Automated Standard Application for Payment (ASAP) – pronounced ‘a-sap’

**Purpose:** Grantees use ASAP to draw down awarded grant funds. See your terms and conditions for guidelines on withdrawing funds.

**Administrator:** US Treasury

**Myth buster:** ASAP is NOT connected to FPRS; they are two separate systems that do not share information.

**Enrollment Questions:** Review the “New Grantee Checklist” or contact your grant officer

**ASAP Help Desk:** (855) 868-0151
Select option #2; then option #3

**ASAP Website:** www.asap.gov

**ASAP Tutorial:** 1) Logon to www.asap.gov with your User ID and Password
2) Click on Help (second from the right on the top blue menu bar)
3) Select Payment Requestors under Tutorials
New Recipient Organization
User Training

Automated Standard Application for Payments | www.ASAP.gov
Who We Are

Kansas City Financial Center
Who We Are

Automated Standard Application for Payments | www.ASAP.gov
Kansas City Financial Center
Bureau of Fiscal Service
U.S. Department of the Treasury

- **Mission**—serve Federal Agencies, the financial community and recipients of federal payments
- **Vision**—become the organization that all government entities trust for payment services
What We Do

Automated Standard Application for Payments (ASAP.gov)
What We Do

- Partner with agencies to help them authorize & manage benefit payments
- Provide extra affordable services to these agencies and their recipients
- Help recipients quickly receive benefit payments

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Kansas City Financial Center
Bureau of Fiscal Service
U.S. Department of the Treasury
What You’ll Learn

ASAP.gov New RO User Training
What You’ll Learn

- Enrollment Steps
- Add Users
- Add Banking
- Drawdown Funds
- Run Inquiries and Reports

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Enrollment Steps

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Before You Begin

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 ➢ A Federal Agency has to first initiate your enrollment
Kansas City Financial Center Enrolls Federal Agency in ASAP.gov

- Step performed for initial enrollment only
- All future programs inherit enrollment data

Federal Agency enrolls recipient organizations in ASAP.gov

- Step performed for initial enrollment only
- All future programs inherit enrollment data
User Roles

Federal Agency Enrollment Initiator
Identifies RO to be enrolled

Point of Contact
Verifies that RO data is correct and Identifies RO Officials

Head of Organization
Approves RO Officials

Authorizing Official
Verifies RO’s Data and Defines Users

Payment Requestors
& Payment Inquiry Only

Financial Official
Enters & Maintains Banking Information
Faster Enrollment

To quickly complete the initial enrollment, a Recipient Organization can request one user have all the roles listed below (after enrolling, this user can define additional users):

- Point of Contact
- Head of Organization
- Financial Official
- Authorizing Official
  - a. Payment Requestor
  - b. Inquirer Only
How to...

ASAP.gov New RO User Training
How to...

1. How to login?
2. How to verify enrollment?
3. How to add users?
4. How to add banking info?
5. How to drawdown funds?

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How to...

6. How to run inquiries?
7. How to run reports?
8. How to find details about previous payment requests?
9. How to add or delete users from an active enrollment?
10. How to return a payment?
Here to Help

ASAP.gov New RO User Training
Hours & Contact Info

Help Desk:
- kfc.asap@fiscal.treasury.gov or 855.868.0151 (option 2, option 3)
- 7:30 am – 6:00 pm Eastern (Monday - Friday)

Public Website:
- Automated Standard Application for Payments: www.ASAP.gov

ASAP.gov Hours of Operations:
- Inquiries: 8:00 am – 11:59 pm eastern (Monday – Friday)

Create Accounts and Authorizations:
- Online: 8:00 am – 9:00 pm eastern (Monday – Friday)
- Batch: 24 hours a day

Payments:
- Fedwire Payments (same day settlement) 8:00 am - 5:45 pm eastern
- ACH Payments (next day settlement) 8:00 am - 11:59 pm eastern