





**Connection Type:** *(please select one)*

- Internet Access – Requires Public Key Infrastructure (PKI) credentials in order to access TCIS. If you do not have a SPS credential you must complete the PKI Certificate Form.
- Extranet Access – Capitalizes on an existing trusted network to network connection between the agency and BFS’ Hyattsville Regional Operations Center (HROC) using ID and Password credentials.

**TCIS Modules:**

**Integrated View (IV)** – Provides a single access point to the TCIS, and PACER databases to query and view check and ACH data and view images of paid checks. Access roles to this module are indicated by IV in the roles. Access roles with IV-UCC additionally provide the ability to submit a stop code against a particular check symbol/serial number.

**Transmittal Control and Disbursing Office Maintenance Subsystem (TCDOMS)** –

Provides Disbursing Offices on-line access to monitor and track the status of transmittals that they have submitted, providing a complete history of each transmittal received and detail information concerning rejected transmittals. Users can view all authorized ranges established for their Disbursing Office Symbol and display all issue transmittals received and accepted by TCIS for a particular authorized range by viewing the Processed Ranges screen.

Please identify your Organization Type and select only **one** TCIS role included under the Organization Type. List either the Agency Location Codes or the Disbursing Office Symbol numbers that you require access to on the line provided. If additional space is required, continue on a blank sheet and indicate (continued) on the line provided.

**Investigative Agencies**

- TDO-IV

*TDO – May inquire and view images on all checks in IV and inquire on check symbols, check ranges and transmittals used by Treasury Disbursing Offices in TCDOMS.*

**Federal Reserve Bank (FRB) Roles**

- FRB-TCORE
- FRB-IV

*FRB – May inquire and view images on all checks in IV. FRBs are not permitted access to TCDOMS.*

**Federal Program Agency (FPA) Roles**

- FPA-Agency-IV
- FPA-Agency-IV-UCC
- Dashboard

*FPA – May inquire and view check images for one or more 8-digit Agency Location Codes in IV. Roles with UCC indicate additional ability to submit a stop code against a particular check symbol/serial number. FPAs are not permitted access to TCDOMS.*

**List Agency Location Codes:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**Non-Treasury Disbursing Office (NTDO) Roles**

- NTDO-IV
- NTDO-IV-UCC
- NTDO-TCDOM
- NTDO-TCDOM-IV
- NTDO-TCDOM-IV-UCC

*NTDO – May inquire and view images for one or more 4-digit Disbursing Office Symbols in IV. Roles with UCC indicate additional ability to submit a stop code against a particular check symbol/serial number. May inquire on check symbols, check ranges and transmittals associated with the specified Disbursing Office Symbols in TCDOMS.*

**List Disbursing Office Symbols:** \_\_\_\_\_  
\_\_\_\_\_

**Non-Treasury Disbursing Office (NTDO) Headquarters Office Roles**

- NTDO-H-IV
- NTDO-H-IV-UCC
- NTDO-H-TCDOM
- NTDO-H-TCDOM-IV
- NTDO-H-TCDOM-IV-UCC

*NTDO Headquarters Office – May inquire and view images for a pre-defined group of 4-digit Disbursing Office Symbol numbers. May inquire on check symbols, check ranges and transmittals associated with the specified Disbursing Office Symbols in TCDOMS. One of the existing Headquarter codes must be provided.*

**List one of the Existing NTDO Headquarter Codes:** \_\_\_\_\_

**Headquarter Codes for NTDOs:**

<u>Headquarter Code</u>	<u>Description</u>	<u>Headquarters Criteria</u>
HDOD .....	Department of Defense .....	DFAS (Registers 61, 62, 63, 64)
HAF .....	Air Force .....	Register 61
HAR .....	Army .....	Register 62
HNA .....	Navy .....	Register 63
HOE .....	Corps of Engineers .....	Register 64
HDOS .....	Department of State .....	Register 2
HMAS .....	U.S. Marshals Service .....	Register 4
HC .....	Administrative Office of the U.S. Courts .....	Register 7



## Rules of Behavior for External Users of Bureau of the Fiscal Service (BFS) Systems

The following Rules of Behavior are the minimum rules for external users who are requesting a BFS user account:

1. You must conduct only authorized business on the system.
2. Your level of access to the BFS system is limited to ensure your access is no more than necessary to perform your legitimate tasks or assigned duties. If you believe you are being granted access that you should not have, you must immediately notify the BFS Information System Security Officer or the BFS Help Desk (855-838-0743).
3. You must maintain the confidentiality of your authentication credentials such as your password. Do not reveal your authentication credentials to anyone; a BFS employee should never ask you to reveal them.
4. You must follow proper logon/logoff procedures. You must manually logon to your session; do not store your password locally on your system or utilize any automated logon capabilities. You must promptly logoff when session access is no longer needed. If a logoff function is unavailable, you must close your browser. Never leave your computer unattended while logged into the system.
5. You must report all security incidents or suspected incidents (e.g., lost passwords, improper or suspicious acts) related to the BFS system to the BFS Information System Security Officer or the BFS Help Desk (855-838-0743).
6. You must not establish any unauthorized interfaces between BFS applications and other non-BFS systems.
7. Your access to the BFS system is governed by, and subject to, Federal law, including, but not limited to, the Privacy Act, 5 U.S.C. 552a, if the applicable BFS system maintains individual Privacy Act information. Your access to the BFS system constitutes your consent to the retrieval and disclosure of the information within the scope of your authorized access, subject to the Privacy Act, and applicable Federal laws.
8. You must safeguard system resources against waste, loss, abuse, unauthorized use or disclosure, and misappropriation.
9. You must not process classified national security information on the system.
10. You must not browse, search or reveal BFS system information except in accordance with that which is required to perform your legitimate tasks or assigned duties. You must not retrieve information, or in any other way disclose information, for someone who does not have authority to access that information.
11. By your signature or electronic acceptance (such as by clicking an acceptance button on the screen), you must agree to these rules.
12. You should contact your BFS Information System Security Officer or the BFS Help Desk (855-838-0743) if you do not understand any of these rules.

### ACCEPTANCE

I have read the above Rules of Behavior for External Users of the Bureau of the Fiscal Service (BFS) Systems. By my electronic acceptance and/or signature below, I acknowledge and agree that my access to the BFS system is covered by, and subject to, such Rules. Further, I acknowledge and accept that any violation by me of these Rules may subject me to civil and/or criminal actions and that BFS retains the right, at its sole discretion, to terminate, cancel or suspend my access rights to the BFS system(s) at any time, without notice.

User's Legal Name: \_\_\_\_\_ (printed)

User's Signature: \_\_\_\_\_ (signature)

Date: \_\_\_\_\_