

ASAP: How Recipients Enroll Webinar

Office of Finance and Administration

Office of Financial Operations & Management

RTP Finance Division (RFD)

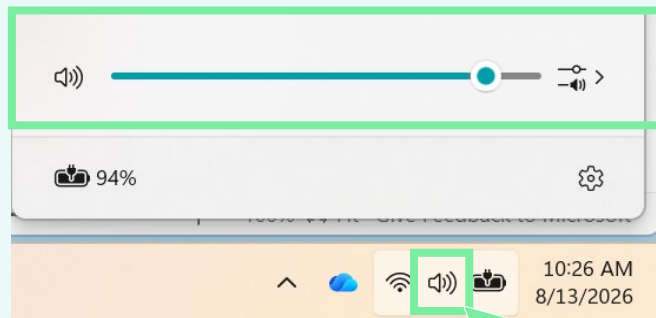
Housekeeping



Meeting Audio

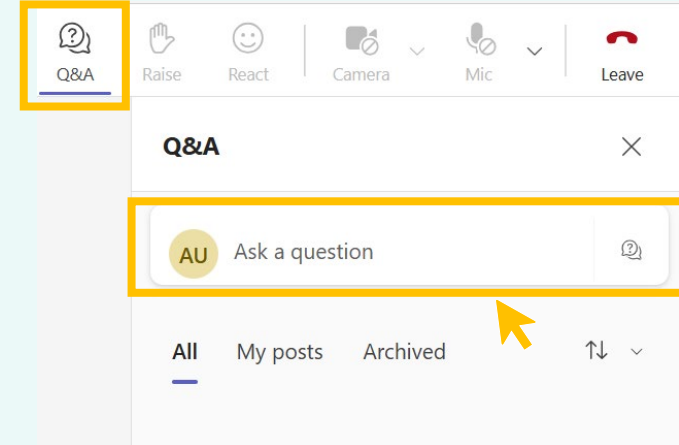
- ✓ Attendees must use **Device Audio** (computer, headset, tablet, or smart phone)
- ✓ Presenter Audio Only (like a TV broadcast)
- ✓ If you cannot hear, ensure your system/device audio is turned up and not muted and that you have not paused the broadcast

Computer audio is located at the bottom right of the Windows desktop.



Ask a Question

- ✓ Ask a question under Town Hall Q&A panel
- ✓ Click the “Q&A” icon



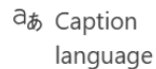
Q&A panel is located on the top right side of the Town Hall window.

Closed Captions/Translation



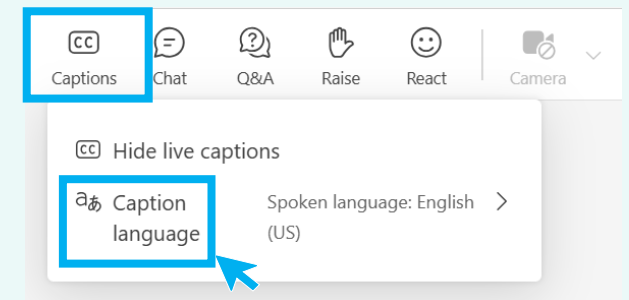
Captions

Turn on/off Live Captions



Change Language

CC panel is located on the top right side of the Town Hall window.



- Use of Automated Standard Application Payments (ASAP)
 - RFD Responsibilities
 - Contacts



EPA use of ASAP System

- EPA General Terms & Conditions
- Mandatory use of ASAP system
- Grant Application and Key Contacts



Responsibilities

RFD

- Initiate enrollment process
- Set up grant account
- Certify adjustments to funding
- Modify administrative details
- Validate changes to banking information
- Close the account

Recipient

- Oversee Account Maintenance
- Administer Users and Roles
- Modify Banking Information
- Submit Payment Requests

Treasury Department

- Provides user ID and password issuance
- Handles password resets
- Supports coordination with agencies
- Offers customer service assistance

RFD Contact Information

- Vonda Hood, Division Director
- Charlene Johnson, Lead Financial Specialist
- Johnathan McEachin, Lead Financial Specialist

RFD Group Inbox

RTPFC-grants@epa.gov

Grants & Commercial Services Branch Personnel

Region 1	Clint Thomson
Region 2	Brenda Freiberg
Region 3	Lori Whatley
Region 4	Andre Fairley
Region 5	Antoinette Patterson
Region 6	Matthew Martin
Region 7	Kennedy Thomas
Region 8	Aiquoc Johnson Nguyen
Region 9	Sarah Olive
Region 10	Robert Dombek

Thank you to Bureau of the Fiscal Service



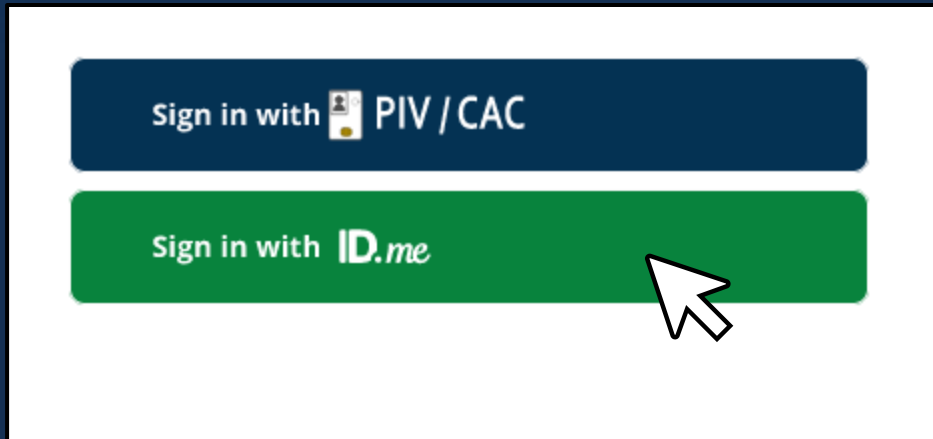


Bureau of the
Fiscal Service

How to Enroll **in the** **Automated Standard Application for Payments** **(ASAP.gov)**

Login Process via ID.me

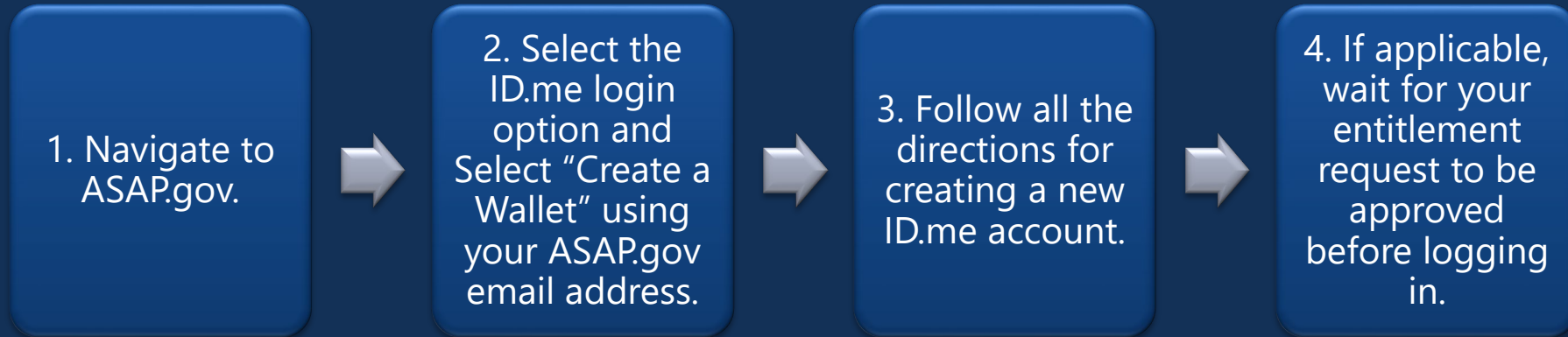
- Recipient organization users are required to register, enable multi-factor authentication (MFA), and validate their identity with ID.me to support Presidential, OMB and Treasury requirements.
- Here are the login options for ASAP.gov:



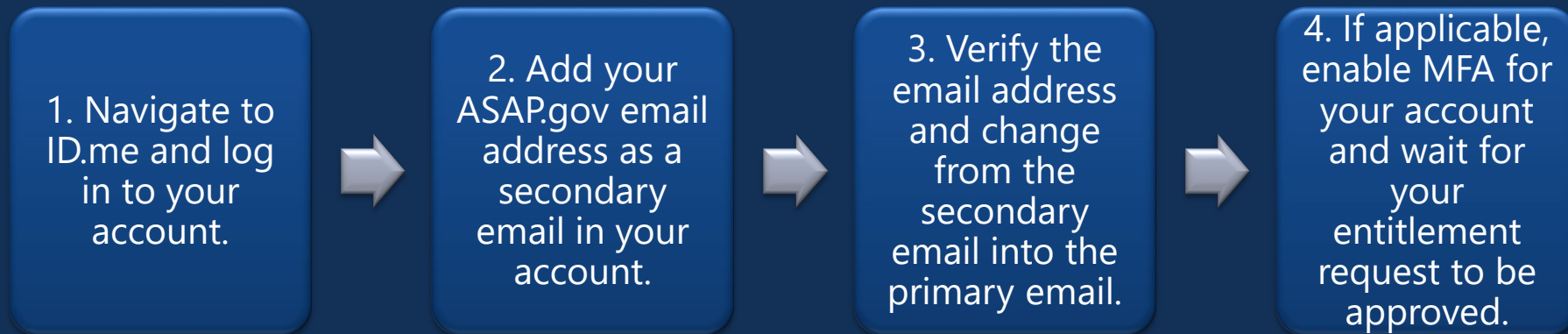
Note: The PIV/CAC option is reserved for Federal Agency users exclusively.

Login Process via ID.me Continued

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



If you have an existing ID.me account:

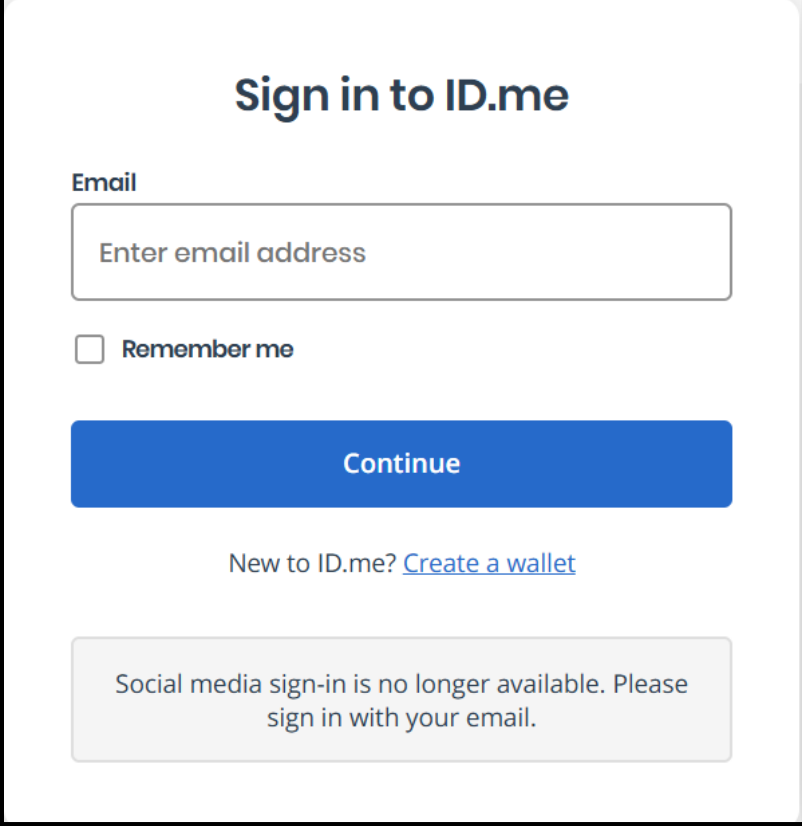


Initial Login Process for Existing ID.me Users

If you already have an ID.me account:

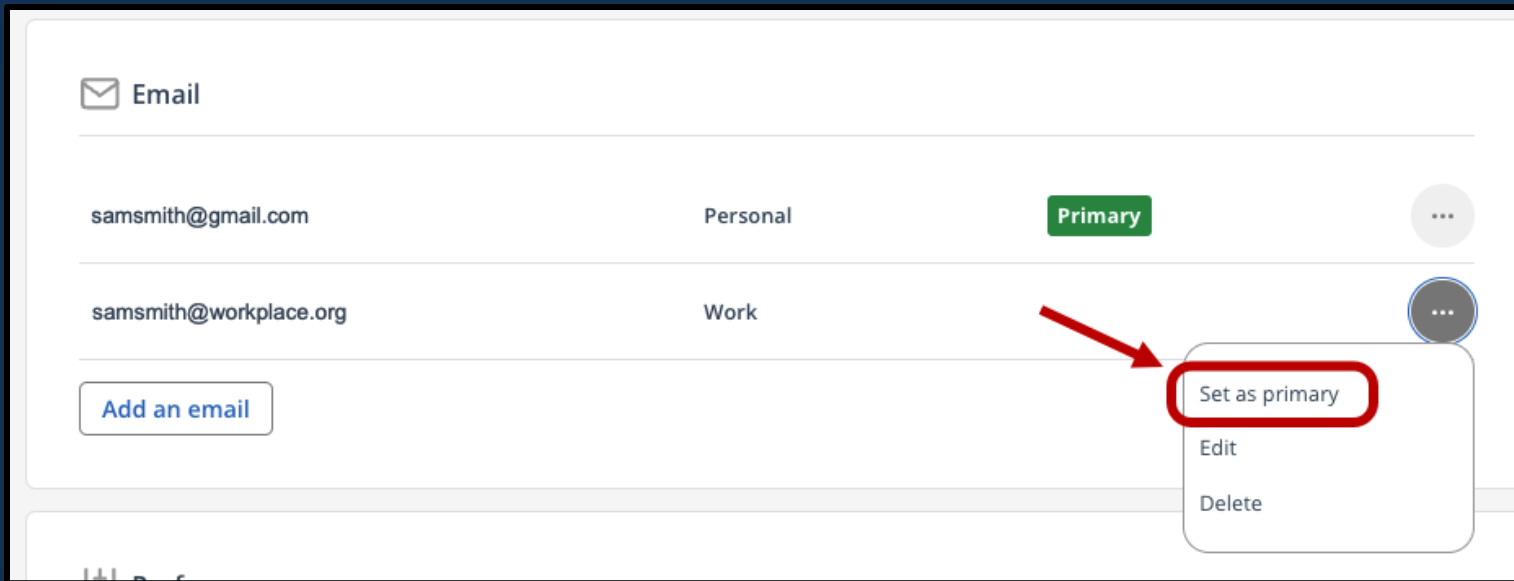
1. Go to the **ID.me sign-in page** via their website.
2. Follow the prompts to sign in to your ID.me Wallet.
3. From "My Wallet," select **Profile**.
4. Select **Add an email**.
5. Enter your work email address (***the email address associated with your ASAP.gov account***), then under "Email Type", 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](#)

A screenshot of the ID.me sign-in page. At the top, it says "Sign in to ID.me". Below that is a section labeled "Email" with a text input field containing the placeholder "Enter email address". Underneath the input field is a checkbox labeled "Remember me". A large blue button labeled "Continue" is positioned below the checkbox. Further down, there is a link that says "New to ID.me? [Create a wallet](#)". At the bottom, a light gray box contains the text: "Social media sign-in is no longer available. Please sign in with your email."

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.

Guidance on Multifactor Authentication

Only one MFA method is required to obtain access to ASAP.gov. However, we recommend setting up at least two MFA methods to secure your account.

Though Text Message/Phone call is the most popular MFA method, it is not the strongest option. As cyber-criminals can intercept codes, a text message/phone call MFA can put your account at risk.

- MFA methods that require additional log-in requirements or physical hardware are considered the most secure and are recommended for use with your ID.me account. Those secure methods are listed here:
 - Passkey
 - Push Notification (via the ID.me Authenticator app)
 - Code Generator (via the ID.me Authenticator app)
 - Security key
 - NFC-enabled security key (i.e. Yubikey)

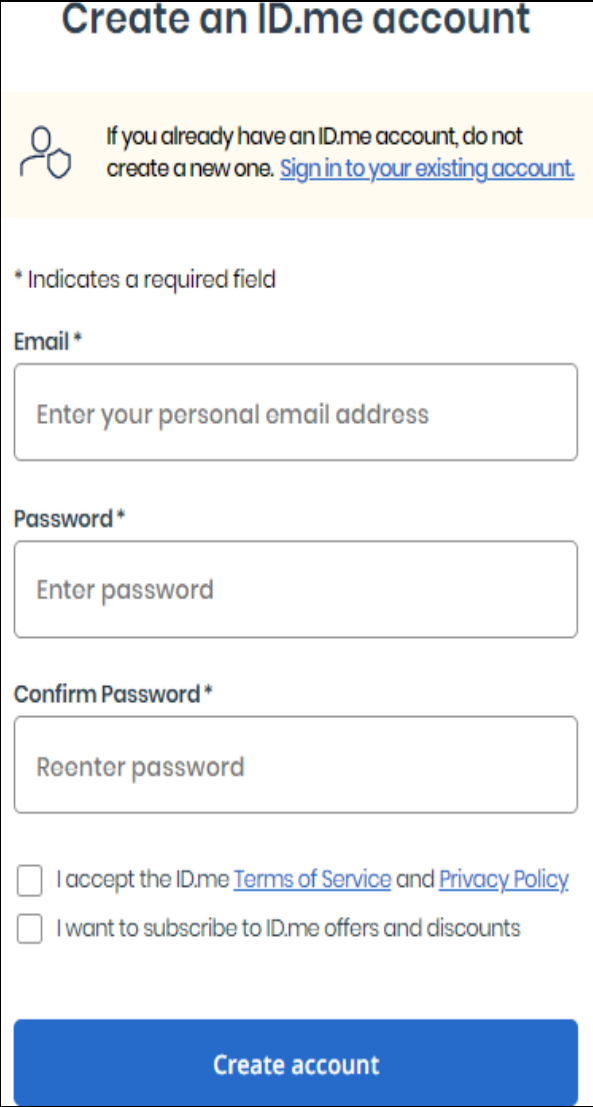
For additional information on MFA methods and recommendations, please see ID.me's help page at:
<https://help.id.me/hc/en-us/articles/360018113053-How-to-choose-your-multi-factor-authentication-methods>

Initial Login Process for New ID.me Users

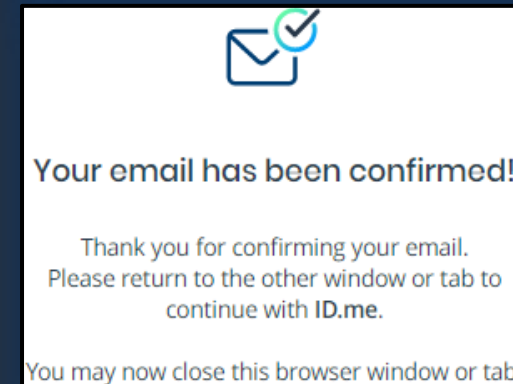
- If you do not already have an ID.me account*:

1. From the ASAP.gov landing page, Select 'Sign In with ID.me' and then 'Create an ID.me Wallet.'
2. Enter the email associated with your ASAP account, a password, accept the Terms of Service/Privacy Policy then Select "Create account."
3. Check your inbox for an email from ID.me. Select the button in the email to confirm your email address. Then, return to your internet browser. The page will automatically move forward.

****Please make sure you do not already have an ID.me account. Many individuals already have an ID.me account for use with the IRS/SSA/etc.***



The screenshot shows the 'Create an ID.me account' form. At the top, it says 'Create an ID.me account'. Below that, there is a note: 'If you already have an ID.me account, do not create a new one. [Sign in to your existing account.](#)'. A legend indicates that an asterisk (*) denotes a required field. The form includes three input fields: 'Email *' with a placeholder 'Enter your personal email address', 'Password *' with a placeholder 'Enter password', and 'Confirm Password *' with a placeholder 'Reenter password'. Below these fields are two checkboxes: 'I accept the ID.me [Terms of Service](#) and [Privacy Policy](#)' and 'I want to subscribe to ID.me offers and discounts'. At the bottom is a blue button labeled 'Create account'.



Initial Login Process for New ID.me Users

4. Choose an MFA option and follow the steps in ID.me to add your MFA method.
 - Experts increasingly discourage the use of text message/phone calls for MFA, advocating for more secure alternatives such as app-based authentication and hardware tokens, which offer superior protection against the growing sophistication of malicious actors.
5. Verify your identity by choosing a verification method.
 - Either upload existing photos from your desktop OR type in the phone number of a cell phone that can take pictures. If you choose to take pictures with your phone, ID.me will text you a secure link that will open your phone camera.
6. Read and acknowledge the "Consent for ID.me to collect Biometric Data and Sensitive Personal Information."

SECURE YOUR ACCOUNT

1

2

3

Choose an MFA option

With multi-factor authentication (MFA), even if someone guesses your password, they won't be able to sign in as you.



Text Message or Phone Call
Get a 6-digit code by text message or phone call.



Push Notification
Approve sign-ins via push notifications sent to the ID.me Authenticator mobile app.



Code Generator Application ★
Generate verification codes via code generator apps like ID.me Authenticator.



Security Key ★
Use a physical security key (insert or tap) with your device.



NFC-Enabled Mobile Security Key
Tap a YubiKey™ security key to your phone using the ID.me Authenticator mobile app.

Choose a verification method



Upload photos of your license or state ID
Upload photos of your driver's license or state ID, and enter your Social Security number.



Upload a photo of your passport
Upload a photo of your passport and enter your Social Security number.



Upload photos of your passport card
Upload photos of your passport card and enter your Social Security number.

Initial Login Process for New ID.me Users

7. Follow the instructions to take a selfie. Ensure you're in a well-lit area.
8. Return to the other open browser and enter your SSN.
9. Verify your information is correct and acknowledge the Fair Credit Reporting Act.
10. ID.me will text you a link to confirm your phone number.
11. Then confirm your email address and Select 'Yes' to verify with CAIA.
12. The final step is to authorize CAIA to access your ID.me account information

Note: If you have any issues with any of the ID.me enrollment steps, Select "Help Center" at the top right of your ID.me account to request assistance.

AUTHORIZE U.S. DEPARTMENT OF TREASURY

Before we send you back to U.S. Department of Treasury, we need your permission to share your verified identity information.

Please note that only information obtained from the verification process will be shared.

U.S. Department of Treasury will receive:

✓ Middle Name	✓ Street
✓ Phone	✓ SSN
✓ Last Name	✓ Email
✓ Postal Code	✓ Birth Date
✓ First Name	✓ Group Association
✓ City	✓ State

You can remove this access at any time by changing your ID.me account settings.

[Allow](#)

[Deny](#)

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.

An entitlement request has been submitted to enable privileged access

An email will be sent to a [REDACTED]1@a[REDACTED].com once your entitlement request has been processed.

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.



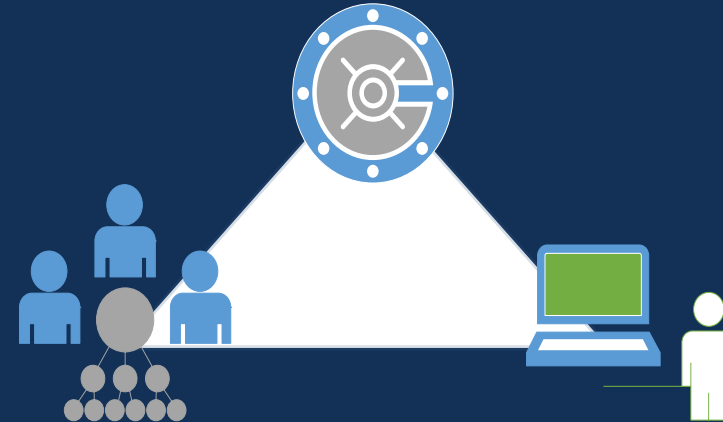
If you believe someone has accessed your ID.me account, contact ID.me immediately at the following link: https://help.id.me/hc/en-us/p/contact_support



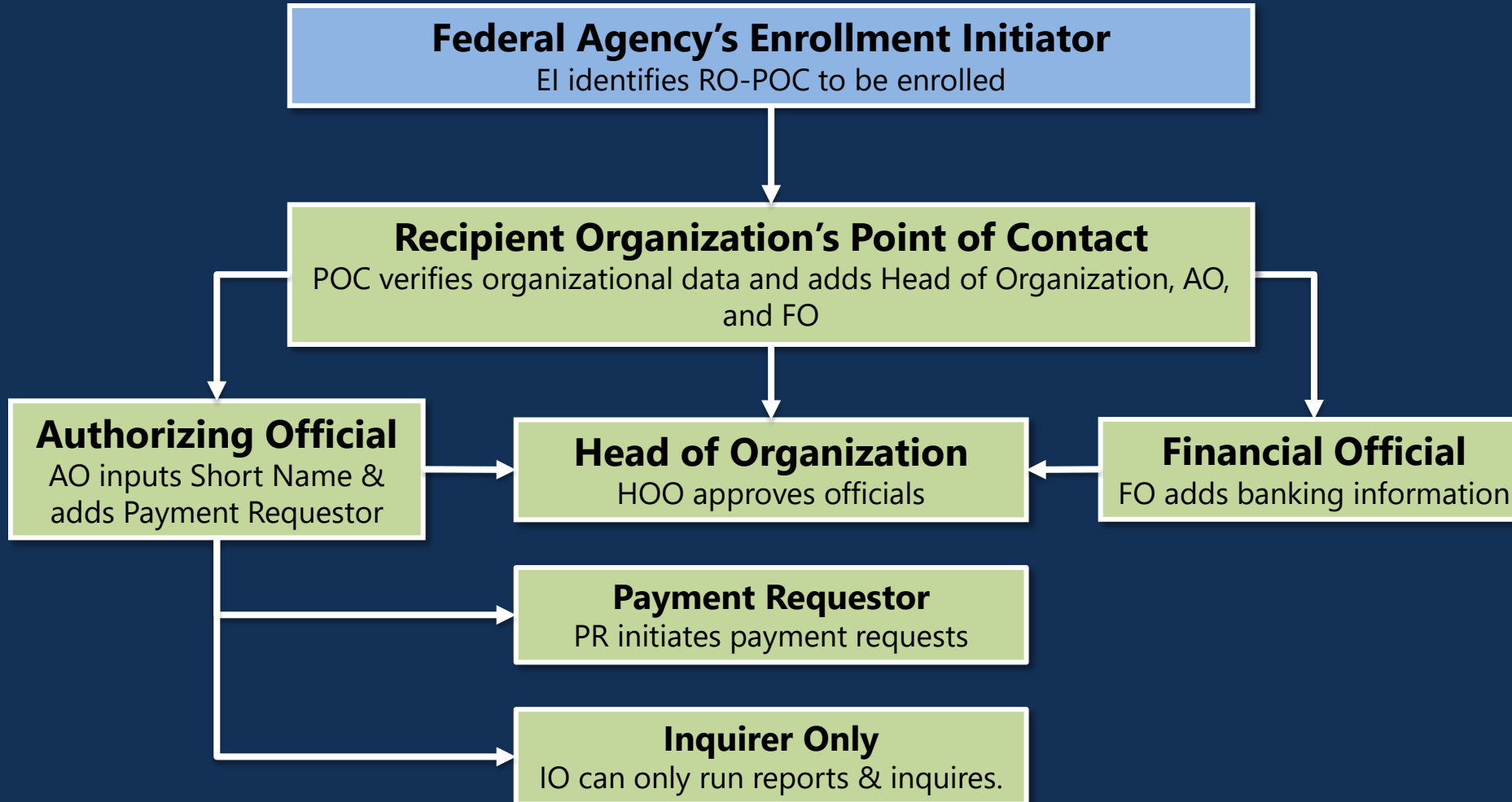
If you believe someone has accessed your ASAP account, contact ASAP.gov immediately at 816-414-2145 or ASAPHELPDESK@fiscal.treasury.gov.

Enrollment Steps Overview

- Agency Enrollment Initiator enrolls the Recipient Organization.
- Agency Enrollment Initiator adds Initial Recipient POC.
 1. Recipient POC accepts UEI, EIN and POC designation.
 2. Recipient POC assigns HOO, FO, and AO roles.
 3. Recipient HOO approves user roles.
 4. Recipient FO adds banking info.
 5. Recipient AO adds short name.
 6. Recipient AO adds Payment Requestor.
- ASAP and CO at Federal Agency validates banking info.
- Agency creates recipient account and authorizes funds.

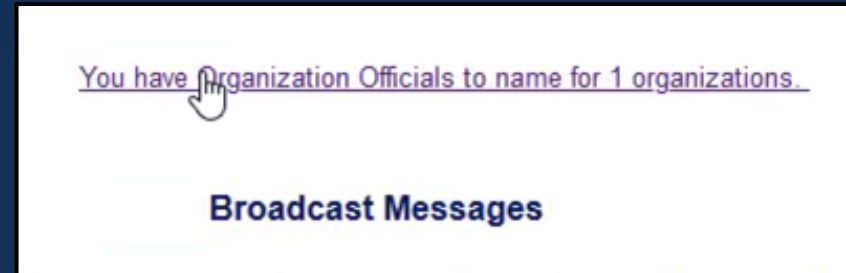


Recipient Enrollment Process Overview



Verify Initial POC and RO Information

1. Once the initial POC sets up their ID.me account, they will login to ASAP.gov for the first time and select the hyperlink on the homepage.
2. Then, they need to verify their information entered by the Federal Agency is correct as well as verify the UEI and EIN.
3. Select 'Accept' if the information is correct or 'Decline' if they are not the correct Point of Contact or the organization's name, UEI, or EIN are incorrect.



A screenshot of a verification form for a DOJ Grantee. The form contains the following fields and values:

- UEI : [empty]
- EIN : [empty]
- Organization Name: DOJ GRANTEE
- Point of Contact Name : Recipient POC
- Point of Contact Email : poc.20191219@dojgrantee.com
- Title : [empty]
- * Organization Name : DOJ Grantee
- * Mailing Address 1 : 4241 NE 34th Street
- Mailing Address 2 : [empty]
- * U.S. City : Kansas City
- * U.S. State : MO - MISSOURI (dropdown menu)
- * U.S. Zip : 64117 - [empty]
- * U.S. Phone : 888 - 888 - 8888 Ext : [empty]

At the bottom of the form, there are three buttons: "Accept", "Decline", and "Help for this Step". The "Accept" button is highlighted with an orange border and a mouse cursor is hovering over it.

Recipient Initial POC Assigns Roles

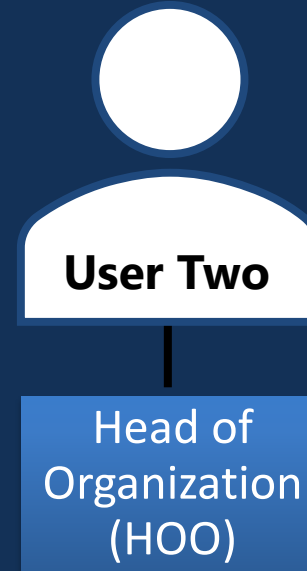
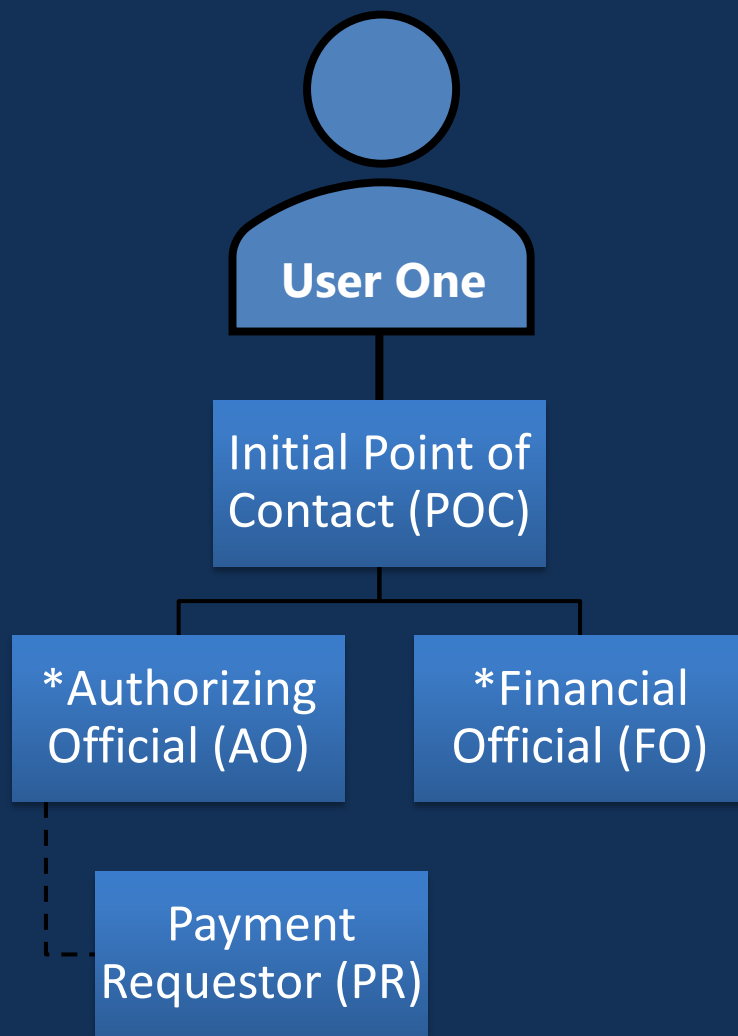
5. Once accepted, the Initial POC will then be prompted to start adding users for their organization.
 - To expedite your Organizations enrollment, the initial POC can also add themselves as the Authorizing Official (AO) & Financial Official (FO) in this step and a Payment Requestor (PR) in the final step. After completing the enrollment process, they can modify/delete roles they may no longer need.
6. We recommend designating the Head of Organization (HOO) as a separate individual in the organization for account security. The HOO approves users in the system; however, this does not have to be the leader of the organization. The newly designated HOO will receive an email from ASAP notifying them of this designation along with next steps.

* First Name :	
Middle Initial :	
* Last Name :	
Title :	
* Organization Name :	
* Email :	
* Mailing Address 1 :	
Mailing Address 2 :	
* U.S. City :	
* U.S. State :	-Select-
* U.S. Zip :	-
* U.S. Phone :	- - Ext :

Select one or more of the following roles : (Each)

- ☐ **Head of Organization**
- ☐ **Re-Delegated Head of Organization**
- ☐ **Authorizing Official**
- ☐ **Financial Official**
- ☐ **Point of Contact**

Expediting Recipient Enrollment Visual



Each user will need to have their ID.me accounts set up and an approved entitlement request before being able to log in.

*Note that the AO and FO roles *do not* become active for user one until the HOO logs into ASAP.gov and approves them.

Adding and Combining User Roles

User Role	Description	Initial POC	User Two	Optional User Three
Point of Contact	POC adds user or modifies their roles	X		X
Head of Organization	HOO approves users and roles		X	
Financial Official	FO adds and modifies banking info	X		X
Authorizing Official	AO adds the users listed below	X		
Payment Requestor	PR initiates payment requests	X		X

- In this example, the Initial POC has assigned themselves to multiple roles, which allows them to complete nearly all the enrollment steps once the roles are approved by the HOO. When the organizations enrollment is complete, the initial POC may then add/modify user roles as necessary for their organization.
- Note: The *only* role conflict to exist within ASAP.gov is that there may only be **one HOO** assigned at a time.

Recipient HOO Approves User Roles

1. The HOO will need to successfully set up their ID.me account and have an approved entitlement request before being able to login to ASAP.gov.
2. Once logged in, they will need to select the hyperlink on the homepage.
3. Review the users and roles.
4. Approve if correct or reject if incorrect and submit.

You have Officials to approve for 1 organization(s).

Step 1 of 2

[Review and Approve Officials](#)

Recipient Name : DOJ GRANTEE

Organization Type : University/College

UEI

EIN

[View Officials](#)

As the Head of Organization, I approve the identified Authorizing Official, Financial Official, Point of Contact, and, if applicable, Re-Delegated Head of Organization, to act on behalf of the Recipient Organization for the stated ASAP.gov purposes. By clicking Submit below, I expressly acknowledge and agree that such identified individuals have the authority to bind the Organization for ASAP.gov purposes and that the Organization is responsible and liable for ASAP.gov actions taken on behalf of the Organization by such individuals.

	Officials Name	Re-Delegated Head of Organization	Authorizing Official	Financial Official	Point of Contact	Point of Contact Action
Approve Approve Reject	Recipient POC	☐	☒	☒	☒	Modified

[Submit](#) [Help for this Step](#)

New Recipient FO Adds Banking

1. Once roles are approved, the Initial POC will need to log back into ASAP.gov (if expediting enrollment).
2. Select the hyperlink on the homepage to enter banking information.
3. Enter banking data for receiving payments (see next slide for required information).

[You have banking information to enter for 1 organization\(s\).](#)
[You have recipient organization information to enter for 1 organization.](#)

Step 3 of 3 Banking Information Confirmation

Recipient Name : DOJ GRANTEE
Organization Type : University/College
UEI:
EIN:

Please be aware that the bank account(s) used for ACH payments will not be available until at least 12/31/2019.

Banking Data Information

- Select Fedwire for immediate payments.
- Select ACH for same and next day payments.
- Select ACH/Fedwire for both payment methods.
- Confirm with your bank to:
 - Determine if there are fees for Fedwire payments.
 - Determine if they allow ACH Debits in case you need to return a payment.

ASAP.Gov allows you to define up to four bank accounts for ACH and four bank accounts for Fedwire.

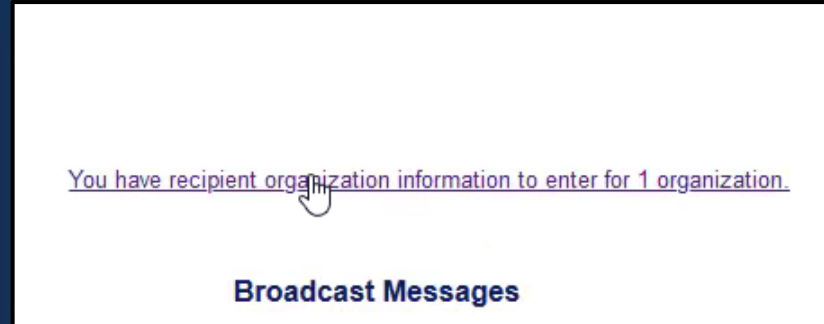
Enter the following:

*ABA/RTN:	
*Bank Account Number:	
*Account Title:	
*Account Type:	Checking ▾
*Payment Method:	ACH/FEDWIRE ▾
Further Credit ABA:	-Select-
*Financial Institution Official First Name:	ACH
*Financial Institution Official Telephone Number:	FEDWIRE
*Make this bank account available for payments drawn	ACH/FEDWIRE

- **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.

Recipient AO Adds Short Name

1. Select the Home button after adding banking information.
2. Select the hyperlink to enter short name (abbreviated version of your organizations name).
3. Select the submit button.



* Recipient Organization Short Name :	DOJGrante
* Organization Type :	University/College
* Mailing Address 1 :	4241 NE 34th Street
Mailing Address 2 :	
Submit	
Help for this Step	

Recipient AO Adds Payment Requestor

1. After adding the short name, Select the Home button.
2. Select the link to add payment requestor(s).
3. Enter the email and mailing address for the payment requestor.
4. Select the Payment Requestor role.
5. Select Continue.
6. Select Submit.

[You have users to name for 1 organization.](#)

* Last Name :	POC
Title :	
* Organization Name :	DOJ Grantee
* Email :	poc.20191219@dojgrantee.com
* Mailing Address 1 :	4241 NE 34th Street

Select role :

☒	Payment Requestor(automatically assigned Inquirer Role)
☐	Inquirer Only

[Continue](#) [Help for this Step](#)

Final Steps to Complete ASAP Enrollment

- After completing all enrollment steps, the banking data must pass a 10-day validation period and be certified by your funding federal agency's Certifying Officer (CO).
 - You can run a "Banking Data Inquiry" under the inquires menu to see its status (i.e., when your bank account is validated and certified).
- Once validated and certified, ASAP sends a notification to the Federal Agency Account Maintainer so they can login to ASAP.gov to create and authorize funds for your new ASAP account.
 - **Note:** Before you can start initiating payment requests and drawing down funds, the Agency must complete these last steps. If your banking information has been approved and is active, but your ASAP account has not been created, please reach out to your Federal Agency directly for assistance.
- We encourage you to run the **RO Enrollment Status Inquiry** once your enrollment is completed to verify and confirm your enrollment steps are done.



RO Enrollment Status Inquiry Example

ALC/Region:	Federal Agency:	Recipient Status:
-----	DEPARTMENT OF THE NAVY	Active 12/20/2021

Enrollment Task	Due Date	Status	Date Completed
El Initiates RO and POC		Completed	12/16/2021
Point of Contact Names Organization Officials		Completed	12/17/2021
Head of Organization Approves Officials		Completed	12/17/2021
Authorizing Official Defines Recipient Profile		Completed	12/17/2021
Authorizing Official Defines Recipient Organization Users		Completed	12/17/2021
Financial Official Defines Banking Information		Completed	12/17/2021

ALC/Region:	Federal Agency:	Recipient Status:
	DEPARTMENT OF THE NAVY	Pending

Enrollment Task	Due Date	Status	Date Completed
El Initiates RO and POC		Completed	01/04/2022
Point of Contact Names Organization Officials			N/A
Head of Organization Approves Officials			N/A
Authorizing Official Defines Recipient Profile			N/A
Authorizing Official Defines Recipient Organization Users			N/A
Financial Official Defines Banking Information	01/06/2022	Pending	

Emails ASAP Sends when Changes are Made

- Notifications from ASAP.gov may be sent to you from DoNotReply.asap@mail.twai.gov as banking information, user roles, user access, and other significant changes are made.
- **Do not ignore these messages.** These notifications may be the first line of defense against fraudulent activity.
- Make it a weekly habit to check your emails from ASAP.gov and respond to any action necessary to ensure there has been no fraudulent or suspicious activity on your account/organization.

Sample email:

From: DoNotReply.asap@mail.twai.gov <DoNotReply.asap@mail.twai.gov>

Date: Tuesday, September 10, 2024 at 7:16 PM

To: [REDACTED]

Subject: ASAP.gov Production Information: Important ASAP.gov Information.

THIS MESSAGE WAS GENERATED BY ASAPGOV CUSTOMER SERVICE.

Important: The Financial Official [REDACTED] for [REDACTED] has made changes to the banking data used in the Automated Standard Application for Payments, ASAP.gov. If you have questions about this change, you should contact [REDACTED] at [REDACTED]. To view the new banking data, please logon to www.asap.gov and view a Banking Data Inquiry for [REDACTED].

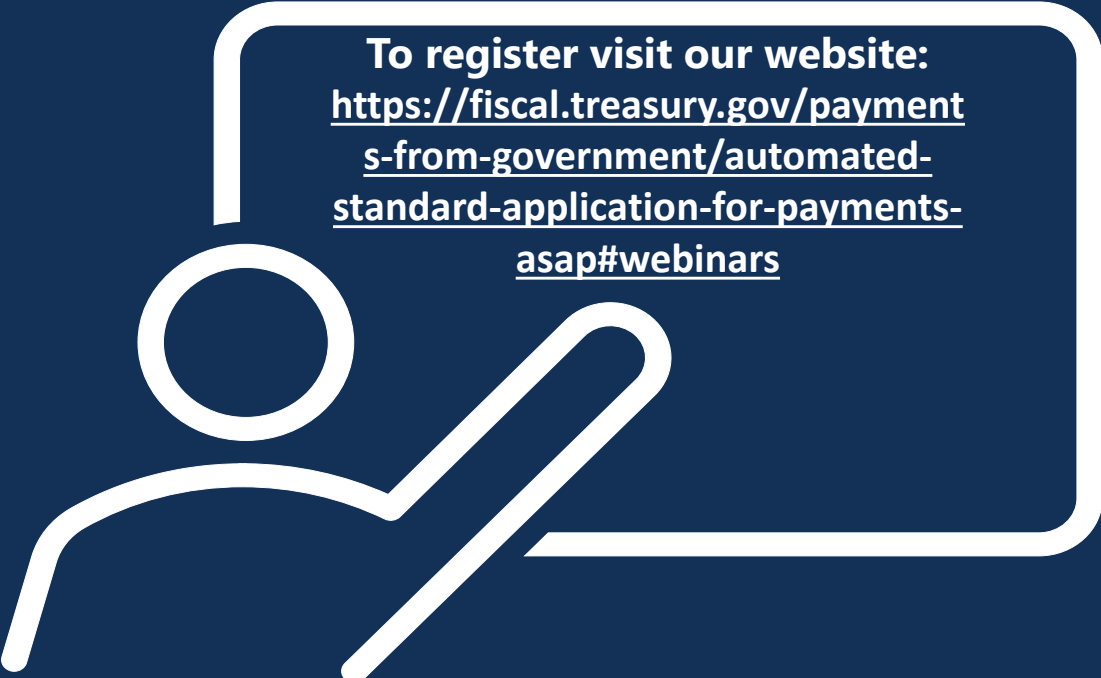
Still need Assistance?

- If you need additional assistance throughout the enrollment process, you can search our "Recipient Enrollment" help section on ASAP.gov.
- Please also visit our FAQ section on our website [here](#) for answers to commonly asked questions.



Upcoming Training Opportunities

2026 Event Calendar	Type	Date	Time (EST)
ASAP.gov: How to Make a Payment Request	Webinar	August 26th	2 PM
ASAP.gov: How to Enroll	Webinar	September 9th	2 PM



To register visit our website:
<https://fiscal.treasury.gov/payments-from-government/automated-standard-application-for-payments-asap#webinars>

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

Contact Information

Primary Contact:

ASAPHelpDesk@fiscal.treasury.gov

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

