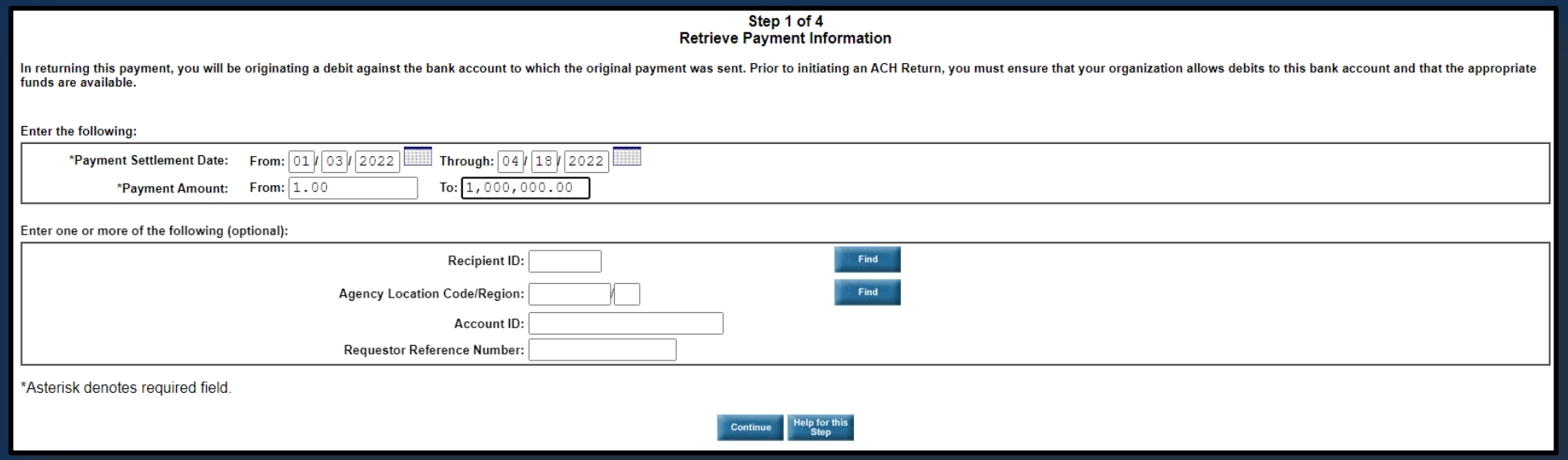
Step 1 of 4 | Return ACH Payment

1. Enter a date range into the Payment Settlement Date fields.
   - The date range can only span a total of 180 days (approximately 6 months), but you can return funds that were paid more than 180 days ago.
2. Enter the amount into the Payment Amount fields.
3. Click Continue.



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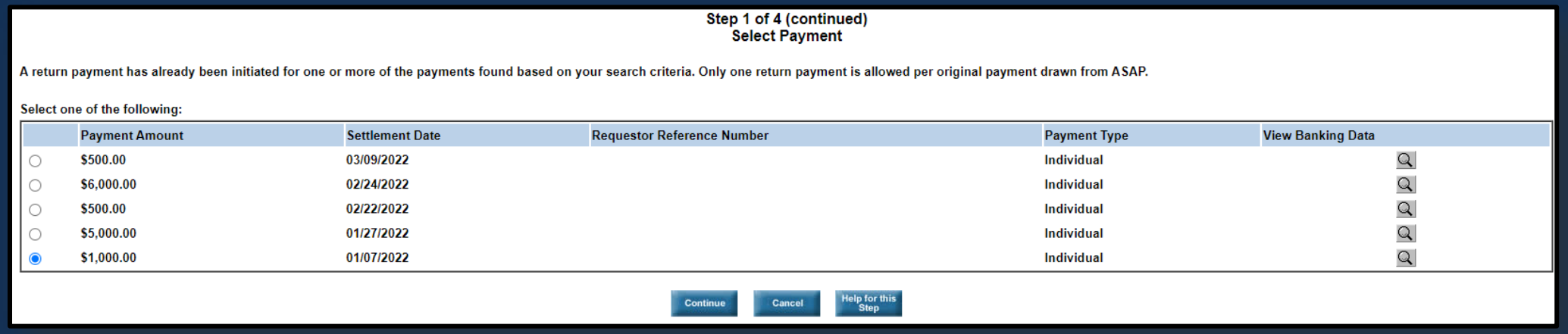
Step 1 of 4 (continued) | Return ACH Payment

1. ASAP will display payments based on the criteria you entered in the previous step.
2. Select the payment you want to return.
3. Select Continue.



Step 1 of 4 (continued)
Select Payment

A return payment has already been initiated for one or more of the payments found based on your search criteria. Only one return payment is allowed per original payment drawn from ASAP.

Select one of the following:

	Payment Amount	Settlement Date	Requestor Reference Number	Payment Type	View Banking Data
○	$500.00	03/09/2022		Individual	
○	$6,000.00	02/24/2022		Individual	
○	$500.00	02/22/2022		Individual	
○	$5,000.00	01/27/2022		Individual	
◉	$1,000.00	01/07/2022		Individual	

Continue | Cancel | Help for this Step

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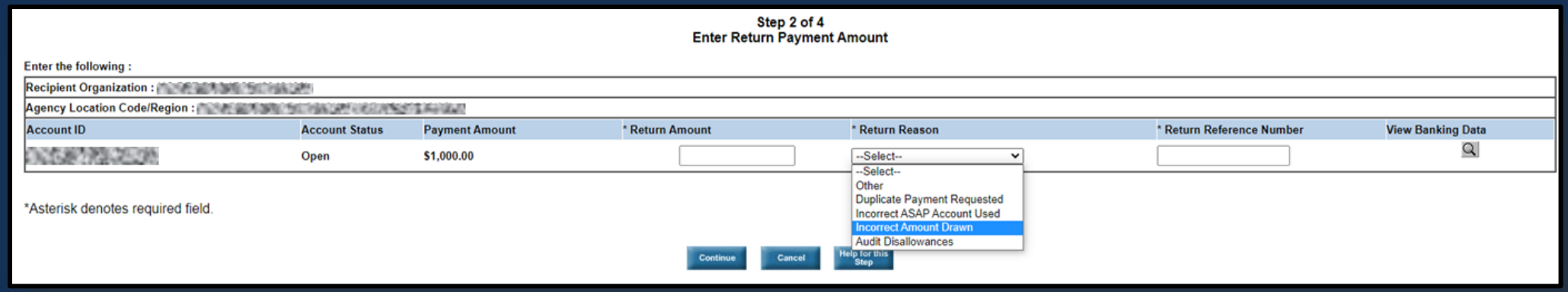
Step 2 of 4 | Return ACH Payment

1. Enter the full or partial amount you want to return.
2. Select the Return Reason.
3. Enter the ACH trace number you obtained in the first step in the ***Return Reference Number*** field.
4. Click Continue.



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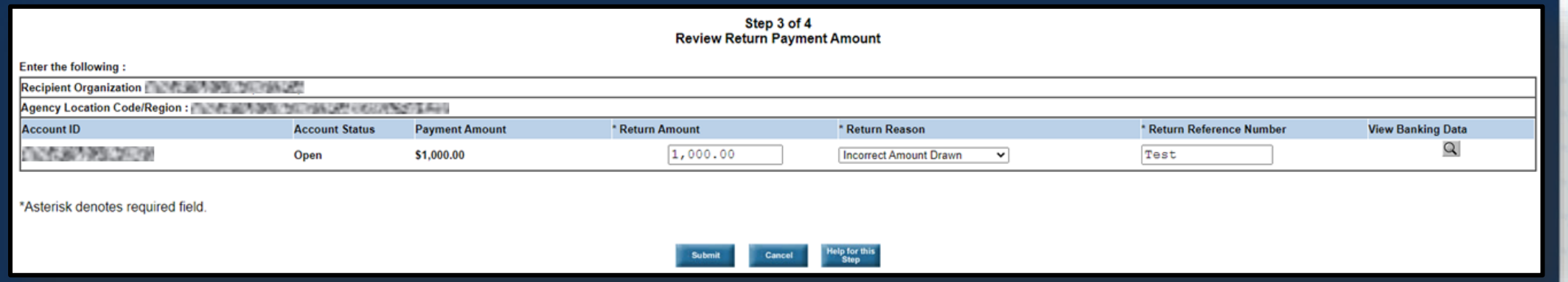
Step 3 of 4 | Return ACH Payment

1. Review the Return Payment Amount.
2. Review the Return Reason.
3. Review the Return Reference Number.
4. Click Submit.



Step 3 of 4
Review Return Payment Amount

Enter the following :

Recipient Organization [redacted]

Agency Location Code/Region : [redacted]

Account ID	Account Status	Payment Amount	* Return Amount	* Return Reason	* Return Reference Number	View Banking Data
[redacted]	Open	$1,000.00	1,000.00	Incorrect Amount Drawn	Test	

*Asterisk denotes required field.

Submit Cancel Help for this Step

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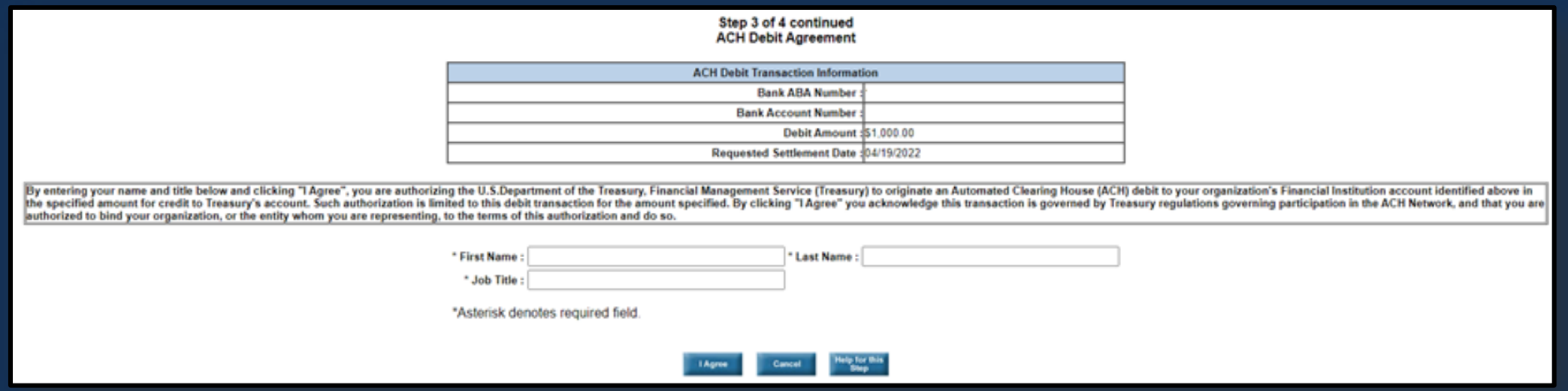
Step 3 of 4 (continued) | Return ACH Payment

1. Enter your First and Last Name.
2. Enter your Job Title without numbers, characters and spaces.
3. Select 'I Agree.'



Step 3 of 4 continued
ACH Debit Agreement

ACH Debit Transaction Information	
Bank ABA Number :	
Bank Account Number :	
Debit Amount :	$1,000.00
Requested Settlement Date :	04/19/2022

By entering your name and title below and clicking "I Agree", you are authorizing the U.S.Department of the Treasury, Financial Management Service (Treasury) to originate an Automated Clearing House (ACH) debit to your organization's Financial Institution account identified above in the specified amount for credit to Treasury's account. Such authorization is limited to this debit transaction for the amount specified. By clicking "I Agree" you acknowledge this transaction is governed by Treasury regulations governing participation in the ACH Network, and that you are authorized to bind your organization, or the entity whom you are representing, to the terms of this authorization and do so.

* First Name : * Last Name :

* Job Title :

*Asterisk denotes required field.

I Agree Cancel Help for this Step

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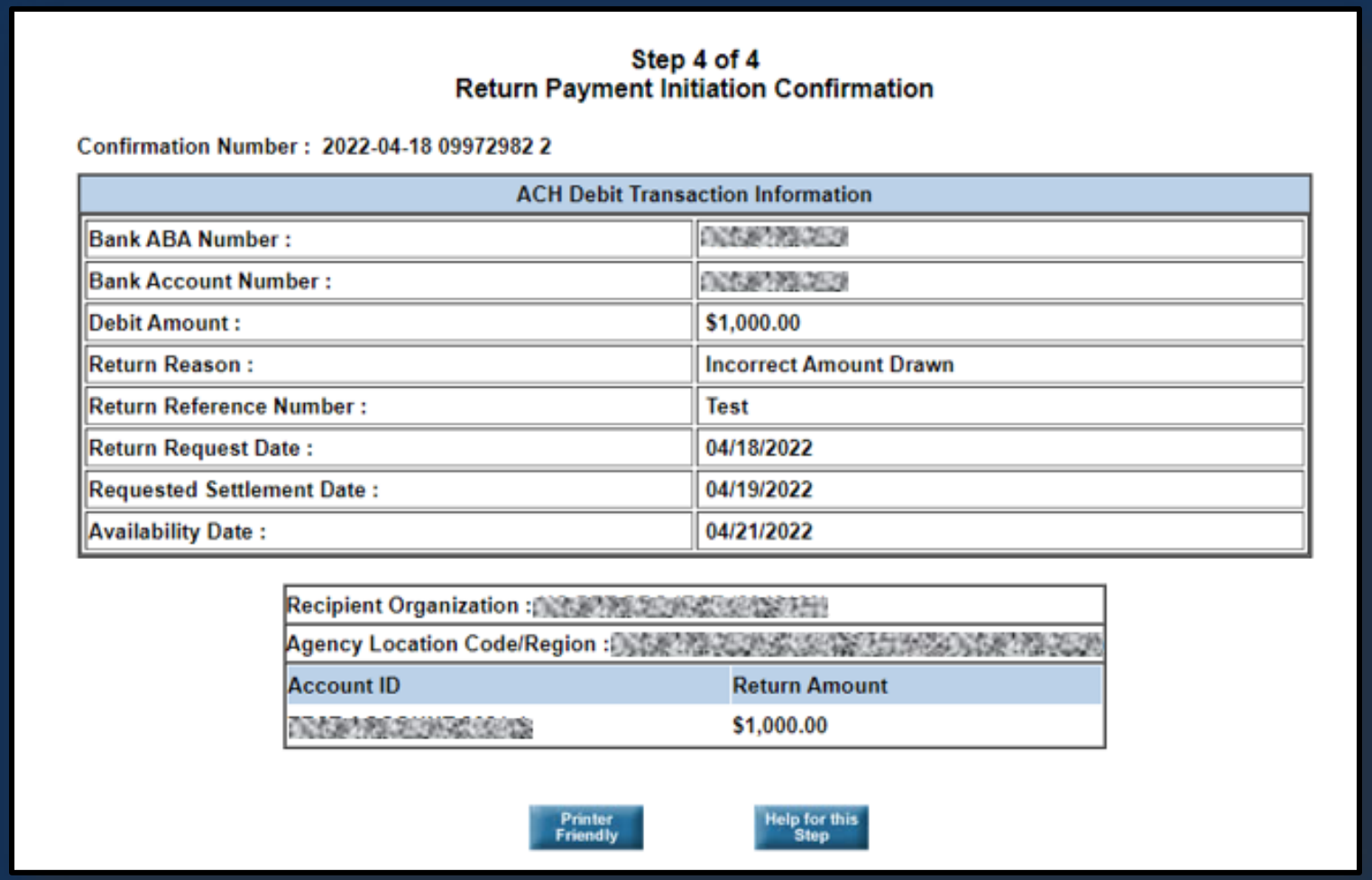
Step 4 of 4 | Return ACH Payment

1. Review the Confirmation.
2. Click Printer Friendly to obtain PDF of the confirmation.



Step 4 of 4
Return Payment Initiation Confirmation

Confirmation Number : 2022-04-18 09972982 2

ACH Debit Transaction Information	
Bank ABA Number :	[redacted]
Bank Account Number :	[redacted]
Debit Amount :	$1,000.00
Return Reason :	Incorrect Amount Drawn
Return Reference Number :	Test
Return Request Date :	04/18/2022
Requested Settlement Date :	04/19/2022
Availability Date :	04/21/2022

Recipient Organization : [redacted]

Agency Location Code/Region : [redacted]

Account ID	Return Amount
[redacted]	$1,000.00

Printer Friendly Help for this Step

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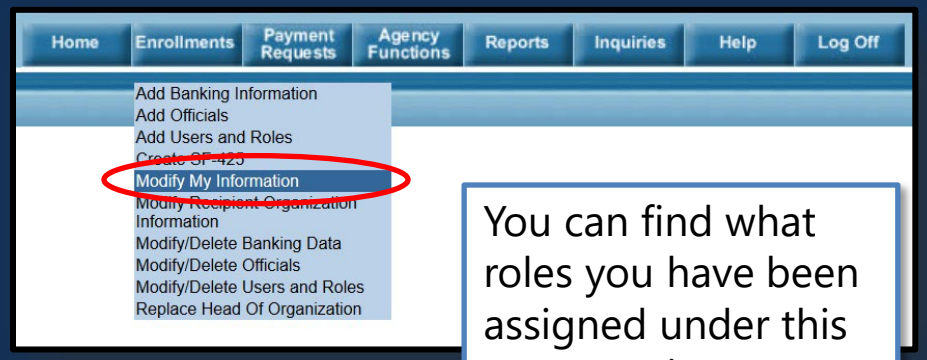
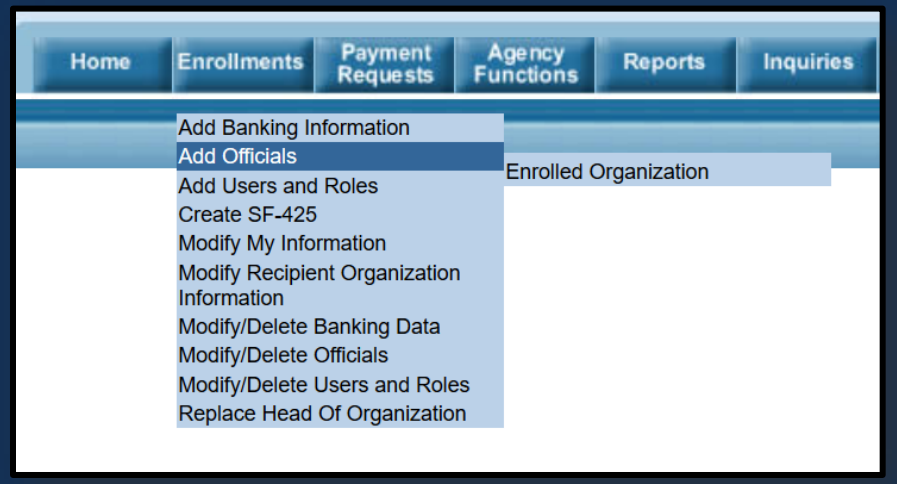
How a POC Adds Officials

1. Confirm your roles via “Modify my Information.”



You can find what roles you have been assigned under this menu option.

2. Select “Add Officials” for Enrolled Organization under the ‘Enrollments’ tab.



The Role You Need	To Add These Roles
Point of Contact	Point of Contact
	Head of Organization
	Financial Official
	Authorizing Official

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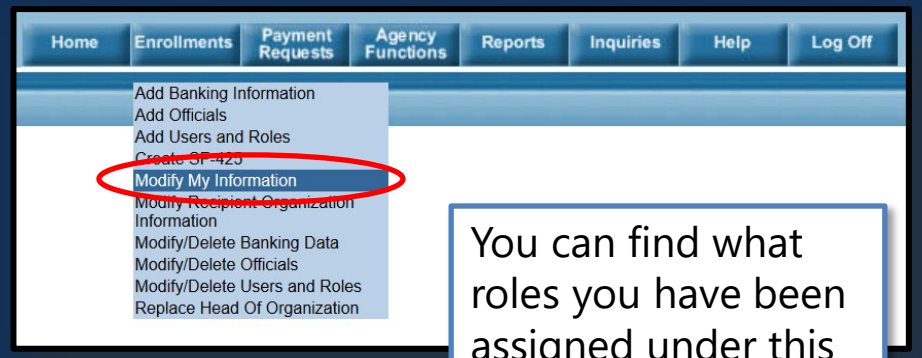
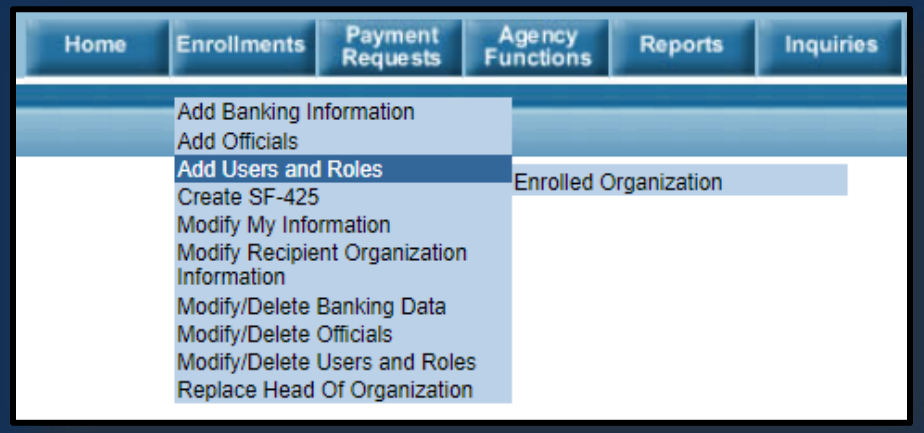
How an AO Adds a Payment Requestor

1. Confirm your roles via “Modify my Information.”



You can find what roles you have been assigned under this menu option.

2. Select “Add Users and Roles” for Enrolled Organization under the ‘Enrollments’ tab.



The Role You Need	To Add These Roles
Authorizing Official	Payment Requestor
	Inquirer Only

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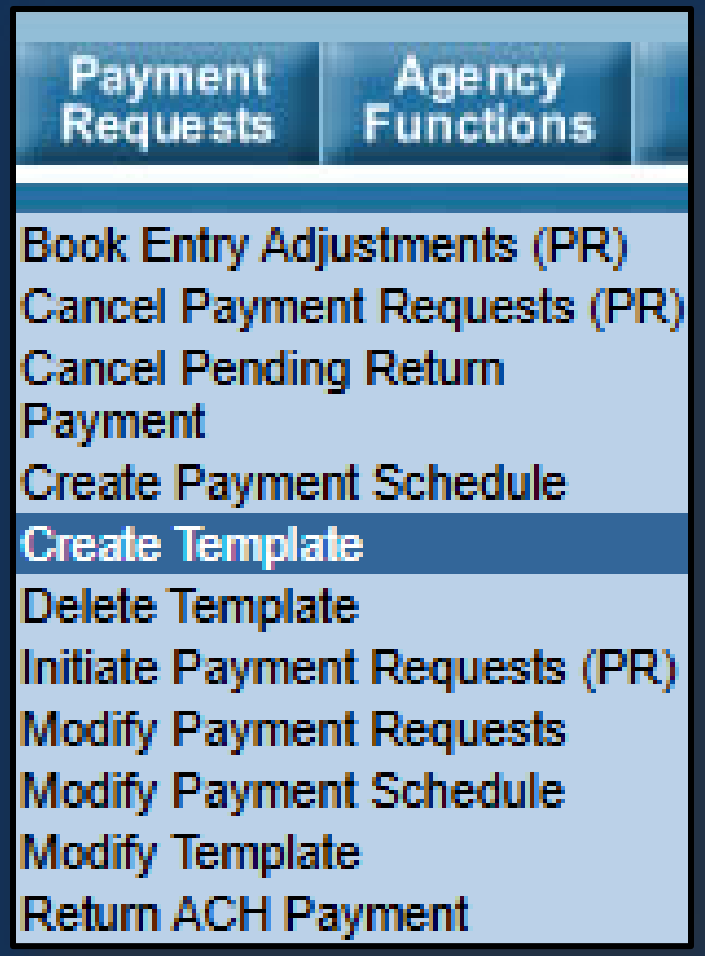
How a PR Creates a Template

A template predefines the banking information and account(s) for your payment request. If using a template, you will still need to enter the specific payment details (Payment type, amount, etc.) for each payment request.

- Select “Create Template” under the Payment Request tab.
- Enter Recipient ID/ALC/or Account ID, a name for your template, and select the bank account you wish to use.
- Select your Account(s) from the list provided and then select continue.
- Review the information is correct and select “Submit.”



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Popular Inquires/Reports

Name	Purpose
1. Recipient Organization Inquiry	Obtain your Recipient ID
2. Recipient Enrollment Status Inquiry	Obtain your enrollment status
3. Federal Agency User Inquiry	Obtain your ALC/Region
4. Authorization Transaction Detail Inquiry	Recent history of agency authorizations
5. Payment Request Status Inquiry	Recent history of your payment requests
6. Account Balance Inquiry	Obtain list of your accounts
7. Account Profile Inquiry	Obtain your account settings
8. Account Statement Inquiry	Recent history of account transactions
9. Account Settlement Report	Complete history of account transactions
10. Accounts with End Dates Report	Obtain list of account's end dates

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Inquires/Reports Continued

- **Account Profile Inquiry** is where you can get your ASAP account settings to see if your account is open, suspended, liquidated, or closed. If your ASAP account is suspended or closed, you will need to contact your funding agency directly. This Inquiry will also show whether "Agency Review" is enabled for payment requests, and any maximum draw amounts that are set and cumulative authorizations.

- **Account Balance Inquiry** is where you can get a list of your ASAP accounts. This inquiry will show cumulative draws, authorizations, and current available balances for ASAP accounts.

- **Payment Request Status Inquiry** is useful to view the history of your payment requests and payment justifications and obtaining "ACH Trace Number" required to initiate a Return ACH.

- **Account Statement Inquiry** is where you can view history of transactions for an ASAP account. This inquiry will show a list of transactions of various types (authorizations, payments, book entry adjustments, and the like) for a particular account ID and the account balance.

- **Account Settlement Report** will show you the complete history of ASAP account transactions.

- **Accounts with End Dates Report** is where you can get a list of ASAP accounts with a specified end date. This is the date the ASAP account is automatically suspended. Payment requests are not allowed on suspended ASAP accounts.

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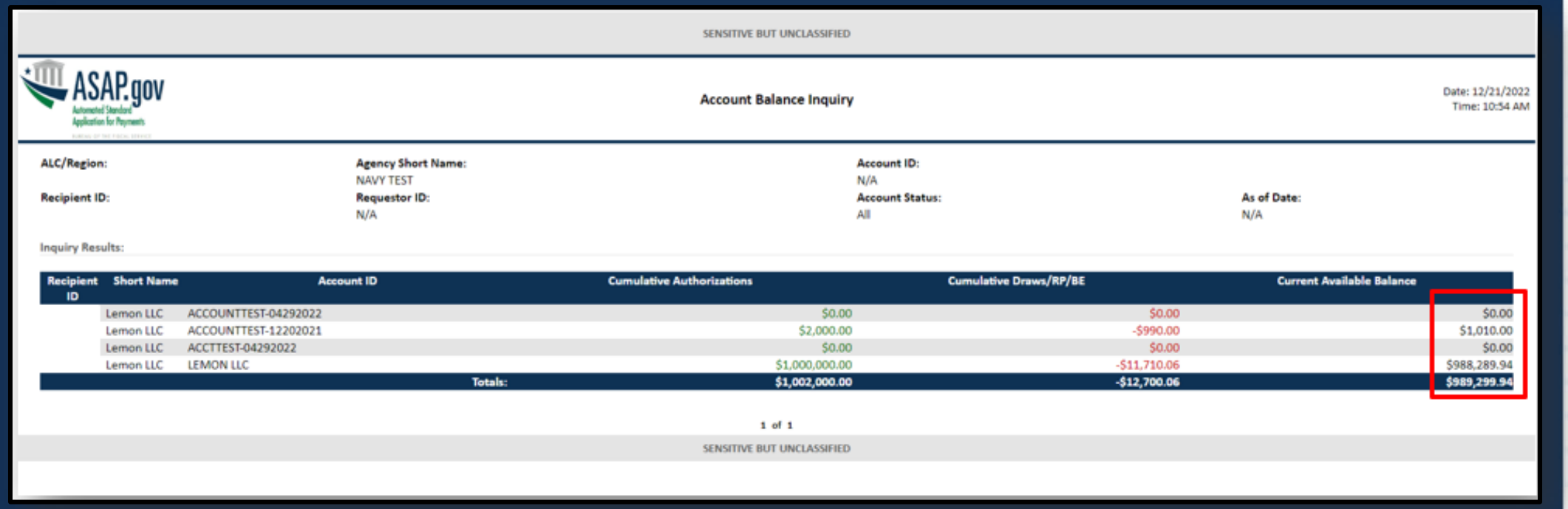
Account Balance Inquiry



SENSITIVE BUT UNCLASSIFIED

ASAP.gov
Automated Standard Application for Payments

Account Balance Inquiry

Date: 12/21/2022
Time: 10:54 AM

ALC/Region:

Agency Short Name: NAVY TEST

Account ID: N/A

Recipient ID:

Requestor ID: N/A

Account Status: All

As of Date: N/A

Inquiry Results:

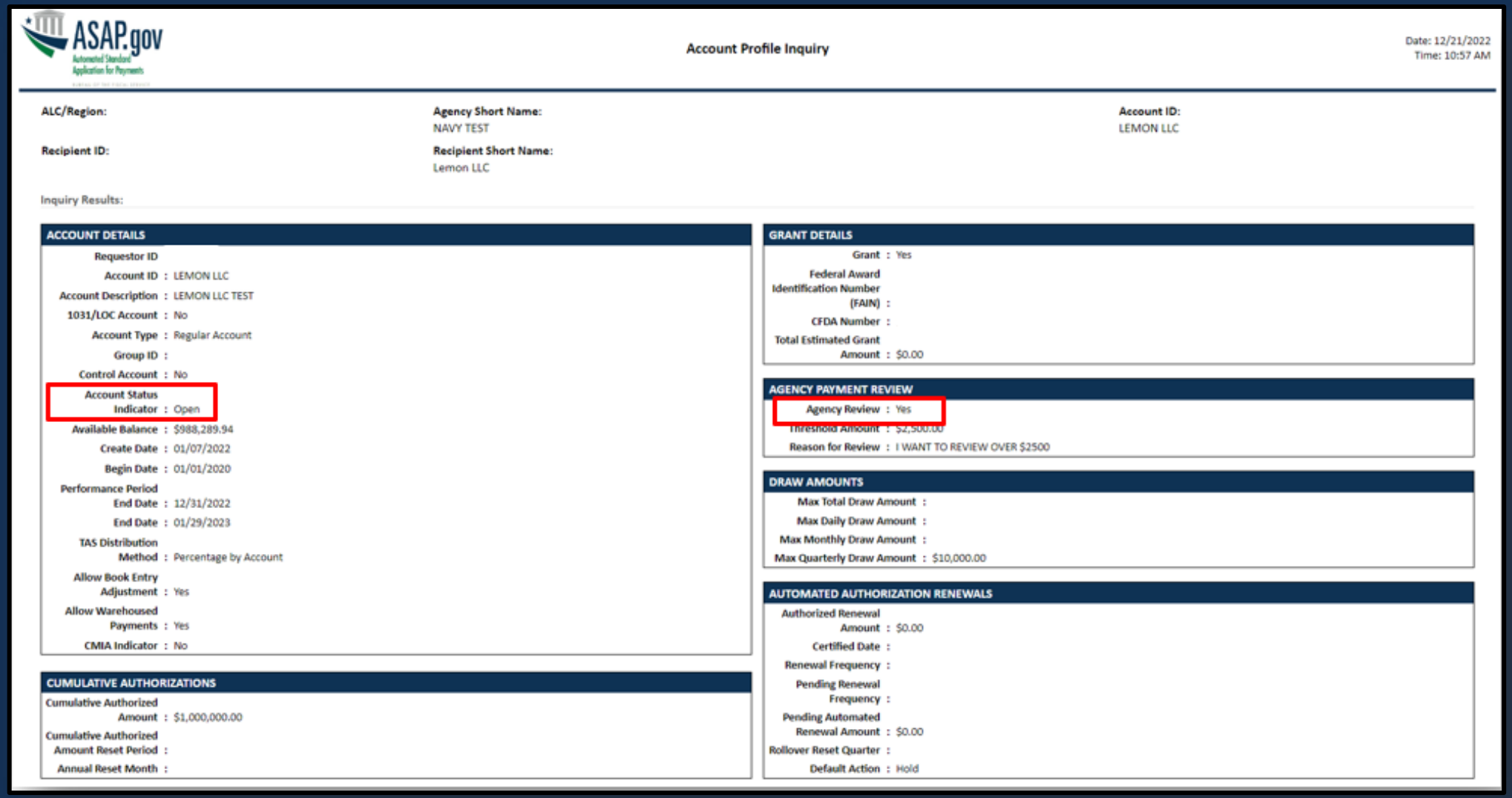
Recipient ID	Short Name	Account ID	Cumulative Authorizations	Cumulative Draws/RP/BE	Current Available Balance
	Lemon LLC	ACCOUNTTEST-04292022	$0.00	$0.00	$0.00
	Lemon LLC	ACCOUNTTEST-12202021	$2,000.00	-$990.00	$1,010.00
	Lemon LLC	ACCTTEST-04292022	$0.00	$0.00	$0.00
	Lemon LLC	LEMON LLC	$1,000,000.00	-$11,710.06	$988,289.94
		Totals:	**$1,002,000.00**	**-$12,700.06**	**$989,299.94**

1 of 1

SENSITIVE BUT UNCLASSIFIED

Bureau of the Fiscal Service

Account Profile Inquiry



ASAP.gov
Automated Standard Application for Payments

Account Profile Inquiry

Date: 12/21/2022
Time: 10:57 AM

ALC/Region:

Agency Short Name: NAVY TEST

Account ID: LEMON LLC

Recipient ID:

Recipient Short Name: Lemon LLC

Inquiry Results:

ACCOUNT DETAILS

Requestor ID	
Account ID	LEMON LLC
Account Description	LEMON LLC TEST
1031/LOC Account	No
Account Type	Regular Account
Group ID	
Control Account	No
Account Status Indicator	Open
Available Balance	$988,289.94
Create Date	01/07/2022
Begin Date	01/01/2020
Performance Period End Date	12/31/2022
End Date	01/29/2023
TAS Distribution Method	Percentage by Account
Allow Book Entry Adjustment	Yes
Allow Warehoused Payments	Yes
CMIA Indicator	No

CUMULATIVE AUTHORIZATIONS

Cumulative Authorized Amount	$1,000,000.00
Cumulative Authorized Amount Reset Period	
Annual Reset Month	

GRANT DETAILS

Grant	Yes
Federal Award Identification Number (FAIN)	
CFDA Number	
Total Estimated Grant Amount	$0.00

AGENCY PAYMENT REVIEW

Agency Review	Yes
Threshold Amount	$2,500.00
Reason for Review	I WANT TO REVIEW OVER $2500

DRAW AMOUNTS

Max Total Draw Amount	
Max Daily Draw Amount	
Max Monthly Draw Amount	
Max Quarterly Draw Amount	$10,000.00

AUTOMATED AUTHORIZATION RENEWALS

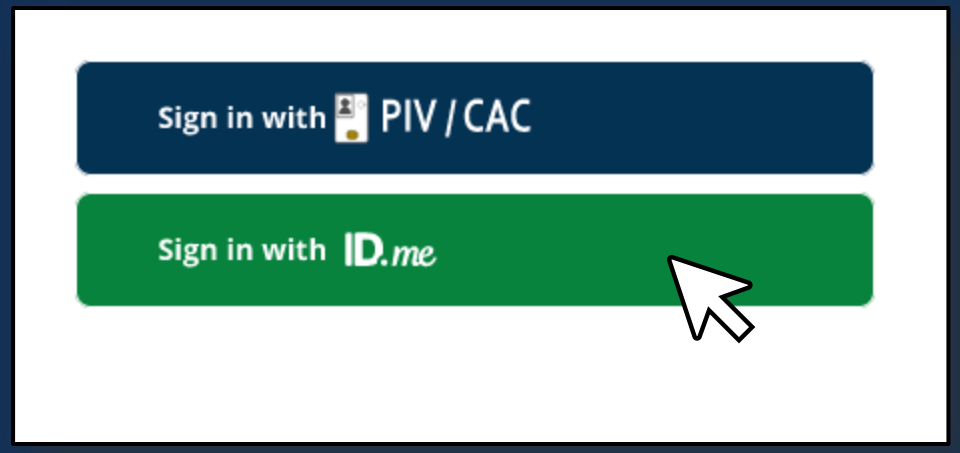
Authorized Renewal Amount	$0.00
Certified Date	
Renewal Frequency	
Pending Renewal Frequency	
Pending Automated Renewal Amount	$0.00
Rollover Reset Quarter	
Default Action	Hold

Bureau of the Fiscal Service

Login Process via ID.me

- Recipient organization users are required to register, enable multi-factor authentication (MFA), and validate their identity with ID.me to support Presidential, OMB and Treasury requirements.

- Here are the login options for ASAP.gov:



Note: The PIV/CAC option is reserved for Federal Agency users exclusively.

Bureau of the Fiscal Service

Login Process via ID.me Continued

If you **DO NOT** have an existing ID.me account:

1. Navigate to ASAP.gov.
2. Select the ID.me login option and Select "Create Account" using your ASAP.gov email address.
3. Follow all the directions for creating a new ID.me account.
4. If applicable, wait for your entitlement request to be approved before logging in.

If you have an existing ID.me account:

1. Navigate to ID.me and log in to your account.
2. Add your ASAP.gov email address as a secondary email in your account.
3. Verify the email address and change from the secondary email into the primary email.
4. If applicable, enable MFA for your account and wait for your entitlement request to be approved.

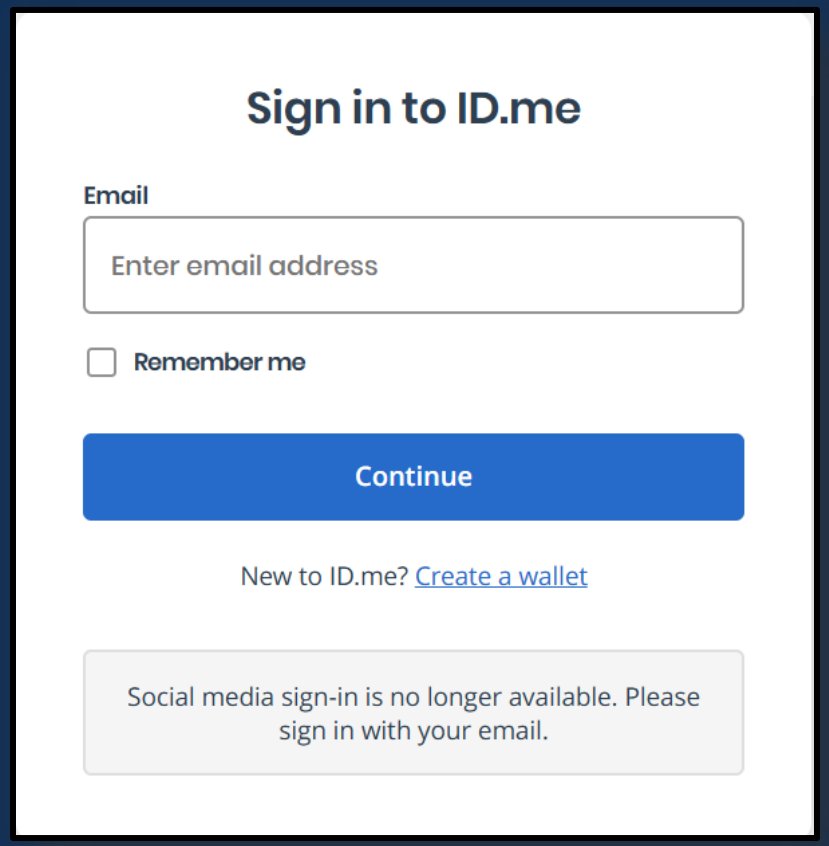
Bureau of the Fiscal Service

Initial Login Process for Existing ID.me Users

If you already have an ID.me account:

1. Go to the **ID.me sign-in page**
2. Follow the prompts to sign in to your ID.me Wallet.
3. From "My Wallet," select **Profile**.
4. Select **Add an email**.
5. Enter your work email address, then under "Email Type", check "Work".
6. Select **Send confirmation**. A confirmation message will be sent to your new email.
7. Open the confirmation email and select **Confirm your email**.

Detailed instructions are located here: Add a work or business email to your ID.me Wallet – ID.me Help Center



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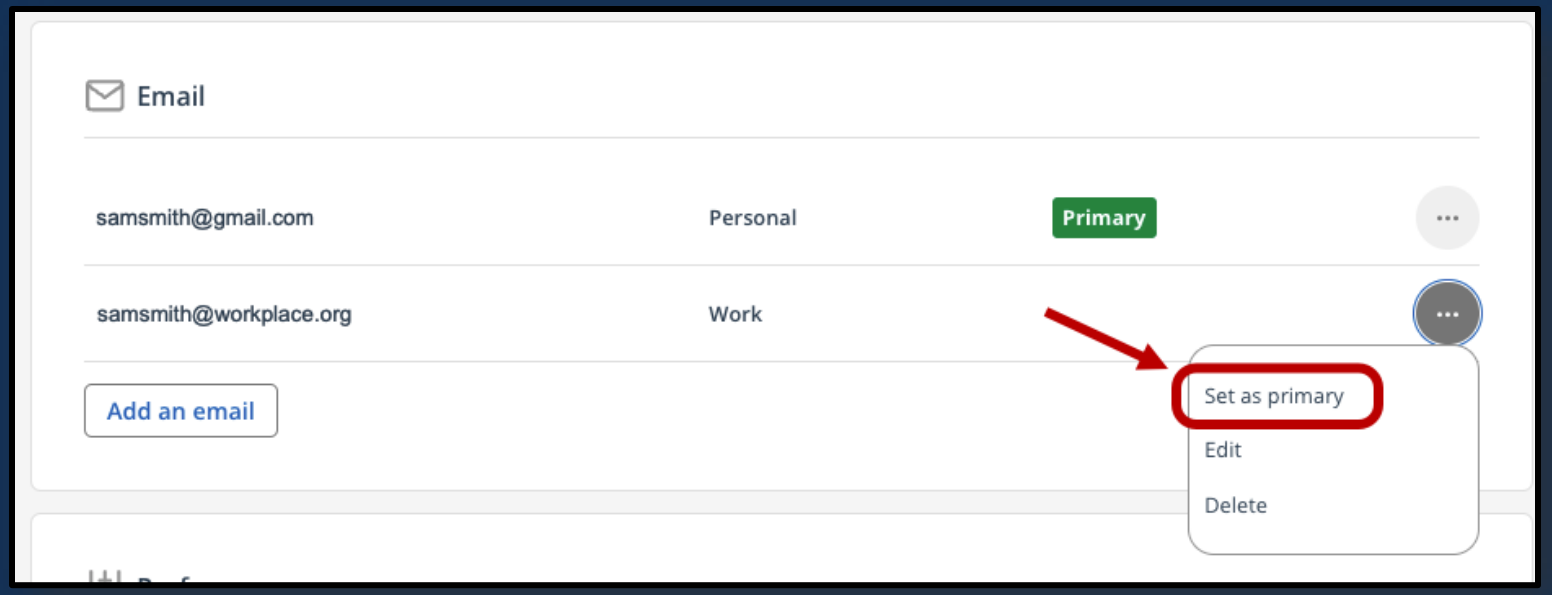
Initial Login Process for Existing ID.me Users

8. Sign back into your ID.me Wallet and select **Manage Profile**.
9. Under "Email", find the email you'd like to set as primary.
10. Select the **three dots** next to the email and select **Set as primary.**



To add MFA to your login:

1. Click the drop-down menu next to your name to select "My Account". Next, click the "Sign In & Security" tab.
2. Select "Security". There, you will be shown the various MFA options.
3. Select "Set up" to add a new MFA method and follow the steps to enable that MFA method.

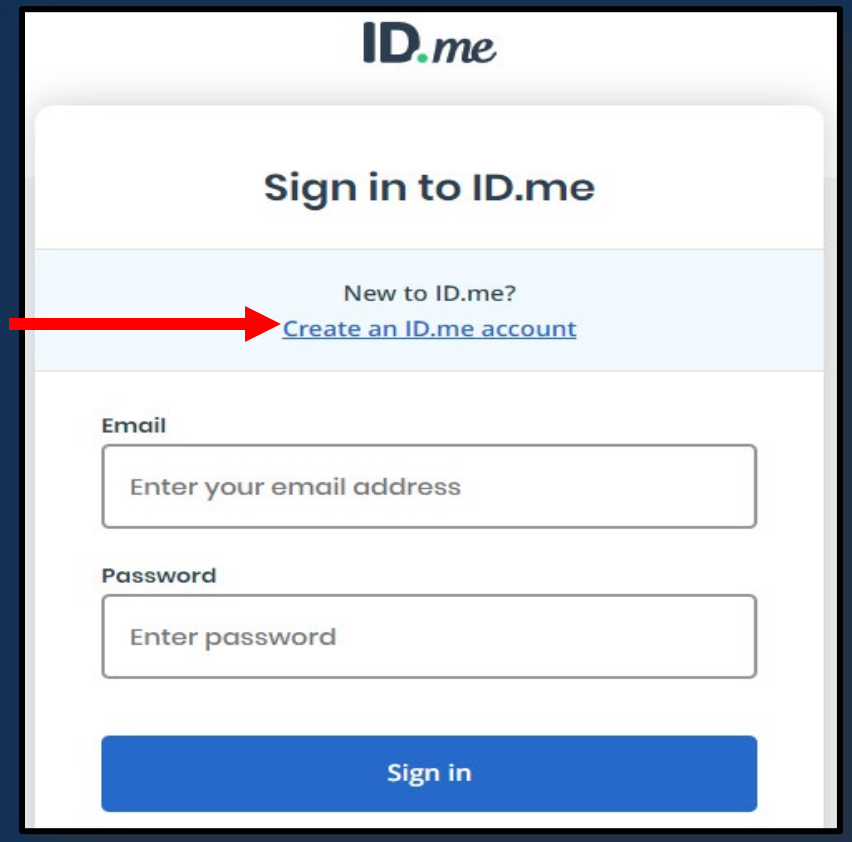
Bureau of the Fiscal Service

Initial Login Process for New Users Cont'd

If you do not already have an ID.me account:

1. From the ASAP.gov landing page, select 'Sign In with ID.me' and then 'Create an ID.me account.'
2. ***Enter the email associated with your ASAP account***, a password, accept the Terms of Service/Privacy Policy, then select "Create account."
3. Follow all the steps in ID.me to create your account and validate your identity.
   - This includes setting up multifactor authentication, uploading identity documents, as well as taking a selfie to verify your identity.

If you have any issues setting up your ID.me account, select "Help Center" at the top right of your ID.me account.



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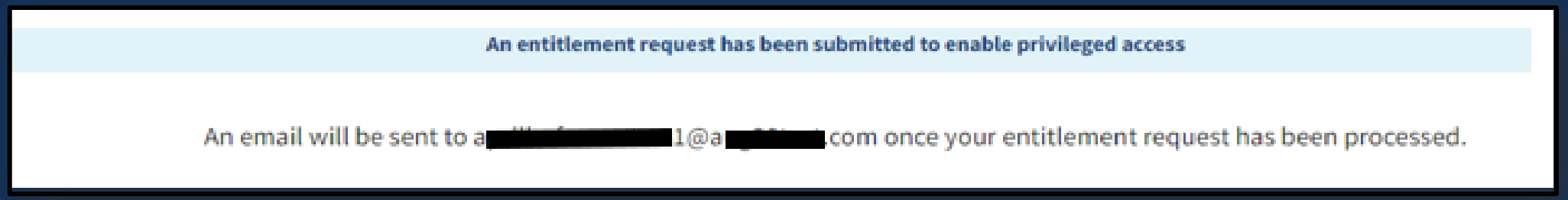
Entitlement Requests for New Users

- Once you have successfully registered, enabled multi-factor authentication, and validated your identity for your ID.me account, you will either be immediately directed to ASAP.gov

OR

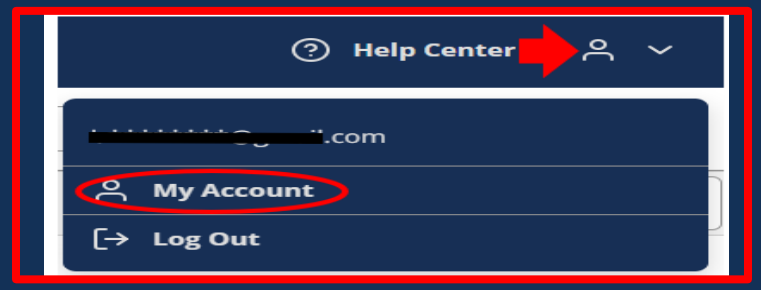
- You will receive a message that "an entitlement request has been submitted" (see screenshot below) and you will need to wait for an ASAP team member to approve your request before you can log into ASAP.gov. *This may take approximately 1-2 business days.*
- If approved, you will receive an email confirming your access. If denied, you will receive an email explaining why your request was denied and how to resubmit a new request.



Bureau of the Fiscal Service

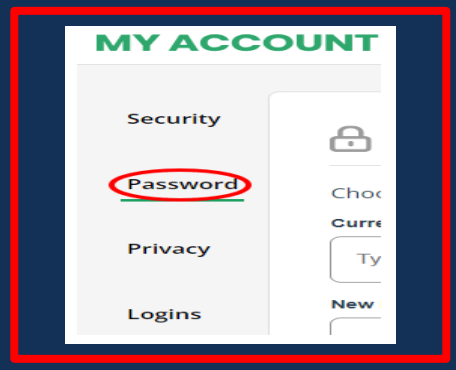
How to Change your ID.me Password

1. Sign into your ID.me account using your current MFA method.
2. Navigate to "My Account" at the top right of your ID.me page.



3. Select "Sign In and Security."

4. Select "Password."



5. Enter your current password. Enter your new password (twice).
6. Select "Save."

For additional information on changing your ID.me password, please see ID.me's help page at: https://help.id.me/hc/en-us/articles/202087724-How-to-reset-your-ID-me-password

Bureau of the Fiscal Service

How to Keep your ID.me Login Secure

Sign into ID.me using your current multi-factor (MFA) method.

MFA generates a one-time passcode that is sent to the personal device you Selected upon sign up.

Having an account with MFA creates an extra layer of security. With MFA, even if someone gains access to your User ID and Password, they will be unable to log into your account.

Set up a backup MFA method.

You reduce the chance of an account lock-out by enabling a second MFA method.

Ensure your antivirus software on your PC is up to date.

Choose a secure/strong password.

Do not share your password with anyone.

Bureau of the Fiscal Service

What to do if you believe you've fallen victim to fraud?

Reset your ID.me password.

If you have communicated with someone via mail, text, email, etc. that you feel is a scammer, stop interacting with them immediately.

If you believe someone has accessed your ID.me account, contact ID.me immediately at the following link: https://help.id.me/hc/en-us/p/contact_support

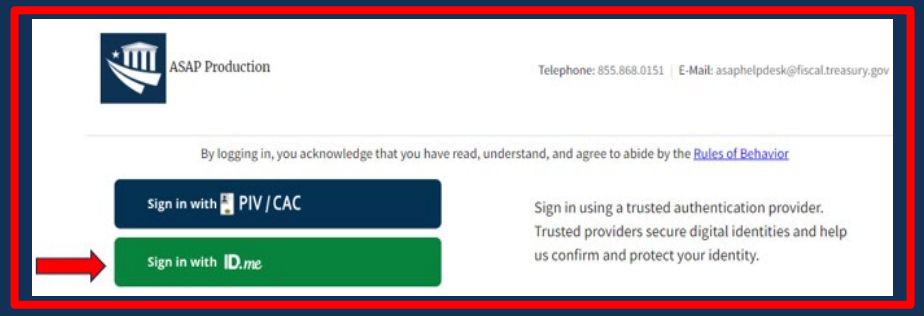
If you believe someone has accessed your ASAP account, contact ASAP.gov immediately at 816-414-2145 or ASAPHELPDESK@fiscal.treasury.gov.

Bureau of the Fiscal Service

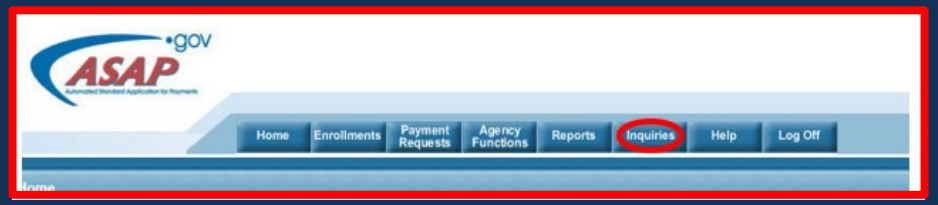
How to Review Existing Banking Info and Changes

To view your organization's Banking data, please follow the steps below:

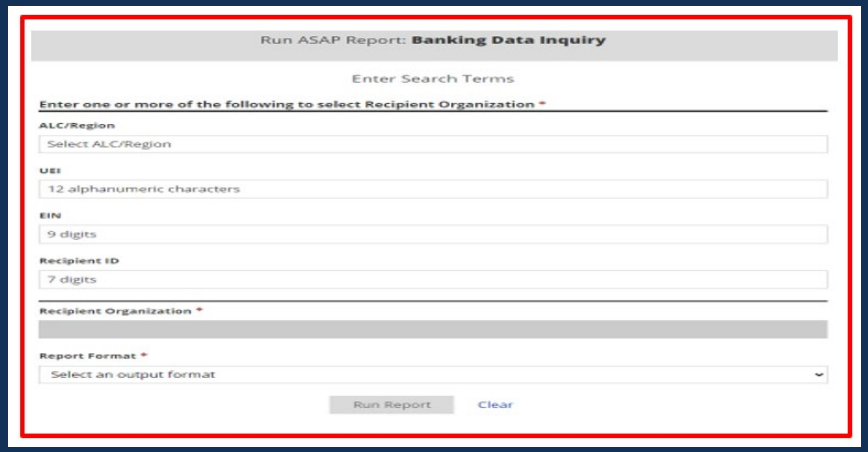
1. Log into ASAP.gov via ID.me.



2. Navigate to "Inquiries" and select "Banking Data Inquiry" from the available drop-down.



3. The inquiry search page will then populate. Enter your search information here and click on "Run Report:



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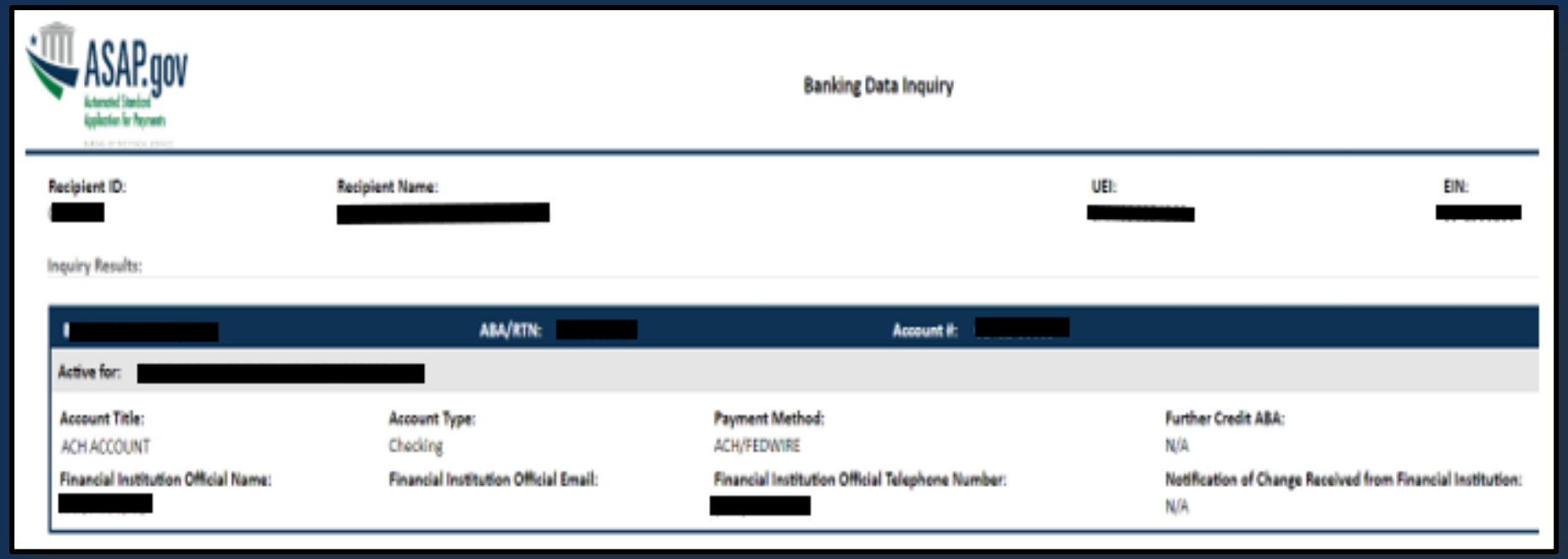
How to Review Existing Banking Info and Changes, cont.

The banking data for your Recipient Organization will then be displayed like the example below:



ASAP.gov
Automated Standard Application for Payments

Banking Data Inquiry

Recipient ID: [redacted]
Recipient Name: [redacted]
UEI: [redacted]
EIN: [redacted]

Inquiry Results:

[redacted] ABA/RTN: [redacted] Account #: [redacted]

Active for: [redacted]

Account Title:	Account Type:	Payment Method:	Further Credit ABA:
ACH ACCOUNT	Checking	ACH/FEDWIRE	N/A
Financial Institution Official Name:	**Financial Institution Official Email:**	**Financial Institution Official Telephone Number:**	**Notification of Change Received from Financial Institution:**
[redacted]		[redacted]	N/A

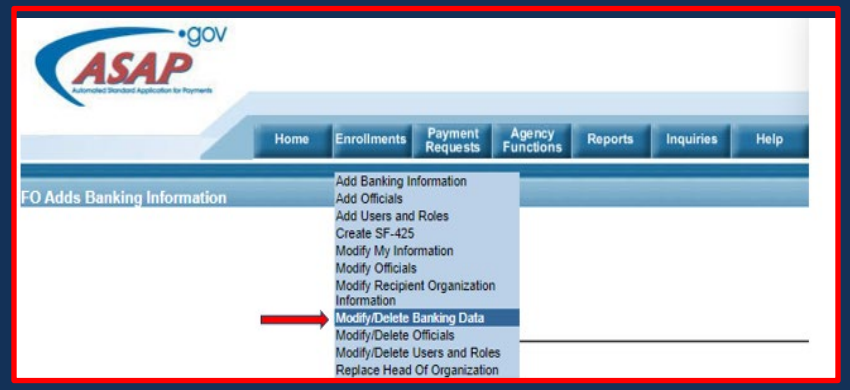
Bureau of the Fiscal Service

How to Modify or Delete Banking Data

****Only Financial Officials (FO) can make changes to your organization's banking data.****

To make those changes, such as deleting invalid banking data, making changes to existing banking data, etc., please follow the steps below:

1. Login to ASAP.gov via ID.me.
2. Navigate to "Enrollments" and select "Modify/Delete Banking Data" from the available drop-down.



4. The Banking Data page will then populate. *Proceed through the steps of modifying/deleting banking data.*

New functionality: The Certifying Officer (CO) at your funding federal agency will need to certify banking changes (new or modified banking) before your ASAP account is available for payments.* ***This does not affect existing banking that is already active prior to March.

Note: Financial institutions require the account owner's name in ASAP. **Ensure the account title matches the name listed on the recipient's bank statement to prevent any payment delays.** The FO may change an existing Account Title to match via the 'Modify/Delete Banking Data' menu.

Bureau of the Fiscal Service

Helpful Links

- ID.me Help Center:
  https://help.id.me/hc/en-us

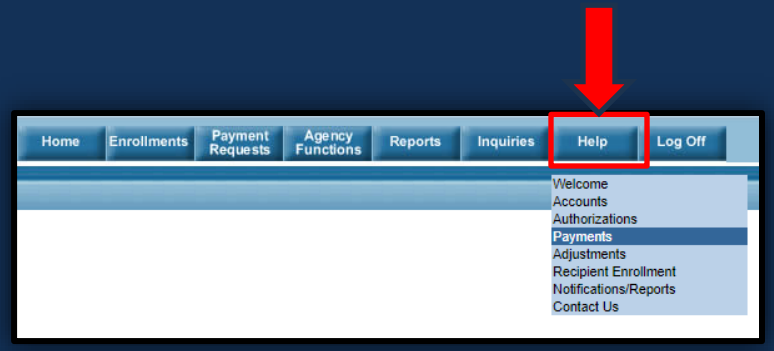
- ASAP.gov FAQs for ID.me:
  https://fiscal.treasury.gov/payments-from-government/automated-standard-application-for-payments-asap/caia

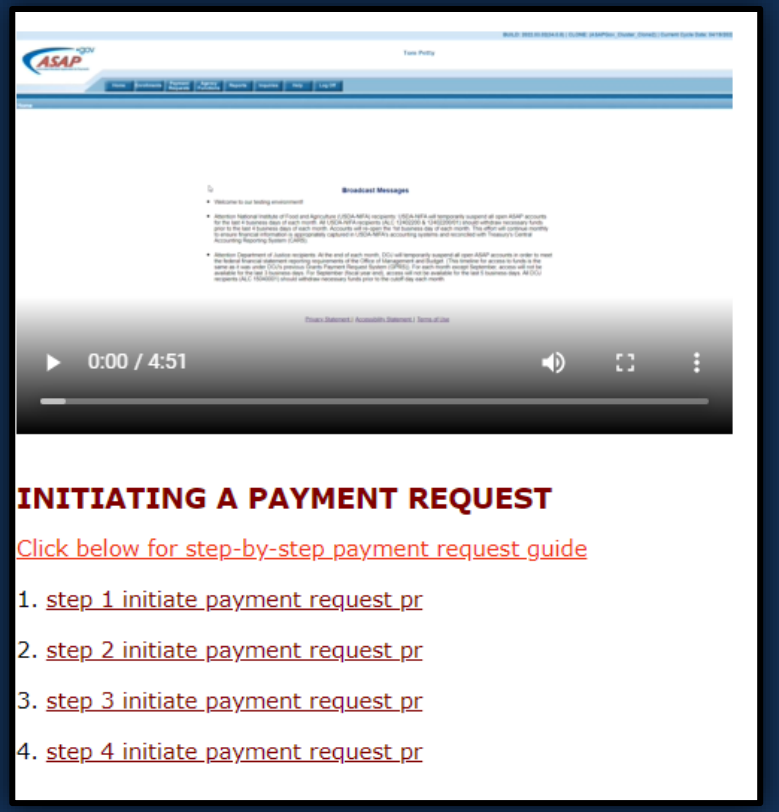
- Complete Guide to Registering a New Account with ID.me:
  https://fiscal.treasury.gov/system/files/files/asap/id-me-guide-for-recipient-organizations-to-register-and-enable-multi-factor-authentication.pdf

Bureau of the Fiscal Service

Still need Assistance?

- If you need additional assistance throughout the payment request process, you can search our "Payments" help section on ASAP.gov.
- Please also visit our FAQ section on our website here for answers to commonly asked questions.





Bureau of the Fiscal Service

Upcoming Training Opportunities

2026 Event Calendar	Type	Date	Time (EST)
ASAP.gov: Federal Agency Training*	Webinar	September 2nd	2 PM
ASAP.gov: How to Enroll in ASAP.gov	Webinar	September 9th	2 PM
ASAP.gov: How to Make a Payment Request	Webinar	September 16th	2 PM
ASAP.gov: How to Enroll in ASAP.gov	Webinar	September 23rd	2 PM

*Please note: Federal Agency training is available only to Federal Agency users.

Bureau of the Fiscal Service

Contact Information

Primary Contact:

ASAPHelpDesk@fiscal.treasury.gov

- Place your Recipient ID (or UEI) in the subject line.

Bureau of the Fiscal Service

Training Survey

Please click here to take a quick survey or scan the QR code on this slide.

We'd love to hear your feedback!

Thank you.

Bureau of the Fiscal Service