WHAT IS ASAP

Automated Standard Application for Payments (ASAP) is a centralized all-electronic payment and information system.

In Fiscal Year (FY) 2012, the Bureau of Indian Affairs (BIA) changed its financial system from the Federal Financial Systems (FFS) to the Financial and Business Management System (FBMS).

Allows grantee organizations to draw from accounts pre-authorized by federal agencies.

Highly Secure and 508 compliant.

Internet Based and User-Friendly.

Similar to Internet-Based Home Banking or Bill Payment Technology.
IMPORTANCE OF WWW.SAM.GOV

For you to receive your ASAP payments, you must:

Have a Data Universal Numbering System (DUNS).
Vendors are responsible for maintaining an active registration in SAM (see handbook online at www.sam.gov).
To update an active status, the vendor must log into their account yearly at www.sam.gov and renew/update their registration.
If you have problems updating, SAM Help Desk which is the Federal Service desk can be contacted at www.fsd.gov or via calling 1-866 606 8220 (free service).
If the DUNS number is not found in SAM, it can mean one of two things:

1. You have not registered with DUNS and Bradstreet. If this is the case, contact DUNS and Bradstreet to obtain one, and register it at www.sam.gov.

2. You have a DUNS number but it expired: If this is the case, start the re-activation process at www.sam.gov.
WHY IS YOUR REGISTRATION IN www.sam.gov IMPORTANT

DUNS number in SAM and ASAP must match!!!

If DUNS number in SAM does not match your ASAP DUNS, and you want to use the one in SAM, you must file a form with ASAP to change your DUNS. The ASAP contact will assist you with this process. Tribe/school/vendor fills out and signs form, submits to BIA ASAP contact or to ASAP. Once accepted, email verification is received by IA, and sent to PMO to change on vendor table. A Help Desk ticket will add any accounts to that DUNS number which is handled internally at the BIA.
If DUNS in ASAP is the one you want to use, go into SAM and correct the DUNS to match.
Please fill in the requested information to initiate the Automated Standard Application for Payments (ASAP) enrollment process. Fields marked with * are required. Failure to provide required data may result in delayed enrollment. **If applying for an ASAP Waiver, please only complete the ASAP Waiver Request.**

**Section 1: Organization Information**

Provide the recipient organization’s information.

Is your organization enrolled in ASAP for another Federal Agency?  ○Yes  ○No

If yes, provide your Organization Recipient ID:

<table>
<thead>
<tr>
<th>*Organization Name</th>
<th>DUNS/Nine Digits</th>
<th>*TIN/EIN (Nine Digits)</th>
</tr>
</thead>
</table>

**Section 2: Point of Contact Information**

List contact information for the individual responsible for receiving ASAP communications.

Name:  
*First Name*  *Middle Initial*  *Last Name*

Title:

Address:  
*Mailing Address*  
*City*  *State*  *Zip Code*

Contact Information:  
*Email*  *Phone Number*

**Section 3: Organization Type**

*Choose the category that most appropriately describes the recipient organization.*

- Financial Institution
- For-Profit
- Non-Profit
- Local Government
- Indian Tribal Organization
- State Agency
- University / College
- University / College-State
- Other Educational Organization

**Section 4: Submission Information**

<table>
<thead>
<tr>
<th>Submit via Fax:</th>
<th>Fax completed request to (703) 390-6333</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submit via Email:</td>
<td>Email completed request to <a href="mailto:joann.metcalfe@bia.gov">joann.metcalfe@bia.gov</a>, or IA_ASAP <a href="mailto:TEAM@bia.gov">TEAM@bia.gov</a></td>
</tr>
</tbody>
</table>
| Submit via Mail: | Mail a hard copy of the competed response to:  
U. S. Bureau of Indian Affairs  
Attn: ASAP Enrollment  
12220 Sunrise Valley  
Reston, VA 20191 |

For questions, contact the BIA at joann.metcalfe@bia.gov, or IA_ASAP TEAM@bia.gov.
WHAT HAPPENS NEXT?

• On the same day IA enrolls a recipient, ASAP/Treasury sends an automated email to the recipient’s Point-of-Contact to review all their user information. It is important the POC reviews all information submitted to Treasury and accepts or makes necessary changes. This email also gives them a User ID (print and save) and they are told their password will arrive within 10 business days by US Mail. If this does not happen, please call the ASAP contact at BIA for assistance.

• Recipients Log into the system with their User ID and password and complete enrollment per their assigned role.

• Each appointed role has 30 days to complete their task to move toward completion of the enrollment. On the 31ST day the process must be started all over again until every role has done their job, or they will be deleted by Treasury.

• When the recipient completes the enrollment process, they are considered “ASAP Active”. However, at this point it takes 7-10 business days while Treasury verifies banking information; before awards are loaded to their ASAP account.
ASAP –KEY ROLES

Head of Organization approves the officials identified by the Point of Contact. Authorizing Official confirms the recipient organization’s information and identifies the users (Payment Requestor or Inquirer) who need access to the ASAP.gov application. Financial Official enters the bank account information for the recipient organization. (Instructions sent with enrollment). ASAP notifies the Federal Agency that the organization enrollment has been completed and the BIA can create and fund accounts.
WHAT HAPPENS IF ALL THE ASAP USERS LEAVE?

Request this form

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**ASAP Officials Authorization Form**

<table>
<thead>
<tr>
<th>Organization Name:</th>
<th>Effective Date:</th>
</tr>
</thead>
</table>

**ASAP ID**

**Point of Contact:** The Point of Contact is responsible for inputting, updating, or deleting the official designated by the Head of Organization (HOO). The POC can add and modify officials at any point during or following the organization's enrollment process. It is the responsibility of the Point of Contact to define the Authorizing Official and Financial Official. A delegated Head of Organization and another Point of Contact can also be defined. Once entered and approved by the HOO, the officials are assigned a User ID which is sent to them via email and a temporary password in ASAP.GOV’s access control system which is sent via regular mail.

<table>
<thead>
<tr>
<th>Name (Print or Type)</th>
<th>Telephone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-mail</td>
<td></td>
</tr>
</tbody>
</table>

The Head of Organization (HOO) is the top management official who establishes the authority for the organization to use ASAP. The HOO does not have to be the CEO or President of the organization but can be the Manager or Supervisor of a section. The Head of Organization is the top management official who establishes the authority for the organization to use ASAP.gov. This is done by approving the Authorizing Official and Financial Official and, if entered by the POC, the Delegated Head of Organization. The HOO can also add or modify officials when the organization is pending enrollment. Once an organization is enrolled, the HOO can only approve officials.

<table>
<thead>
<tr>
<th>Name (Print or Type)</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Telephone Number</td>
</tr>
<tr>
<td>E-mail</td>
<td>Add □, Remove □, Renewal □</td>
</tr>
</tbody>
</table>

Sincerely,

Print Name
Title/Position

Form Date: 3/009
HOW TO COMPLETE THE ASAP OFFICIALS AUTHORIZATION FORM

“PLEASE TYPE OR PRINT LEGIBLY ON THE FORM.”

READ CAREFULLY TO COMPLETE THE ASAP OFFICIALS AUTHORIZATION FORM:

The ASAP Officials Authorization Form is used by existing organizations in ASAP for designating officials within the organization when the ASAP users leave. This form must be completed on your Organization’s official letterhead. If unable to align and print this form on your letter head, then on a blank letter head, type the following statement, “See Attached Authorization Form”. State: We no longer have a Point of Contact in ASAP and need to submit the name of XXXX as an ASAP User. The Head of Organization must sign at the bottom of the form (if they are still there). If not, use the same name in both boxes for the POC and the HO. Sign and date the memo, please.

Submitting Completed Forms and requesting additional information

• Submit the completed and signed form/memo to the BIA ASAP contact by email or fax or to the following address: Financial Management Service, Kansas City Financial Center, Attn: ASAP Customer Support Staff, P. O. Box 12599–0599, Kansas City, MO 64117-0599. For questions call ASAP Customer Support at (816) 414-2100.
HOW ARE FUNDS MADE AVAILABLE IN ASAP

When the Payment method is ASAP, obligated funds are interfaced to Treasury’s ASAP system
Award is released in PRISM: Creates obligation in SAP
IF88 outbound interface creates account and posts obligations as authorizations ASAP (Internal at the BIA)
Interface sends award #, line number and last 4 digits of WBS as account number to ASAP (Internal at the BIA)
Certifying Official certifies funds in ASAP (Internal at the BIA)
Funds are available for drawdown by recipient
HOW TO DRAW DOWN FUNDS

• Initiating Payments in ASAP
• When a Payment Requestor wants to request payments in ASAP
• The Payment Requestor logs onto ASAP using their ID and password.
• Payment Requestor hovers over the Payment Requests Tab.
• Payment Requestor Selects “Initiate Payment Requests” from the drop down menu.
• Recipient must know the following to proceed
  1. BIA’s Agency Locator Code 14200699
  2. Recipient’s ASAP ID
  3. Account ID Number/award followed by Line Number
     (for example only: A14AV0001-0001)
  4. Recipient must choose individual payment/never summary payment
  5. Choose the following day’s date-never the same date for settlement
  6. Follow the steps—fill in amount requesting and submit your request; confirmation occurs
RESEARCHING and TROUBLESHOOTING TYPICAL ASAP SCENARIOS

You are enrolled in ASAP with another Department of Interior Bureau, but not with the Bureau of Indian Affairs.

You have an ASAP account with another federal bureau, but you must enroll with the U.S. Bureau of Indian Affairs, too, and list your ASAP ID on the ASAP.Gov Participation Request Form.

Award was made, but the recipient is not enrolled and can not access ASAP.

Alt Payee accounts established in FFS did not have DUNS or TINS associated to the primary account (BIA corrects this).

If the DUNS number is not found in SAM, it can mean several things.

ASAP recognized these Alt Payee accounts as separate accounts not registered in ASAP.

Awards may have missing DUNS numbers.
RESEARCHING and TROUBLESHOOTING (CONTINUED)

Incorrect DUNS numbers registered in ASAP
Your DUNS number has expired in www.sam.gov
Awards may have missing ASAP Recipient ID
Bank data errors; linking banking information, changed banks or account numbers
If a bank data error exists, the Certifying Officers or ASAP contact notifies the ASAP Account Maintainers about the error, holds the account, keeps trying to certify the award, pending confirmation of a completed enrollment or a change in banking information.
If you are not able to see your awards or the amount of award is incorrect; please contact your awarding official or the ASAP contact to begin the review why they are not in your ASAP account or the amount of money differs.
You are having trouble accessing your ASAP account
You may need additional help with drawing down funds
TREASURY ASAP CONTACT INFORMATION

• Richmond Federal Reserve Bank, 804/697-8384
  – ASAP Password Resets
  – Last Name and Email Address Changes

• RFC’s Day-to-Day Operational Support
  – Kansas City 855/868-0151, Press 2, then Press 3

• FMS ASAP General Information and Program Updates
  – http://www.fms.treas.gov/asap
BIA ASAP CONTACT INFORMATION

• Michelle McCormick
  Self-Determination Officer
  (612-725-4588) CST
  michelle.mccormick@bia.gov

• Roya Tavakoli
  Systems Accountant
  (703 390 6565) EST
  roya.tavakoli@bia.gov

• Jo Ann Metcalfe
  ASAP Lead Grant Specialist
  (505 563 3308) MST
  joann.metcalfe@bia.gov
User Questions Open Forum and Wrap-up