

2025



# TCIS Access Instructions for External Agencies

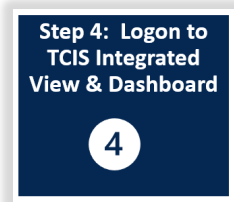
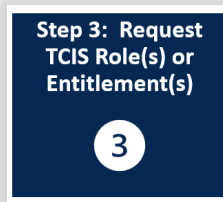
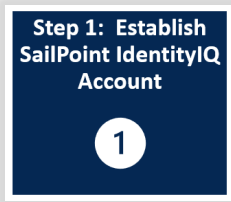
EXTERNAL USER ACCESS STANDARD OPERATING PROCEDURE

# Change Control Table

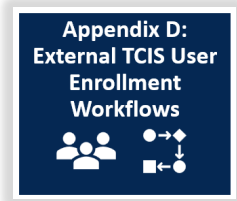
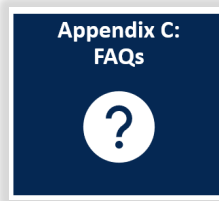
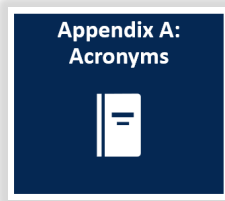
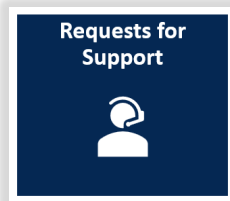
DATE	TYPE	Description
10/4/2023	Substantive	Original document published.
10/6/2023	Substantive	Separated into internal and external user guides
11/29/2023	Substantive	Various updates made for clarity.
03/05/2024	Substantive	Various updates made for clarity.
08/20/2024	Substantive	Various updates made for clarity.
11/05/2024	Substantive	Various updates made for clarity.
07/09/2025	Substantive	Various updates made for clarity.



Click on the tiles below for TCIS Access Instructions.




Click on the tiles below for Supplemental Information on how to obtain TCIS Access.



## Prerequisites for TCIS Access

**TCIS Access Instructions**




- **Review Prerequisites**
- Step 1: Establish SailPoint IdentityIQ Account
- Step 2: Set or Update User's Manager
- Step 3: Request TCIS Role(s) or Entitlement(s)
- Step 4: Logon to TCIS Integrated View and Dashboard

The chart below explains what you need to have or information you need to know prior to obtaining access to TCIS.

What do I need or need to know?	Description
<b>PIV OR PIV-I Card</b>	TCIS application requires a PIV or PIV-I card.
<b>SailPoint IdentityIQ</b>	Every user <b>must</b> have a <a href="#">SailPoint IdentityIQ</a> account to request TCIS access. <ul style="list-style-type: none"> <li>• If you do not have a SailPoint IdentityIQ account, see <a href="#">Step 1: Establish a SailPoint IdentityIQ Account</a></li> </ul>
<b>First Level TCIS Approver</b>	Before users submit a TCIS request, you <b>must</b> identify first level TCIS approver. This could be your supervisor or manager.
<b>User Roles</b>	Every user <b>must</b> request the following TCIS required roles: <ul style="list-style-type: none"> <li>• TCISIV-Integrated View</li> <li>• TCISIV-Agency User Role</li> </ul> See <a href="#">Appendix B: User Roles and Functions</a>
<b>Agency Location Code(s) (ALC) or Symbol Entitlements</b>	Every user <b>must</b> know the ALCs or Symbols entitlement(s). See <a href="#">Appendix B: User Roles and Functions</a>
<b>Other Functionality</b>	Determine if you will need to request any added functionality/capabilities: <ul style="list-style-type: none"> <li>• Stop Payment</li> <li>• Dashboard(s)               <ul style="list-style-type: none"> <li>○ Reclamation</li> <li>○ Cancellation</li> </ul> </li> </ul> See <a href="#">Appendix B: User Roles and Functions</a>

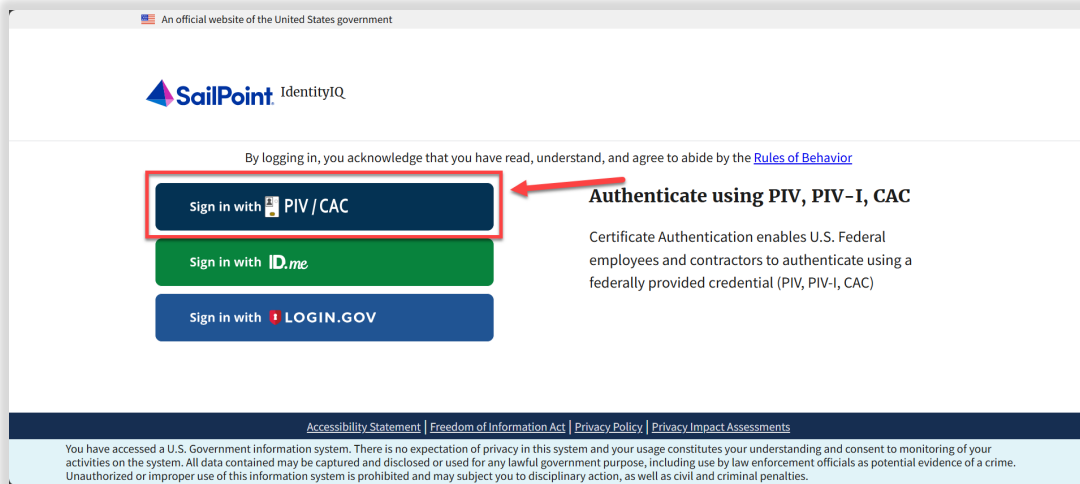
# Step 1: Establish a SailPoint IdentityIQ Account

### TCIS Access Instructions

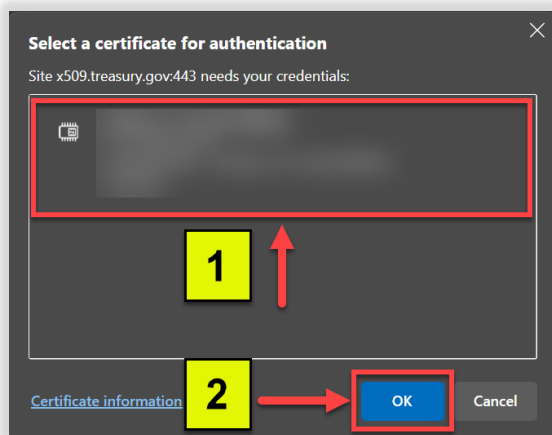


- Review Prerequisites
- **Step 1: Establish SailPoint IdentityIQ Account**
- Step 2: Set or Update User's Manager
- Step 3: Request TCIS Role(s) or Entitlement(s)
- Step 4: Logon to TCIS Integrated View and Dashboard

1. If you have a SailPoint IdentityIQ account, you do not need to complete the below instructions. Go to [Step 2: Set or Update User's Manager](#)
2. Navigate to the SailPoint IdentityIQ Home Page: <https://iiq.fiscal.treasury.gov/>
3. A page is presented which displays one or more of the following options to authenticate. Select the **PIV/CAC** button.



4. 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. Enter your **email address** that will be associated with your certificate, then click **'Submit.'**

An official website of the United States government [Here's how you know](#) ▾

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

[Accessibility Statement](#) | [Freedom of Information Act](#) | [Privacy Policy](#) | [Privacy Impact Assessments](#)

**WARNING**      **WARNING**      **WARNING**

You have accessed a U.S. Government information system, which includes: (1) this computer, (2) this network, (3) all computers connected to this network, including those used for identity and access management, and (4) all devices and storage media attached to this network or to a computer on this network. This system is provided for U.S. Government-authorized use only. All data transiting or contained on this system is owned by the U.S. Government and may, for the purpose of protecting the rights and property of the U.S. Government, be monitored, intercepted, recorded, read, searched, copied, or captured in any manner and disclosed or used for any lawful government purpose at any time. THERE IS NO RIGHT TO PRIVACY IN THIS SYSTEM. USE OF THIS SYSTEM BY ANY USER, AUTHORIZED OR UNAUTHORIZED, CONSTITUTES YOUR UNDERSTANDING AND CONSENT TO THIS MONITORING, INTERCEPTION, RECORDING, READING, COPYING, OR CAPTURING AND DISCLOSURE. Unauthorized or improper use of this system includes gaining unauthorized data access, changing data, harming the system or its data, or misusing the system or security measures. Such use may result in the suspension of your access to this system, administrative, civil, and criminal penalties.

6. A verification code is sent to the email address specified. Input the **verification code** from the email, then click **'Submit.'**

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

An official website of the United States government [Here's how you know](#) ▾

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


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**WARNING**      **WARNING**      **WARNING**

You have accessed a U.S. Government information system, which includes: (1) this computer, (2) this network, (3) all computers connected to this network, including those used for identity and access management, and (4) all devices and storage media attached to this network or to a computer on this network. This system is provided for U.S. Government-authorized use only. All data transiting or contained on this system is owned by the U.S. Government and may, for the purpose of protecting the rights and property of the U.S. Government, be monitored, intercepted, recorded, read, searched, copied, or captured in any manner and disclosed or used for any lawful government purpose at any time. THERE IS NO RIGHT TO PRIVACY IN THIS SYSTEM. USE OF THIS SYSTEM BY ANY USER, AUTHORIZED OR UNAUTHORIZED, CONSTITUTES YOUR UNDERSTANDING AND CONSENT TO THIS MONITORING, INTERCEPTION, RECORDING, READING, COPYING, OR CAPTURING AND DISCLOSURE. Unauthorized or improper use of this system includes gaining unauthorized data access, changing data, harming the system or its data, or misusing the system or security measures. Such use may result in the suspension of your access to this system, administrative, civil, and criminal penalties.

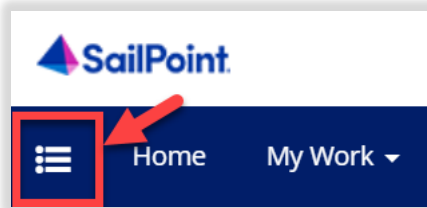
## Step 2: Set or Update User's Manager

**TCIS Access Instructions**

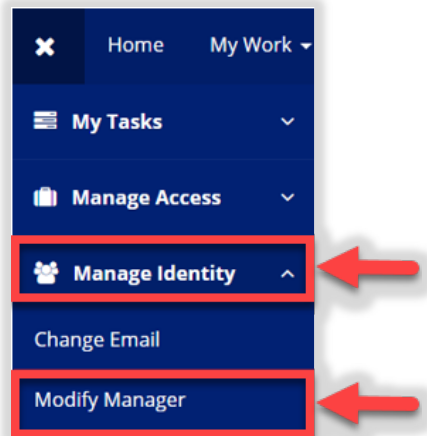


- Review Prerequisites
- Step 1: Establish SailPoint IdentityIQ Account
- **Step 2: Set or Update User's Manager**
- Step 3: Request TCIS Role(s) or Entitlement(s)
- Step 4: Logon to TCIS Integrated View and Dashboard

1. If you set up or updated your manager, move to [Step 3: Request TCIS Role\(s\) or Entitlement\(s\)](#). 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.
2. Navigate to the SailPoint IdentityIQ Home Page: <https://iiq.fiscal.treasury.gov/>
3. After you have successfully authenticated, set/modify the first level approval manager for your account.
  - a. Click on the **list 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.'**

Modify Manager Option List

**Instructions**

Please select one option from the list below. If you wish to leave, please hit the Cancel button.

**Modify Manager Option List**

Select Operation \*

Set/Modify the Manager for your Account

Cancel 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. 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.

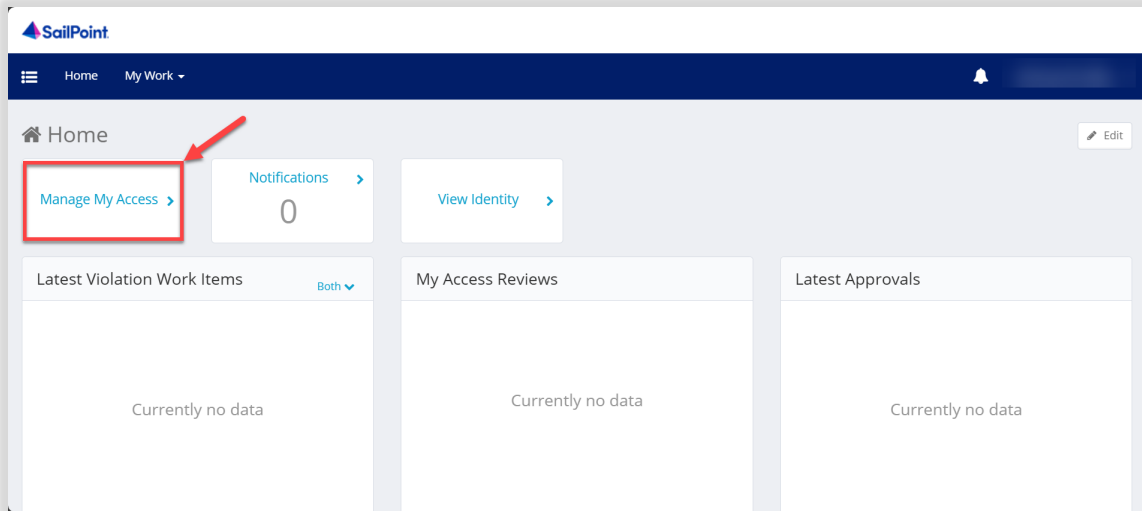
## Step 3: Request TCIS Role(s) or Entitlement(s)

### TCIS Access Instructions

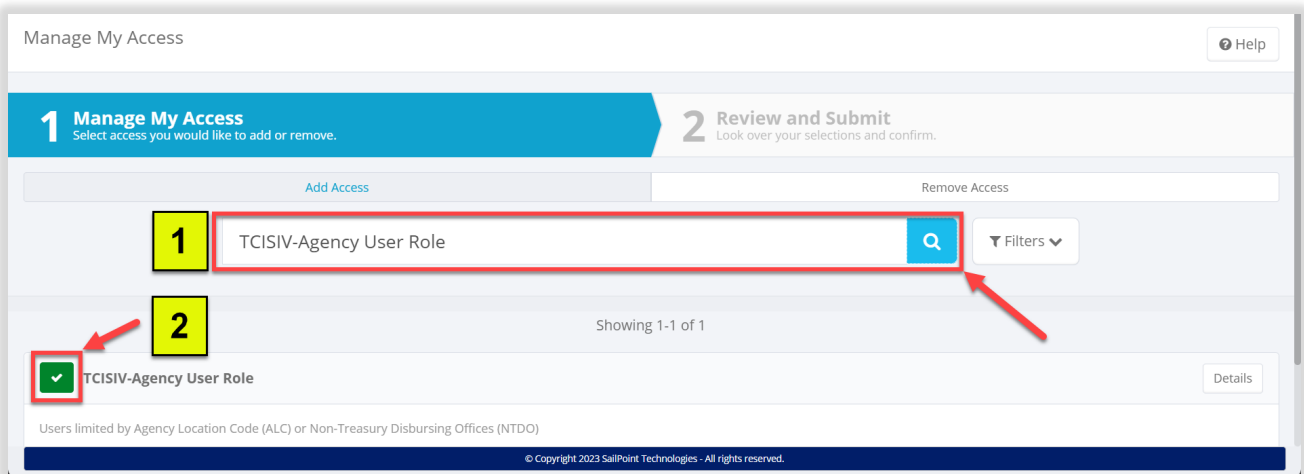


- Review Prerequisites
- Step 1: Establish SailPoint IdentityIQ Account
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- **Step 3: Request TCIS Role(s) or Entitlement(s)**
- Step 4: Logon to TCIS Integrated View and Dashboard

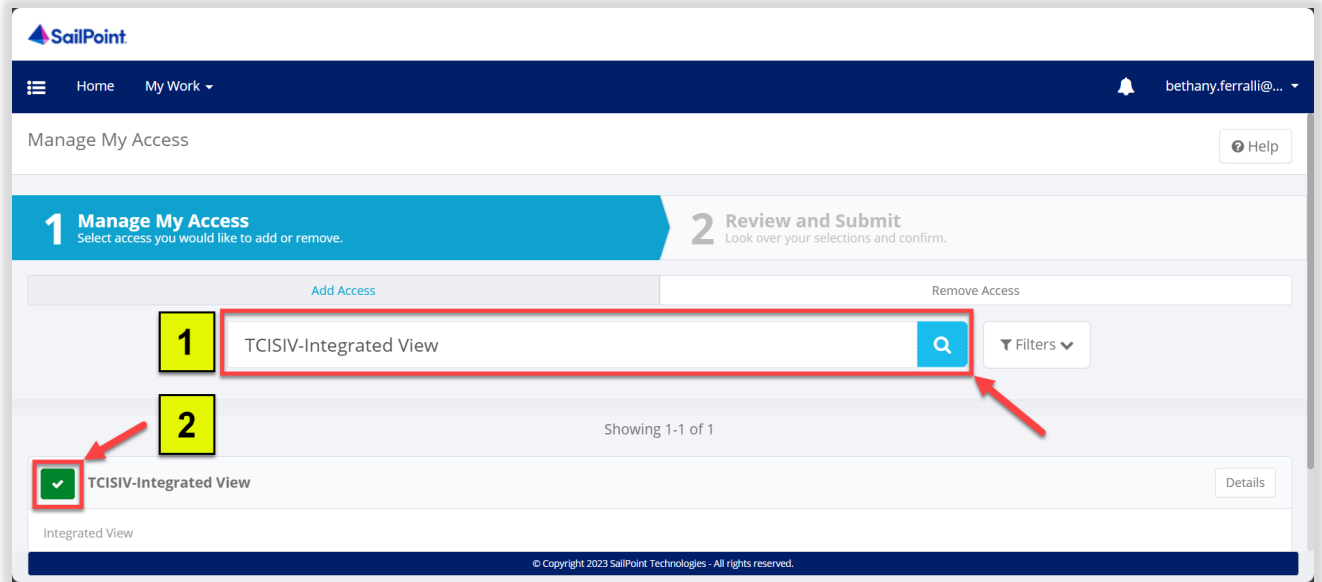
1. Select the **'Manage My Access'** tile from the Home screen.



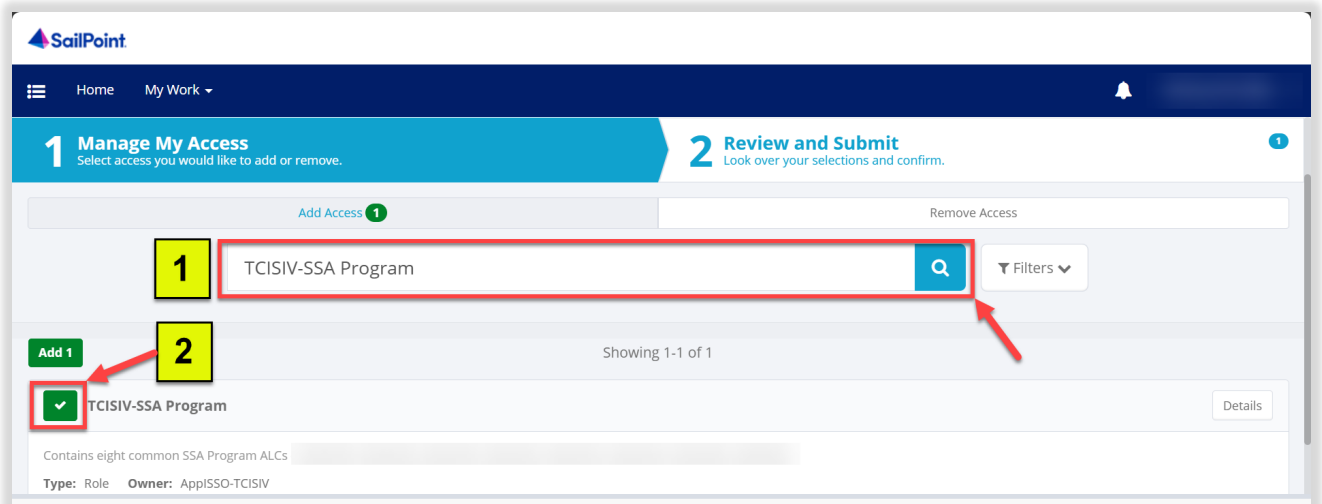
2. Enter **'TCISIV-Agency User Role'** in the search bar and select the search icon. Select the **checkmark** next to the display name.



3. Enter 'TCISIV-Integrated View' in the search bar and select the search icon. Select the **checkmark** next to the display name.

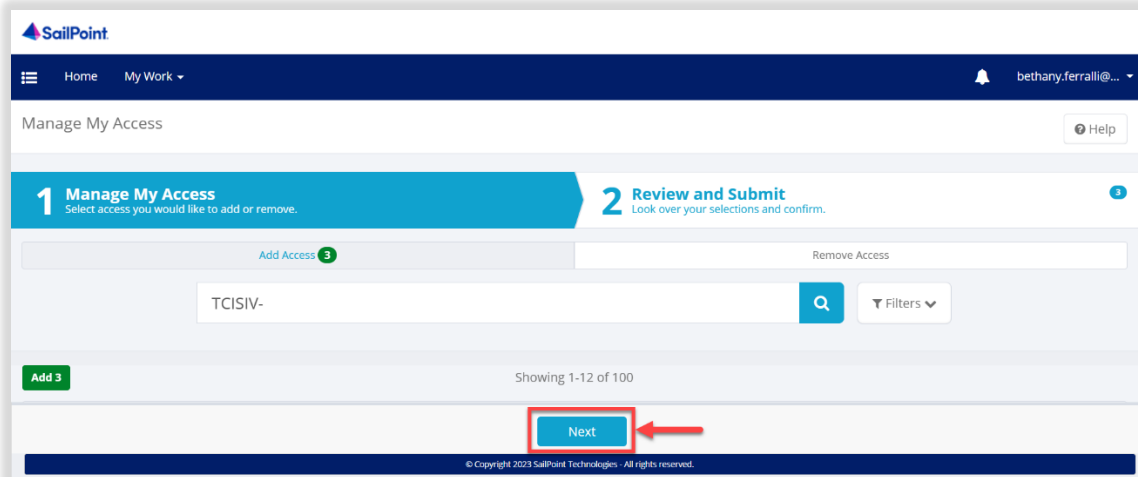


4. Search and select the checkbox next to the display name of any additional role(s) that are required for your job function as identified with your manager.
- a. For example:
- ALC(s) (e.g., TCISIV ALC 12345678)
  - ALC Groups (e.g., TCISIV SSA Program – **SSA USERS ONLY**)
  - Dashboards (e.g., TCISIV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

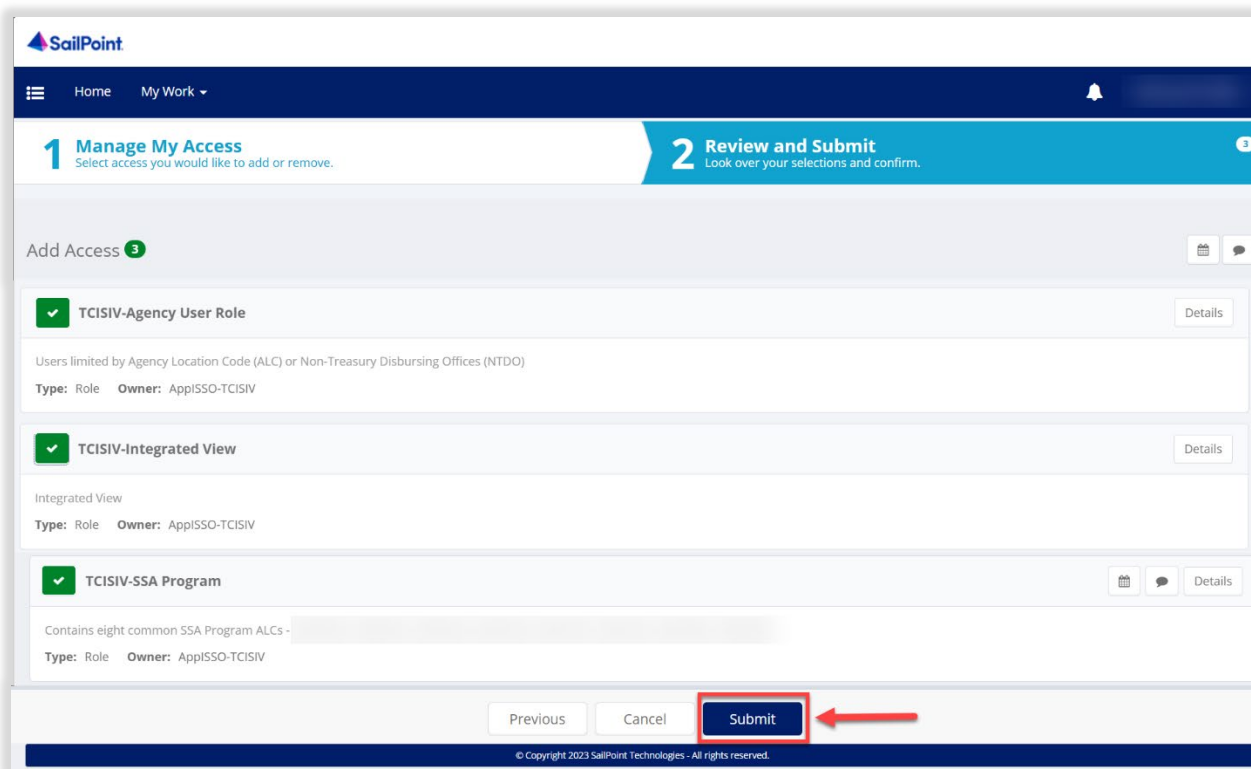


**NOTE: The access above is SSA USERS ONLY, but meant to show how a user can search an ALC, ALC group, or dashboard.**

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



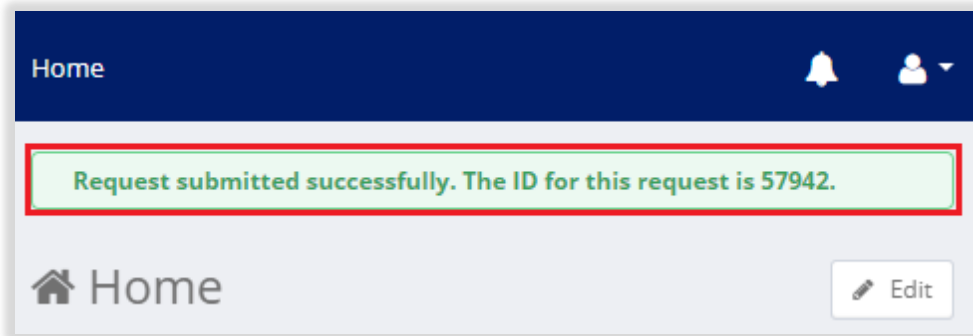
6. Review your selection(s) to confirm and then select **'Submit.'**



**NOTE: The TCISIV-SSA Program above is SSA USERS ONLY, but meant to show the user the "Review and Submit" page.**

7. 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).



8. 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.

9. 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.

10. Although you will then receive an email notification that your request was completed, please allow up to two (2) business days after you have received your access confirmation to allow for your account to be processed and to be able to successfully login.

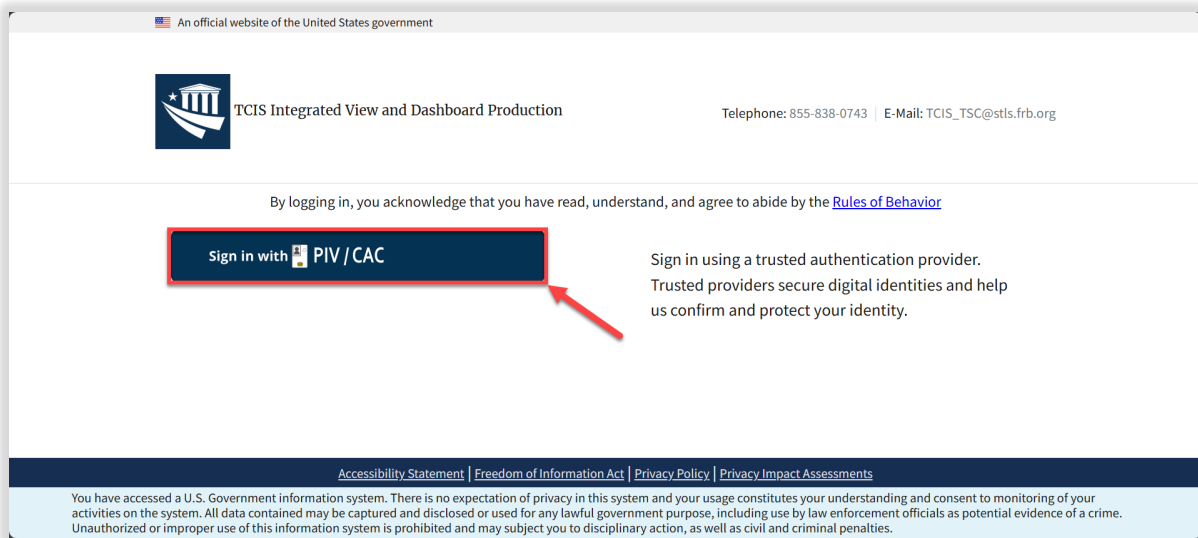
## Step 4: Logon to TCIS Integrated View and Dashboard

**TCIS Access Instructions**  


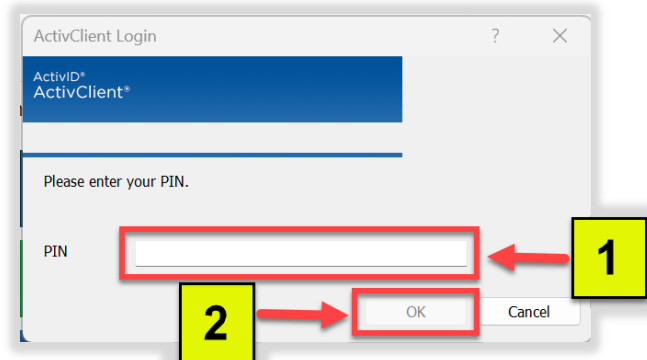
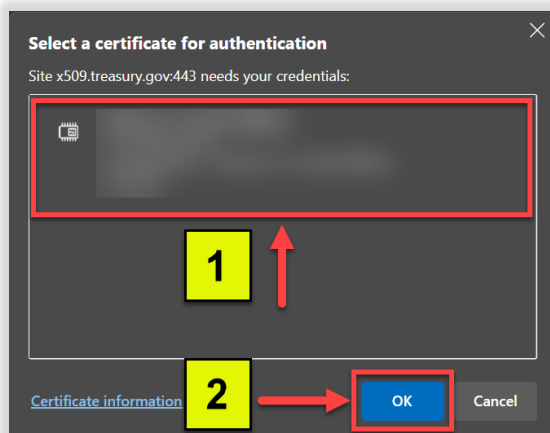
- Review Prerequisites
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Once you have completed all the enrollment steps to request an account and received the necessary approval(s) from the first and second level approval group and allowed forty-eight hours to fully process your access request,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

1. Access <https://tcis.fiscal.treasury.gov> via your browser.
2. You will be directed to the TCIS Integrated View and Dashboard authentication page. Select **PIV/CAC**.



3. The certificate screen will pop up; select your **certificate**, and click '**OK.**' Then **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](mailto: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
<b>TCISIV-Integrated View</b>	General access to Integrated View	<b>Required</b>
<b>TCISIV-Agency User</b>	Users limited by Agency Location Code (ALC) or Non-Treasury Disbursing Offices (NTDO)	<b>Required</b>
<b>Agency Location Code (ALC) / ALC Program</b>	<p>Allow Agency users see all payment activity from the Agency’s ALC or Symbol.</p> <p>For example TCISIV-SSA Program (SSA ONLY). This program contains eight common programmatic SSA ALCs: 28045900, 28045600, 28045500, 28045400, 28045300, 28045200, 28043000, 28040004</p>	<b>Required</b>  SSA ONLY – this can be added instead of selecting/requesting each individual ALC.
<b>Symbol for Non-Treasury Disbursing Office (NTDO)</b>	<p>For <b>NTDO</b>, user can EITHER request for this TCISIV-ALC-0000xxxx (with proceeding 4 zeros AND with “xxxx” as the 4-digit symbol.</p> <p><b>OR</b> one of the entitlements below:</p> <ul style="list-style-type: none"> <li>• TCISIV-NTDO HAF</li> <li>• TCISIV-NTDO HAR</li> <li>• TCISIV-NTDO HC</li> <li>• TCISIV-NTDO HNA</li> <li>• TCISIV-NTDO HDOD</li> <li>• TCISIV-NTDO HDOS</li> <li>• TCISIV-NTDO HMAS</li> </ul>	
<b>TCISIV-Reclamation Dashboard</b>	Provides the form 133 (Notice of Reclamation) form 135 (Debit Authorization) and Notice of Direct Debit	ONLY Benefit Agencies
<b>TCISIV-Cancellation Dashboard</b>	Allows Agency users see all the activities of cancelled payments) Summary and Detail reports	As assigned
<b>TCISIV- UCC Stop Payment</b>	Provide the ability to submit a stop code against a particular check symbol/serial number	As assigned

# Appendix C – Frequently Asked Questions (FAQs)

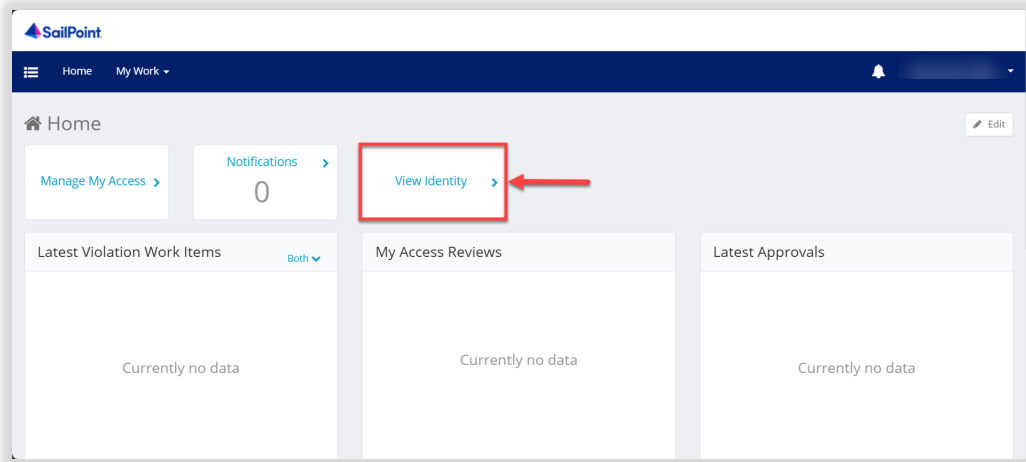
## 1. What do I need to obtain TCIS access?

Below is a list of what you need to know or must have to request TCIS access.

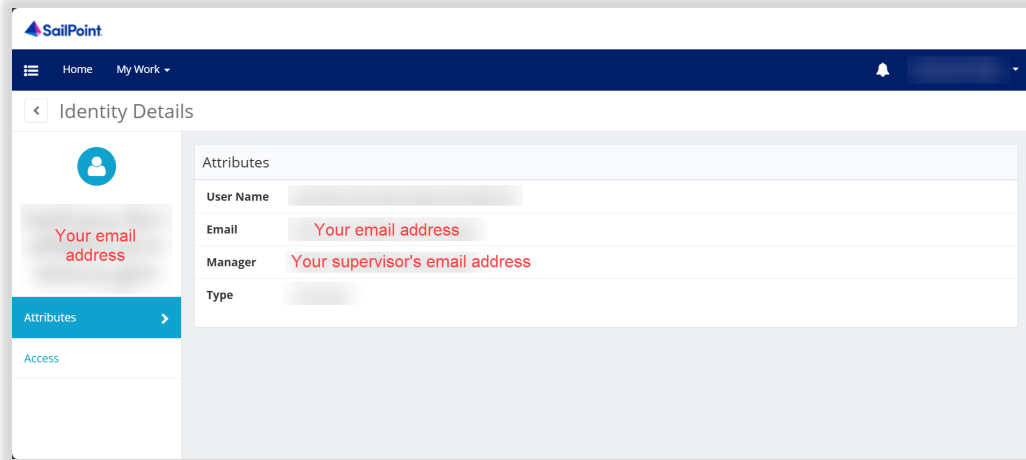
- a. PIV or PIV-I card
- b. SailPoint IdentityIQ Account
- c. Identified First Level Approver
- d. TCIS User Roles
- e. ALC(s) or Symbol Entitlements
- f. Other TCIS Functionality

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

- a. From the homepage click on the “View Identity” box.

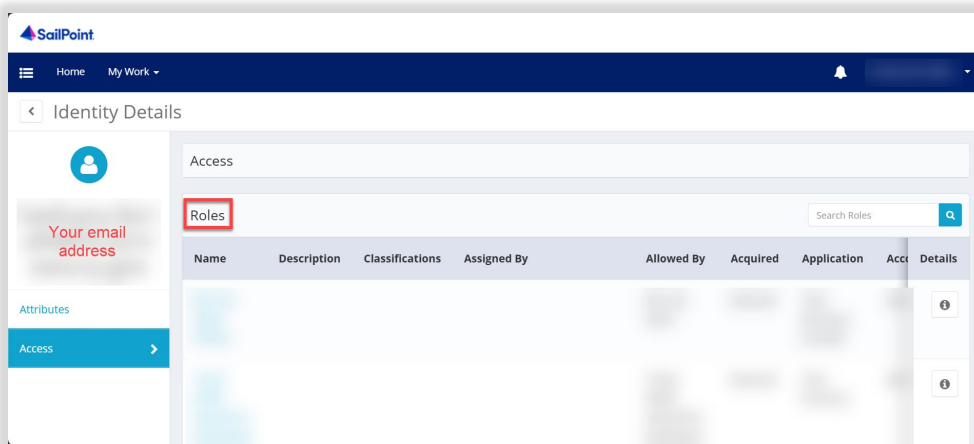
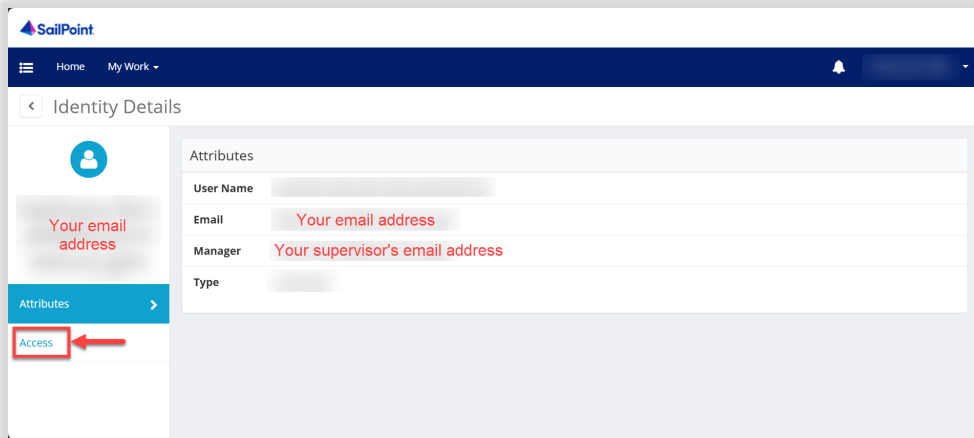


- b. You will see your Username, Email and Manager (Approver)’s name displayed.



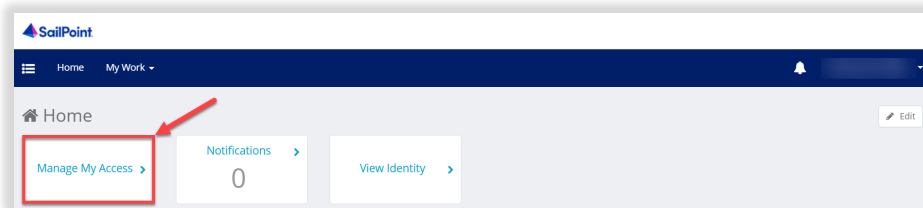
### 3. How can I view the roles that I have?

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

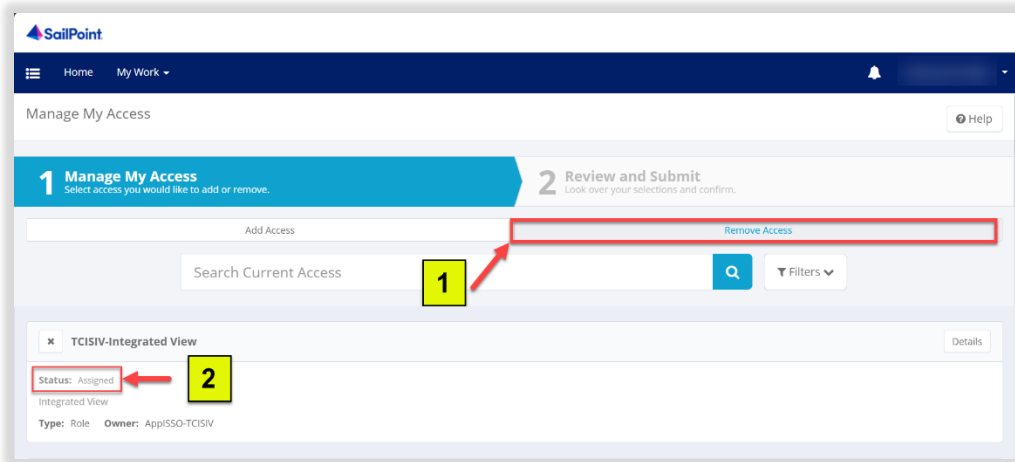


### 4. Is there a way I can check on my Enrollment status, when its pending?

- a. Yes, go into SailPoint, click on "Manage Access".



- b. Click on “Remove Access” (it will 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.



**5. What happens if I don’t use TCIS?**

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.

**6. 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](mailto: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

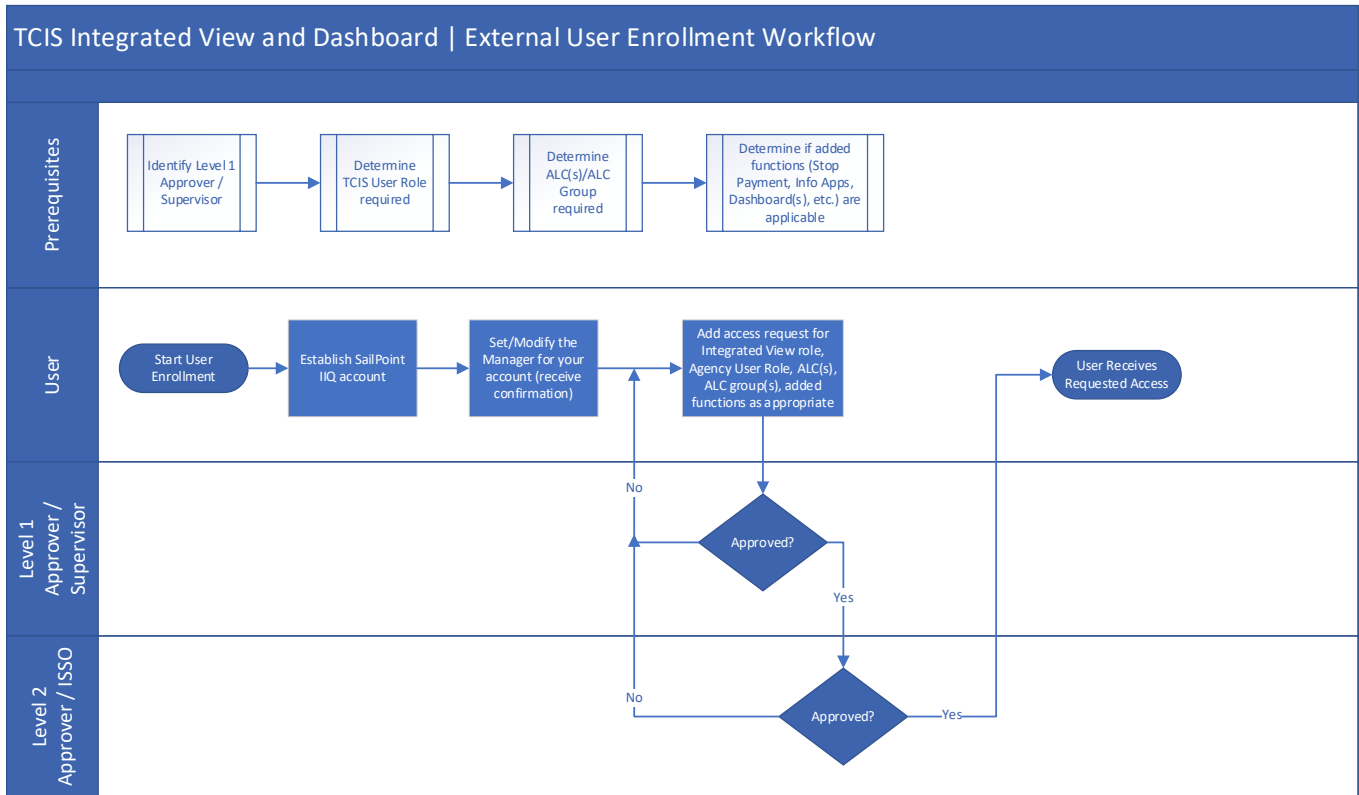


Figure 1 - External User Enrollment Workflow