

# **DOJ User Training**

**Automated Standard Application for Payments**

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## Who we are:

U.S. Department of the Treasury  
Bureau of Fiscal Service  
KC Financial Center  
Diversified Payment Services

Automated Standard Application for  
Payments | [ASAP.gov](https://www.asap.gov)

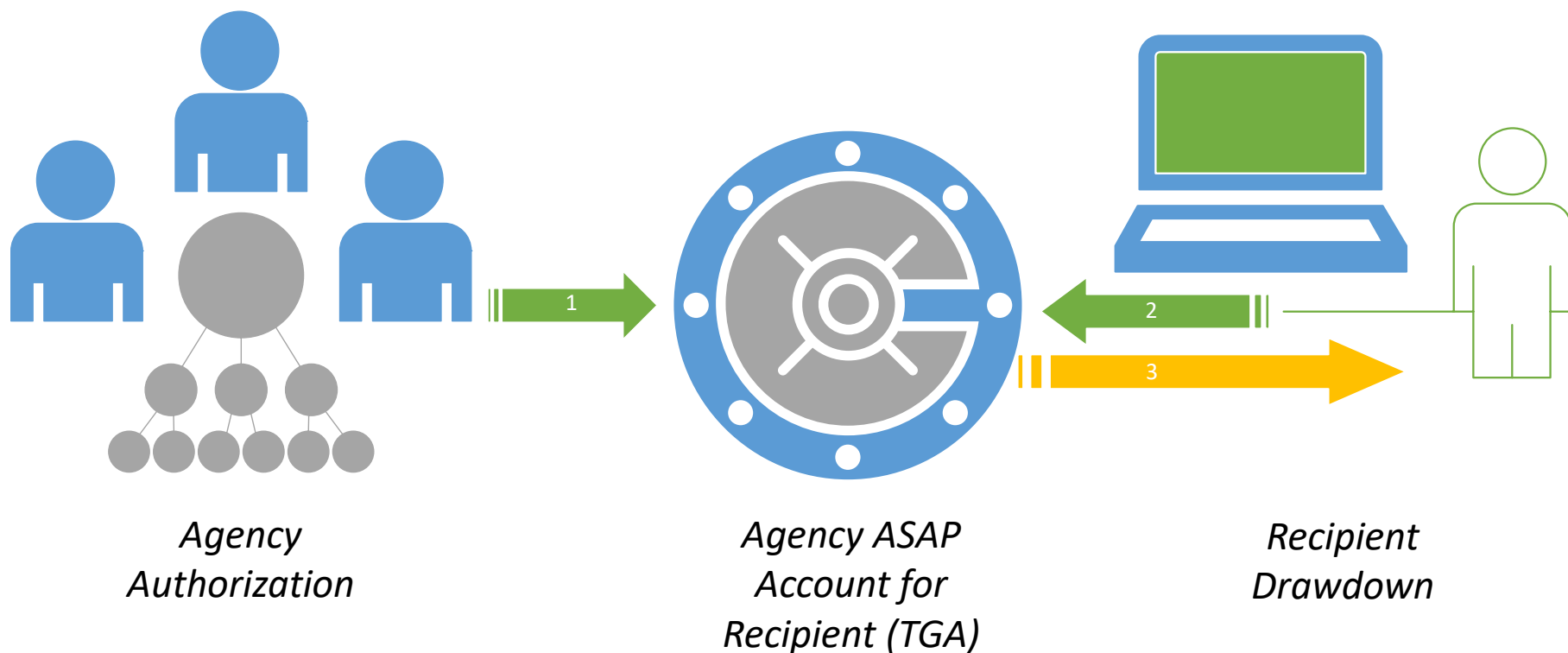
Treasury's pull-payment system for  
federal agencies to quickly pay  
recipient organizations

## What we do:

- Assist federal agencies to authorize and manage electronic payments
  
- Help recipient organizations request and quickly receive payments

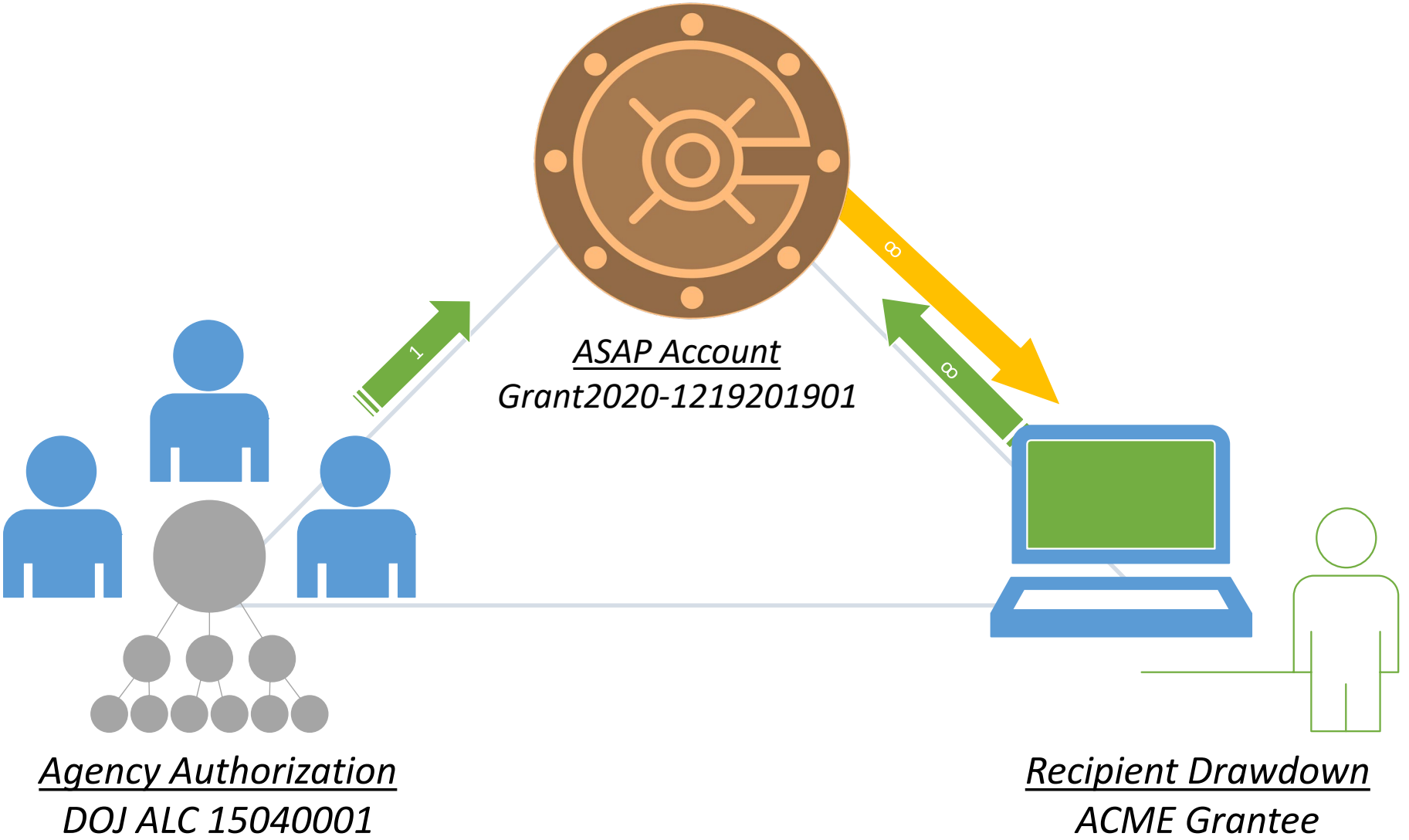
# ASAP.GOV

The Automated Standard Application for Payments allows organizations receiving federal funds to draw monies securely from pre-authorized accounts established by the agency issuing the payment.



Fiscal Year 2019 | 476,980 Payments | \$594 Billion Dollars

# TRAINING SCENARIO: \$1 MILLION GRANT



# RECIPIENT USERS AND ROLES

## ADDED BY FEDERAL AGENCY

User Role	Description
Initial Point of Contact	Can self-designate all roles and create additional users

## ADDED BY RECIPIENT ORGANIZATION

User Role	Description
Point of Contact (POC)	Adds user or modifies their roles
Head of Organization (HOO)	Approves changes to user and their roles
Financial Official (FO)	Enters and maintains banking account information
Authorizing Official (AO)	Adds Payment Requestors and Inquirer Only users
Payment Requestor	Initiates payment requests
Inquirer Only	Can only run reports so no other role allowed

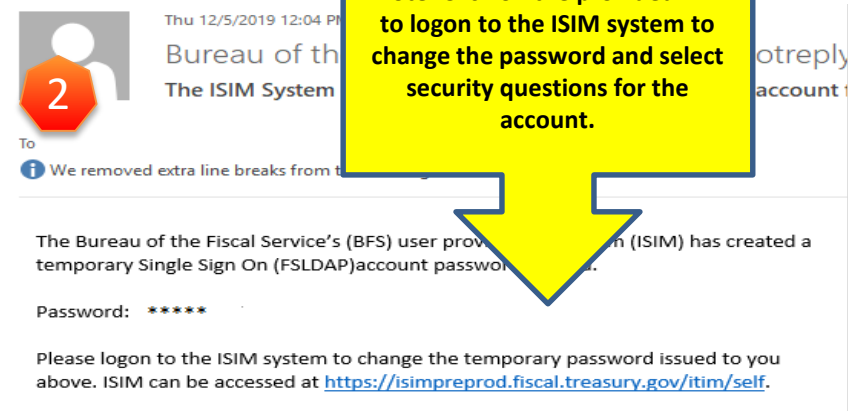
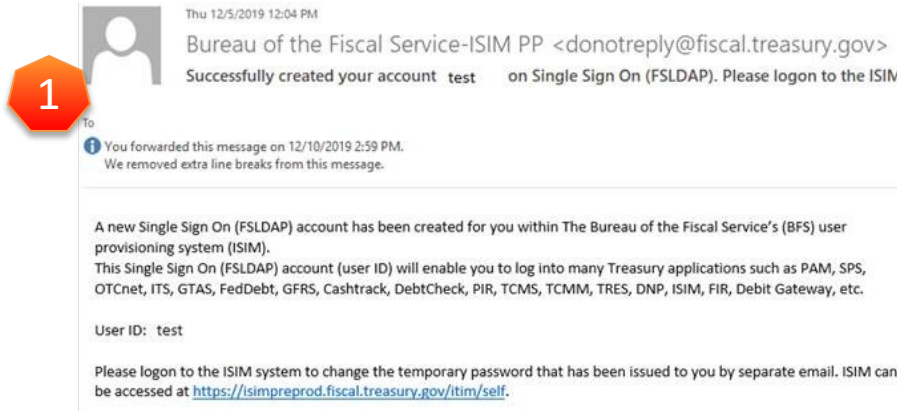
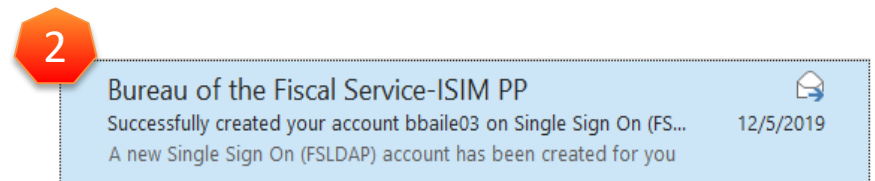
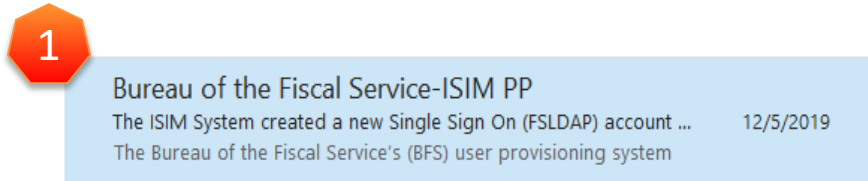
# Steps for Recipient Organization Enrollment

(1 of 5)

1. The POC for the Recipient Organization will receive 2 emails:

- 1 – Email #1: Provides the username
- 2 – Email #2: Provides a temporary password and a link to create a new password

Note: To ensure receipt of the emails below, contact your IT Help Desk to verify that the 'fiscal.treasury.gov' email domain is not being blocked by your organization



# Steps for Recipient Organization Enrollment

(2 of 5)

## 2. ISIM System Login Screen

2 Login using information provided in the email.

### 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, and (4) all devices and storage media attached to this network or to a computer on this network. U.S. Government information systems are provided for the processing of official U.S. Government information only. Unauthorized or improper use of this information system is prohibited and may subject you to disciplinary action, as well as civil and criminal penalties. All data contained on U.S. Government information systems 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. System personnel may give to law enforcement officials any potential evidence of crime found on U.S. Government information systems. 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.

TREASURY SSO VERSION 1.0

## 3. Upon successful password change and completion of security questions, login to ASAP.gov

Log On to ASAP.gov

By logging in with PIV, SecurID, or User ID/Password, you have read, understand, and agree to abide by the [Rules of Behavior](#).

User ID :

Password :

Logon

[Forgot UserID](#) [Forgot Password](#) [Having Trouble Logging On?](#)

[Contact Us](#) [Enroll](#) [ASAP Central Information](#)

**WARNING WARNING WARNING**

ides (1) this computer, (2) this network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. U.S. Government information systems are provided for the processing of official U.S. Government information only. Unauthorized or improper use of this information system is prohibited and may subject you to disciplinary action, as well as civil and criminal penalties. All data contained on U.S. Government information systems 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. System personnel may give to law enforcement officials any potential evidence of crime found on U.S. Government information systems. 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.

[Privacy Statement](#) | [Terms of Use](#) | [Accessibility Statement](#)

# Steps for Recipient Organization Enrollment

(3 of 5)

## 4. Accept ASAP.gov terms

## 5. Select notification link on the home screen



**WARNING:**

You are accessing a government information system that contains Sensitive but Unclassified information. You should treat any information removed from this system, either in digital or print format, in accordance with your agency's or organization's policies relating to the protection and handling of Sensitive but Unclassified (SBU) information.

4



and wish to continue to ASAP.gov  
 and wish to log out of ASAP.gov



Home Enrollments Payment Requests Agency Functions Reports Inquiries Help Log Off

5



[1 notifications awaiting review](#)

### Broadcast Messages

- The ASAP team is performing system maintenance Saturday, September 1 unavailable from approximately 8:00 AM until 4:00 PM Eastern. We apologize.



# Steps for Recipient Organization Enrollment

(4 of 5)

6. Select all unread notifications and click “Continue”

The screenshot displays the ASAP.gov interface. At the top left is the ASAP logo with the tagline "Automated Standard Application for Payments". A navigation menu includes links for Home, Enrollments, Payment Requests, Agency Functions, Reports, Inquiries, Help, and Log Off. Below the menu, the page title is "Notifications".

The main content area is titled "Step 4 of 4" and "Select Notifications". It contains the instruction "Select only one of the following options :". There are two radio button options:

- Enter Data for the following fields:
  - Date Range (MM/DD/YYYY): From: [ ] / [ ] / [ ] [calendar icon] Through: [ ] / [ ] / [ ] [calendar icon]
  - Notification status: Unread ▼
- Retrieve All Unread Notifications

An orange box labeled "Select 'Unread'" has an arrow pointing to the "Unread" dropdown menu. Another orange box labeled "Select 'Continue'" has an arrow pointing to the "Continue" button at the bottom right of the form.

# Steps for Recipient Organization Enrollment

5 of 5)

The screenshot shows the ASAP.gov website interface. At the top left is the ASAP logo with the tagline "Automated Standard Application for Payments". To the right, the user's name "Bailey" and ID "Working For 1119207" are displayed. A navigation bar contains buttons for Home, Enrollments, Payment Requests, Agency Functions, Reports, Inquiries, Help, and Log Off. Below the navigation bar is a "Notifications" section. The main content area displays "Step 2 of 4 Notifications List" and states "You have 1 notifications to read:". A table lists the notification with columns for Status, Date/Time Sent, Notification Type, and View Details. The notification is "Unread", dated "12/10/2019 14:56:55", and titled "NEW ACCOUNTS HAVE BEEN ADDED". A magnifying glass icon is visible in the View Details column. Below the table are buttons for "Continue", "Sort", "Cancel", and "Help for this Step".

ASAP<sup>gov</sup>  
Automated Standard Application for Payments

Bailey  
Working For 1119207

Home Enrollments Payment Requests Agency Functions Reports Inquiries Help Log Off

Notifications

Step 2 of 4  
Notifications List

You have 1 notifications to read:

Status	Date/Time Sent	Notification Type	View Details
Unread ▾	12/10/2019 14:56:55	NEW ACCOUNTS HAVE BEEN ADDED	

Continue Sort Cancel Help for this Step

Select the magnifying glass icon to view the Account Creation Notification

# Recipient POC assigns all roles

Recipient POC Assigns all roles

1. Select the “Home” button
2. Select the notification link on the homepage
3. Select “Head of Organization (HOO)”
4. Select “Authorizing Official (AO)”
5. Select “Financial Official (FO)”
6. Click Continue

\* Organization Name : DOJ Grantee

\* Email : poc.20191219@dojgrantee.com

\* Mailing Address 1 : 4241 NE 34th Street

Mailing Address 2 :

\* U.S. City : Kansas City

\* U.S. State : MO - MISSOURI

\* U.S. Zip : 64117 -

\* U.S. Phone : 888 - 888 - 8888 Ext :

Select one or more of the following roles :

3  Head of Organization

Re-Delegated Head of Organization

5  Authorizing Official 4

Financial Official

Point of Contact

Continue Help for this Step

# Recipient HOO Approves User Roles

Recipient HOO Approves User Roles

1. Select the “Home” button
2. Select the notification link
3. Review the users and roles
4. Approve if correct. Reject if incorrect.
5. Click Submit



Step 1 of 2

## Review and Approve Officials

Recipient Name : [DOJ GRANTEE](#)  
Organization Type : University/College  
DUNS : 123459999  
EIN : 12-3459999  
[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 (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.

Action	Officials Name	Re-Delegated Head of Organization	Authorizing Official	Financial Official	Point of Contact	Point of Contact Action
<div data-bbox="106 1139 224 1243">Approve Approve Reject</div>	<a href="#">Recipient POC</a>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Modified

4

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

# User with Recipient FO Adds Banking Information

User with Recipient FO Adds Banking Information

1. Select the “Home” button
2. Select the notification link to enter banking data
3. Enter banking data for receiving payments
4. Print banking data confirmation page to see the date when these accounts become active
5. Validation requires 5 – 10 business days

2

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

4

## Step 3 of 3 Banking Information Confirmation

Recipient Name : DOJ GRANTEE
Organization Type : University/College
DUNS : 123459999
EIN : 12-3459999

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

# Recipient AO Adds Short Name

Recipient AO Adds Short Name

1. Select the “Home” button
2. Select the notification link to enter “Recipient Organization Short Name”
3. Select the “Submit” button

2 [You have recipient organization information to enter for 1 organization.](#)

## Broadcast Messages

\* Recipient Organization Short Name :  2

\* Organization Type :  ▾

\* Mailing Address 1 :

Mailing Address 2 :

3

Submit

Help for this Step

# Recipient AO Adds Payment Requestor

Recipient AO Adds Payment Requestor

1. Select the “Home” button
2. Select the notification 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”

2 [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

5

# Next Steps Once Recipient Enrollment is Complete

Next Steps Once Recipient Enrollment is Complete

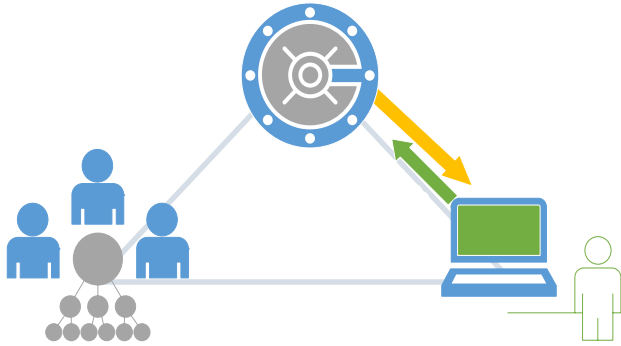
- ❑ Once the banking validation occurs, the federal agency creates the account and authorizes funding
- ❑ Notification link will inform Recipient Organization when funds are authorized
- ❑ NOTE: Anytime DOJ processes an authorization increase or authorization decrease transaction, the Recipient Organization will see a notification link

Notification Profile		
Federal Agency 15040001\ has certified an authorization to the following account:		
Recipient ID	Account ID	Effective Date
*****	*****	12/10/2019
Increase/Decrease	Authorization Amount	
INCREASE	\$325,000.00	
You may use the Authorization Transaction Inquiry in the Inquiry menu to inquire on the authorization.		



# How Do Recipients Draw Down Funds?

## PAYMENT USE CASE



- A. Recipient initiates payment request
- B. Agency reviews payment request:
  - This is an optional step (required for DOJ high risk recipients only)
  - Pending until approved or rejected
- C. Payment settlement:
  - Same day
  - Next business day
  - Optional warehouse payment
  - Fedwire

# Initiate Payment Request

1. Log into ASAP.gov
2. Mouse over the “Payment Requests” tab
3. Scroll down and select “Initiate Payment Requests (PR)”

The screenshot displays the ASAP.gov website interface. At the top left is the ASAP.gov logo with the tagline 'Automated Standard Application for Payments'. On the right, it says 'Recipient PR'. Below the logo is a navigation bar with tabs: Home, Enrollments, Payment Requests, Agency Functions, Reports, Inquiries, Help, and Log Off. An orange hexagon with the number '2' is positioned over the 'Payment Requests' tab. A dropdown menu is open under this tab, listing various actions. An orange hexagon with the number '3' is positioned over the 'Initiate Payment Requests (PR)' option in the dropdown. To the right of the dropdown, there is a link that says '4 notifications awaiting review'. Below the dropdown, there is a section titled 'Broadcast Messages' with a bullet point: '• QA-A will not be available for Agency testing on December 15, 2016 from 1 - 4 PM'.

# Specify Payment Information

(1 of 2)

## 4. Select a Bank Relationship or Payment Request Template:

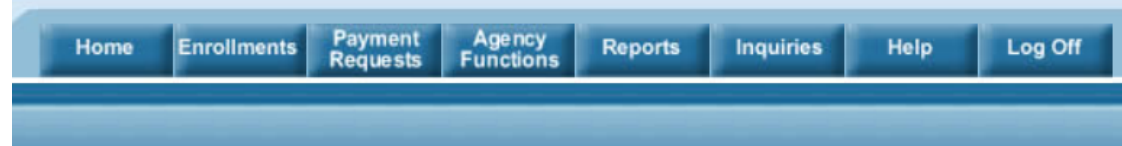
- Payments post to this Recipient account
- After FY 2017, we only support templates within a single Agency or Region

## 5. Enter the “Payment Request Type”:

- Summary payment requests one transfer of funds from multiple ASAP accounts
- Individual payment requests separate transfer of funds per ASAP account

## 6. Enter the “Payment Method”

- Select Fedwire for same day settlement
- Select ACH for next business day settlement. If prefer same day settlement, enter the current date in step seven.



### Step 1 of 4 Retrieve Accounts

Select a Bank Relationship : --Select--  
Or  
Select a Template : --Select--

And

#### Specify Payment Information

\* Payment Request Type : --Select--  
\* Payment Method : --Select--  
\* Requested Settlement Date : / /  
Requestor Reference Number :

Continue

Help for this Step

# Specify Payment Information

(2 of 2)

## 7. Enter “Requested Settlement Date”

- Requested business date for payment

## 8. Enter “Requestor Reference Number”

- Allows user to identify this request

## 9. Select “Continue”



### Step 1 of 4 Retrieve Accounts

Select a Bank Relationship :

Or


Select a Template :

And

Specify Payment Information

\* Payment Request Type :

\* Payment Method :

7 \* Requested Settlement Date :  /  /  

8 Requestor Reference Number :

9

Continue

Help for this Step

# Retrieve Accounts

## 10. Verify Your “Recipient ID”:

- The Recipient Organization’s seven digit ASAP I.D

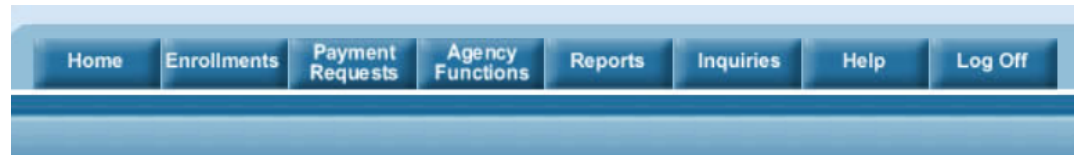
## 11. Verify the “ALC/Region”:

- The Federal Agency(s) and Regions you’re requesting money from
- DOJ is ALC **15040001**

## 12. Enter “Account ID”:

- A unique identifier for the Federal Agency’s ASAP accounts established during their enrollment
- Recommend leaving this blank to obtain all your accounts

## 13. Select “Continue”



### Step 1 of 4 (Continued) Retrieve Accounts

Enter one or more of the following

A screenshot of a web form titled "Step 1 of 4 (Continued) Retrieve Accounts". The form contains three input fields: "Recipient ID : 1153862" (with callout 10), "ALC / Region : --ALL--" (with callout 11), and "Account ID (or partial) : --ALL--" (with callout 12). A dropdown menu is open for the "Account ID" field, showing three options: "95880000", "9588000001", and "9588000002". A "Continue" button is visible below the form (with callout 13).

10	Recipient ID : 1153862
11	ALC / Region : --ALL--
12	Account ID (or partial) : --ALL--
13	Continue

# Review & Submit Request

(1 of 2)

14. Enter Amount(s) Requested

15. Verify the Total Amount Requested

16. Select “Continue”

14 Total Amount Requested \$ 3,009.00  
Total Amount Entered : \$ 3,009.00

Your criteria matched 12 account(s)  
3 accounts not shown because they are unavailable for payment or already selected

Recipient : ACME CORPORATION (1153862)  
Federal Agency : GULF COAST (95880000)  
Cash on Hand : \$ Subtotal : \$

Account ID	Account Status	Available Balance	Amount Requested	Remittance Data
<a href="#">RDCGR440004</a>	Open	\$1,002,007,700.00	\$	+
<a href="#">RDCGR440007</a>	Open	\$0.00	\$	+
<a href="#">RDCGR440009</a>	Open	\$2,000,000.00	\$	+

Recipient : ACME CORPORATION (1153862)  
Federal Agency : GULF COAST (95880000/01)  
Cash on Hand : \$ Subtotal : \$ 1,500.00

Account ID	Account Status	Available Balance	Amount Requested	Remittance Data
<a href="#">RDCGR440004</a>	Open	\$349,500.00	\$ 499.00	+
<a href="#">RDCGR440007</a>	Open	\$349,500.00	\$ 500.00	+
<a href="#">RDCGR440009</a>	Open	\$349,500.00	\$ 501.00	+

Recipient : ACME CORPORATION (1153862)  
Federal Agency : GULF COAST (95880000/02)  
Cash on Hand : \$ Subtotal : \$ 1,509.00

15

Account ID	Account Status	Available Balance	Amount Requested	Remittance Data
<a href="#">RDCGR440004</a>	Open	\$349,500.00	\$ 502.00	+
<a href="#">RDCGR440007</a>	Open	\$349,499.00	\$ 503.00	+
<a href="#">RDCGR440009</a>	Open	\$349,498.00	\$ 504.00	+

# Review & Submit Request

(2 of 2)

- 17. Review Payment Request
- 18. Select "Submit"

## Step 3 of 4 Review Payment Transactions

Payment Request Type : Summary  
 Payment Method : FEDWIRE  
 Bank Relationship : 02100  
 Requested Settlement Date : 03/03/2017  
 Requestor Reference Number :

Total Amount Requested : \$   
 Total Amount Entered : \$

Recipient : ACME CORPORATION (1153862)  
 Federal Agency : GULF COAST(95880000/01)

Cash on Hand : \$  Subtotal : \$ 1,500.00

Row #	Account ID	Account Status	Available Balance	Amount Requested	Remittance Data
<input checked="" type="checkbox"/>	<a href="#">RDCGR440004</a>	Open	\$349,500.00	\$ 499.00 <input type="text"/>	<input type="button" value="+"/>
<input checked="" type="checkbox"/>	<a href="#">RDCGR440007</a>	Open	\$349,500.00	\$ 500.00 <input type="text"/>	<input type="button" value="+"/>
<input checked="" type="checkbox"/>	<a href="#">RDCGR440009</a>	Open	\$349,500.00	\$ 501.00 <input type="text"/>	<input type="button" value="+"/>

Recipient : ACME CORPORATION (1153862)  
 Federal Agency : GULF COAST(95880000/02)

Cash on Hand : \$  Subtotal : \$ 1,509.00

Row #	Account ID	Account Status	Available Balance	Amount Requested	Remittance Data
<input checked="" type="checkbox"/>	<a href="#">RDCGR440004</a>	Open	\$349,500.00	\$ 502.00 <input type="text"/>	<input type="button" value="+"/>
<input checked="" type="checkbox"/>	<a href="#">RDCGR440007</a>	Open	\$349,499.00	\$ 503.00 <input type="text"/>	<input type="button" value="+"/>
<input checked="" type="checkbox"/>	<a href="#">RDCGR440009</a>	Open	\$349,498.00	\$ 504.00 <input type="text"/>	<input type="button" value="+"/>

# Payment Request Confirmed

19. This screen provides the user a visual confirmation
20. The Available Balance changes
21. Select “Printer Friendly” to obtain a copy which can be printed and/or saved

Step 4 of 4  
Payment Transaction Confirmation

Payment Request Sequence Number : 03-03-2017 30917793 00001

Payment Request Type : Summary  
Payment Method : FEDWIRE  
Bank Relationship : 02100  
Requested Settlement Date : 03/03/2017  
Requested Date and Time : 03/03/2017:13:00  
Requestor Reference Number :  
Total Items : 6

Total Amount Requested : \$3,009.00  
Total Amount Entered : \$3,009.00

Recipient : ACME CORPORATION (1153862)  
Federal Agency : GULF COAST(95880000/01)

Cash on Hand : Subtotal : \$1,500.00

Seq # / Item #	Account ID	Account Status	Available Balance	Amount Requested	Remittance Data	Payment Request Status
3	<a href="#">RDCGR440004</a>	Open	\$349,001.00	\$499.00		Sent to Funds
5	<a href="#">RDCGR440007</a>	Open	\$349,000.00	\$500.00		Sent to Funds
1	<a href="#">RDCGR440009</a>	Open	\$348,999.00	\$501.00		Sent to Funds

Recipient : ACME CORPORATION (1153862)  
Federal Agency : GULF COAST(95880000/02)

Cash on Hand : Subtotal : \$1,509.00

Seq # / Item #	Account ID	Account Status	Available Balance	Amount Requested	Remittance Data	Payment Request Status
4	<a href="#">RDCGR440004</a>	Open	\$348,998.00	\$502.00		Sent to Funds
6	<a href="#">RDCGR440007</a>	Open	\$348,996.00	\$503.00		Sent to Funds
2	<a href="#">RDCGR440009</a>	Open	\$348,994.00	\$504.00		Sent to Funds

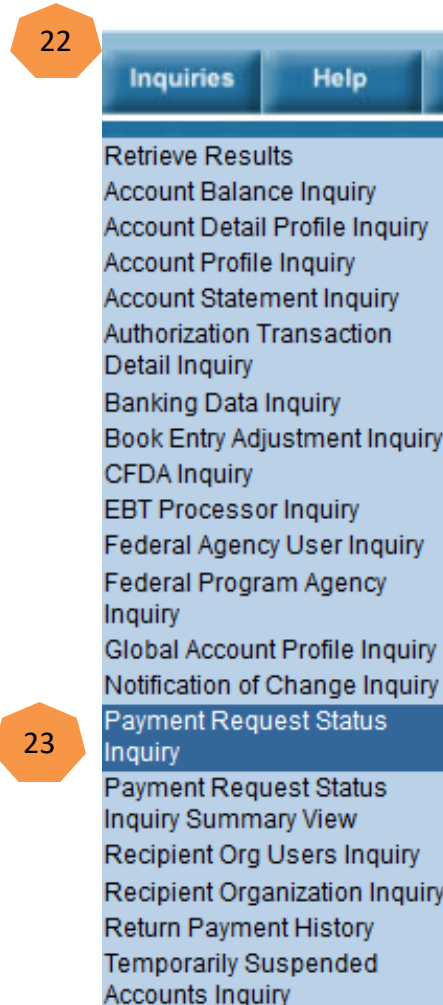
[Printer Friendly](#) [Help for this Step](#)



# Payment Request Inquiry

22. Mouse over the “Inquiries” tab

23. Select “Payment Request Status Inquiry”



# Enter Inquiry Criteria

24. Enter “ALC/Region”  
DOJ ALC 15040001
25. Enter “Requestor ID (i.e. Recipient ID)”
26. Enter “Payment Request Date”  
(From & Through Dates)
27. Select “Format”
28. Select “Continue”

The screenshot shows a web application interface for a "Payment Request Status Inquiry". At the top, there is a navigation menu with buttons for Home, Enrollments, Payment Requests, Agency Functions, Reports, Inquiries, Help, and Log Off. Below the menu, the page title "Payment Request Status Inquiry" is displayed, along with "Step 1 of 2".

The main form area is titled "Enter the following :". It contains several input fields and buttons:

- Field 24: "ALC/Region : [input] / [input] [Find]"
- Field 25: "Requestor ID : [input] [Find]"
- Field 26: "Account ID : [input]"
- Field 26: "Requestor Reference Number : [input]"
- Field 26: "Payment Request Status : -- None -- [dropdown]"
- Field 26: "\* Payment Request Date : From : [input] / [input] / [input] [calendar] Through : [input] / [input] / [input] [calendar]"
- Field 27: "\* Format : --Select-- [dropdown]"

At the bottom of the form, there are two buttons: "Continue" (labeled 28) and "Help for this Step".

\*Asterisk denotes required field.

# Retrieve Inquiry Results

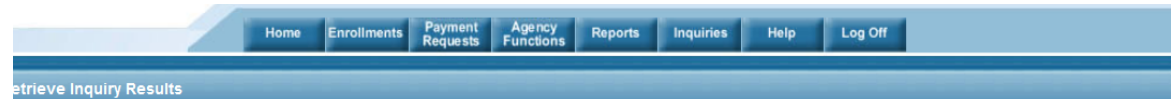
29. Mouse over the "Inquiries" tab

30. Select "Retrieve Results"

The screenshot shows a web application interface with a navigation bar at the top containing tabs: Home, Enrollments, Payment Requests, Agency Functions, Inquiries, Help, and Log Off. The 'Inquiries' tab is highlighted with an orange callout '29'. A dropdown menu is open from the 'Inquiries' tab, listing various inquiry options. The first option, 'Retrieve Results', is highlighted with an orange callout '30'. Below the navigation bar, the text 'Step 2 of 2 Inquiry Confirmation' is visible. A message box contains the text: 'Your inquiry has been submitted for processing. You can retrieve your inquiry by selecting "Retrieve Results" option. If your inquiry is large it may not be immediately available.' To the right of this message, another message box contains the text: 'You are advised that if your inquiry is large it may not be immediately available.'

# View Inquiry Results

31. Select the link in the “Inquiry Name” column to open, view, print, and/or save an inquiry



Delete	Inquiry Name	Other Formats	Pages*	Size (KB)*	Date	Status	Not Available After
	<a href="#">Payment Request Status Inquiry - (PDF)</a>	<a href="#">HTML</a> <a href="#">CSV</a>	2	10.10	07/14/2016 14:45:23	Completed	7 Days

31

Help for this Step

# Payment Settles

## Payment Requests:

- |  |                                      |
|--|--------------------------------------|
| – ACH Payments   5 PM same day settlement          | 8 AM – 02:30 PM Eastern   M – Friday |
| – Fedwire Payments   Immediate same day settlement | 8 AM – 05:45 PM Eastern   M – Friday |
| – ACH Payments   8 AM next business day settlement | 8 AM – 11:59 PM Eastern   M – Friday |

## Reports:

- |                                |                                      |
|--------------------------------|--------------------------------------|
| – End-of Day Reports via Batch | 10 PM Eastern   M – Friday           |
| – Online Reports               | 8 AM – 11:59 PM Eastern   M – Friday |

# Contact Information

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# Q&A

## **Primary Contact**

ASAP Help Desk

[asaphelpdesk@fiscal.treasury.gov](mailto:asaphelpdesk@fiscal.treasury.gov)

855.868.0151 (option 2, option 3)

7:30 – 6:00 PM ET (weekdays)