



BUREAU OF THE
Fiscal Service
U.S. DEPARTMENT OF THE TREASURY

Requesting Payments on the Automated Standard Application for Payments (ASAP.gov)

February 26th, 2025

Presented by Drew Hicks

How to Make Payment Requests Agenda

- ✓ Quick Overview of ASAP.gov 10 minutes
- ❖ Review Recipient Users and Roles 10 minutes
- ❖ Payment Request Steps 10 minutes
- ❖ Live Demo of Payment Request 10 minutes
- ❖ How to Run Reports 10 minutes
- ❖ New Login Process Overview 10 minutes
- ❖ Q&A ~TBD

Presentation available here: <https://fiscal.treasury.gov/files/asap/asap.gov-how-to-make-payment-requests.pdf>

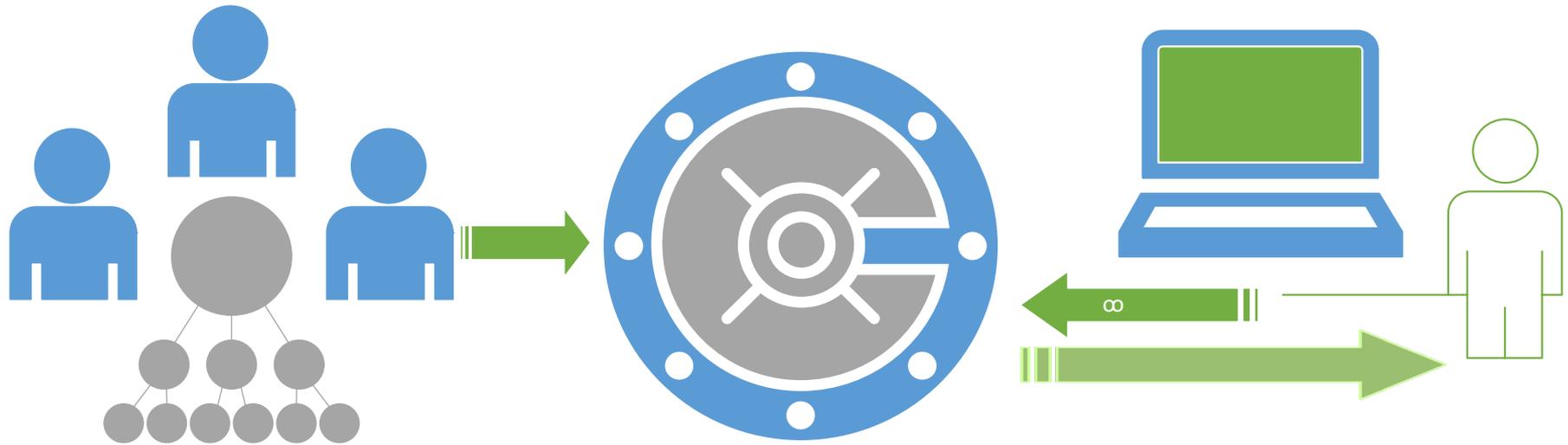
Questions during the Presentation

- Please submit your questions in the Q&A as needed.
 - Please **do NOT** include any P.I.I. (Personally identifiable information) in your question as the chat is not private.
- Need special login assistance?
 - Please send an email to ASAPHelpDesk@fiscal.treasury.gov
 - Please be sure to place “Attending webinar” and your Recipient ID (or UEI) in subject line.

Q&A

Authorizations and Payments

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.



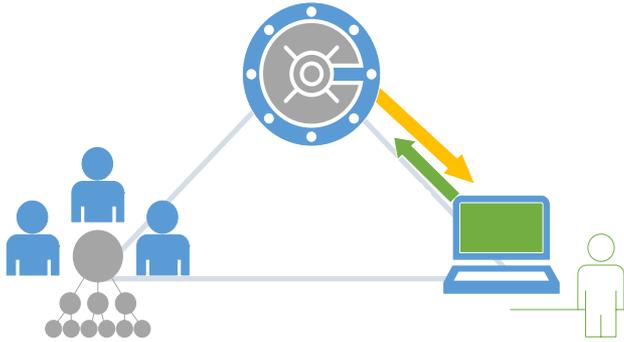
Federal Agency
acts as the 'grantor' by depositing funds in the ASAP Account.

ASAP Account
where federal agencies authorize funds for the recipient to draw down.

Recipient Organization
acting as a 'grantee' withdraws funds by logging into ASAP.gov.

Payment Request Process Overview

PAYMENT USE CASE



- A. Recipient logs into ASAP.gov and initiates a payment request via the following payment methods:
 - Immediate Fedwire.
 - Same Day ACH.
 - Next Business Day ACH.
- B. Agency reviews payment request (optional step).
 - The request will remain “pending” until approved or rejected by the Agency.
- C. ASAP sends money to your bank to be deposited.

ASAP.gov

Maintain Control

Agency funds remain within Treasury control until paid.

Minimize Returns

Agency can simply reduce the available balance.

Save Time

Recipients request payments from ASAP accounts.

Automated Controls

ASAP stops invalid payment requests.

Review Requests

Agencies can review these requests before being paid.

As Soon As Possible

Immediate, same day and next day payment options.

Minimize Checks

Recipients can return payments online.

Save Money

No costs for federal agency and recipient organization users.

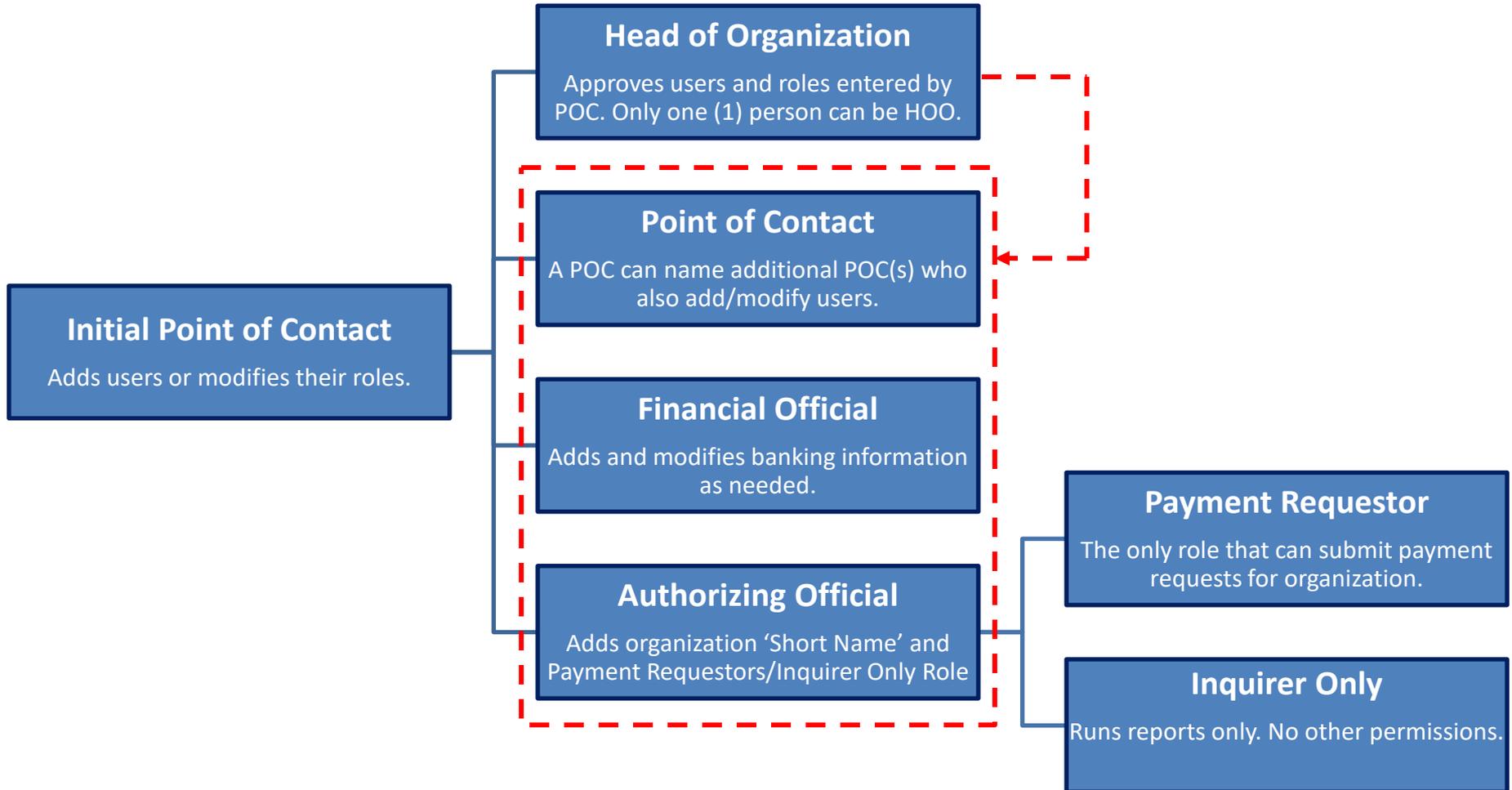
ASAP.GOV

Corporation For National & Community Service
DC Courts
Denali Commission
Department Of Homeland Security
Department Of Agriculture
Department Of Commerce
Department Of Defense
Department Of Energy
Department Of Health And Human Services
Department Of Justice
Department Of State
Department Of The Interior
Department Of The Treasury
Department Of Transportation
Environmental Protection Agency
Federal Emergency Management Agency
General Services Administration
Gulf Coast Ecosystem
Library Of Congress
Naval Sea Systems Command
Nuclear Regulatory Commission
Office Of Personnel Management
Social Security Administration
U.S. Postal Service

- ✓ 68 Federal Agencies
- ✓ 26,196 Recipients
- ✓ 631,369 Payments
- ✓ \$725 Billion Dollars

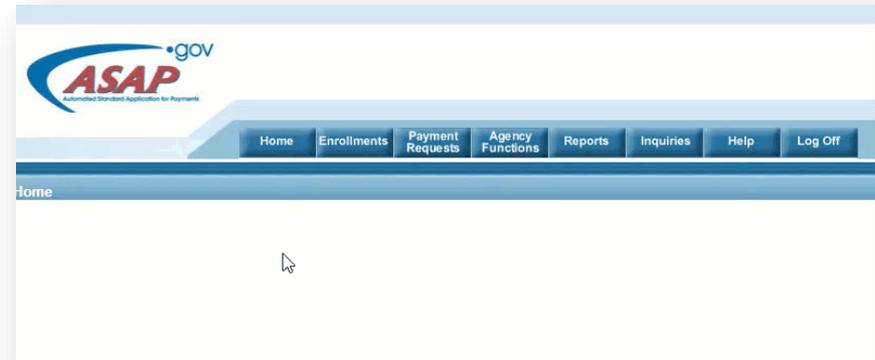
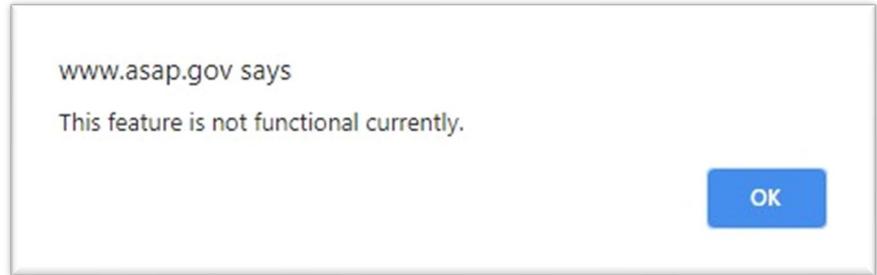
Fiscal Year 2024

User Roles & Description



TIP | Menu Bar Error Message

- If you see this message:
 - Instead of clicking on the menu bar, please let your mouse hover over the menu options.
- The options that appear under each menu bar are determined by your roles.
 - For example, only a user with the Payment Requestor role will have access to the Payment Requests menu.



Step 1 of 5 | Initiate Payment Request

1. From the ASAP.gov home page, hover your mouse over the Payment Request menu button.
2. Click on “Initiate Payment Request (PR)” from the drop-down menu.



Step 2 of 5 | Set Payment Preferences

1. **For Select a Bank Relationship** - Select one of your existing bank accounts.

2. **For Payment Request Type** - Select “Individual.”

Note: Choose Summary payments if you want to consolidate draws from several ASAP Accounts into one deposit to the bank account. A Summary payment requires all draws to use the same Payment Method, banking relationship, and settlement date.

3. **For Payment Method** -

- Select ACH for either same day or next business day payment.
NOTE: For a Same Day ACH payment, payment request must be submitted **no later than 4:30 p.m. (EST) Monday-Friday**. Additionally, Same Day ACH payments are limited to \$1,000,000 or less per account.
- Select Fedwire (if applicable) for immediate payment.
NOTE: For Fedwire payments, payment request must be submitted **no later than 5:45 p.m. (EST) Monday-Friday**. There may be fees associated with Fedwire payments, so we recommend checking with your financial institution prior to selecting this payment type.

4. **For Requested Settlement Date** - Enter the date which you would like to have funds to settle in your bank account.

5. **Click Continue** to proceed to the next step.

Step 1 of 4
Retrieve Accounts

Select a Bank Relationship : ▼

Or

Select a Template : ▼

* Payment Request Type : ▼

* Payment Method : ▼

* Requested Settlement Date : / /

Requestor Reference Number :

Same Day ACH Guidelines

- The dollar limit on Same Day ACH is \$1M per entry.
- The limit applies to individual transactions; i.e., a single Same-Day ACH transaction can not be for more than \$1M.
- Entries submitted in a same-day processing window that are over \$1M will not be rejected by the ACH Operator but will be processed for next-day settlement in the next available processing window.

Note: You cannot submit a Same Day ACH request for either an individual or summary payment that exceeds \$1M.

Here's the Link to the Same Day ACH guidelines via NACHA:

https://www.nacha.org/sites/default/files/2022-03/Same_Day_ACH_Guidance_%241M.pdf

Step 3 of 5 | Retrieve Accounts

To retrieve all OPEN ASAP Accounts:

1. Leave ALC/Region to the default “ALL”
2. Leave Account ID **blank**.
3. Click Continue.

Step 1 of 4 (Continued)
Retrieve Accounts

Recipient ID :

ALC / Region : --ALL--

Account ID (or partial) :

TIP | No Accounts Found Error Message

Why do I see Error 839: No accounts found matching criteria?

- Your organization hasn't completed its enrollment.
- Banking information isn't active yet.



Run the Recipient Enrollment Status Inquiry under the "Inquires" menu to confirm those are complete.

-
- Agency hasn't created the ASAP Account.
 - The Begin Date is in the future
 - The ASAP Account is either "Suspended" or "Closed."



Run the Account Profile Inquiry under the "Inquires" menu and verify the Account Status is "Open" and Begin Date has arrived.

Step 1 of 4 (Continued)
Retrieve Accounts

ERROR 839: No accounts found matching criteria.

Enter one or more of the following

Recipient ID :
ALC / Region :
Account ID (or partial) :

Continue Help for this Step

Step 4 of 5 | Enter Payment Details

1. Enter an amount in the 'Amount Requested' field.

- Ensure Account Status is open, and funds requested do not exceed available balance.
- Note: The requestor reference number is an optional field used to uniquely identify a payment requestor in the payment request.

Recipient :]

Federal Agency

Cash on Hand : \$ Total : \$ 1,000.00

Account ID	Account Status	Requestor Reference Number	Available Balance	Amount Requested	Remittance Data
	Open	<input type="text"/>	\$0.00	\$ <input type="text"/>	<input type="button" value="+"/>
	Liquidated	<input type="text"/>	\$1,010.00	\$ <input type="text"/>	<input type="button" value="+"/>
	Open	<input type="text"/>	\$0.00	\$ <input type="text"/>	<input type="button" value="+"/>
	Open	<input type="text"/>	\$989,289.94	\$ 1,000.00	<input type="button" value="+"/>



Step 5 of 5 | Review Payment Details

1. **Review your payment request.** If necessary, correct the amount requested. Then click submit.

Step 3 of 4
Review Payment Transactions

Payment Request Type : Individual
Payment Method : ACH
Bank Relationship
Requested Settlement Date : 12/21/2022

Recipient : _____
Federal Agency : _____
Cash on Hand : \$ _____ Total : \$ 1,000.00

Row #	Account ID	Account Status	Requestor Reference Number	Available Balance	Amount Requested	Remittance Data
1	LEMON LLC	Open		\$989,289.94	\$ 1,000.00	+

[Submit](#) [Add More Accounts](#) [Sort](#) [Cancel](#) [Help for this Step](#)

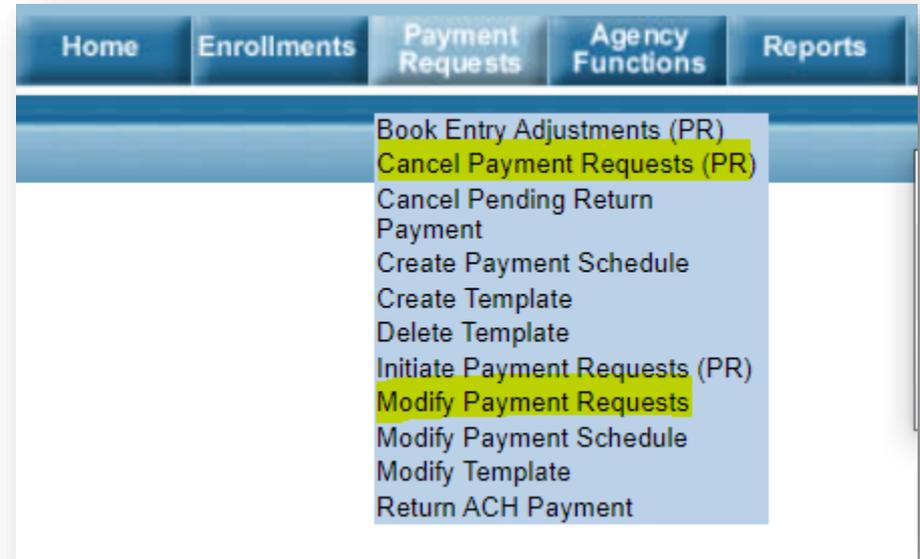
Demo | Payment Requests

1. Log into ASAP.gov
2. Select [**Initiate Payment Request**]
3. Select Bank Account for This Deposit
4. Select Payment Request Type
5. Select Payment Method
6. Request a Settlement Date
7. Click [**Continue**] Twice
8. Enter Payment Amounts
9. Click [**Continue**] to Review
10. Click [**Submit**]

How to Modify or Cancel a Payment Request

Payment Requests > Modify/Cancel

- Payment Requests can be modified or deleted after being submitted so long as the payment request is still 'Pending.'
- If the Payment Request has already been submitted for processing, any changes will need to be made via the Return ACH Payment option.

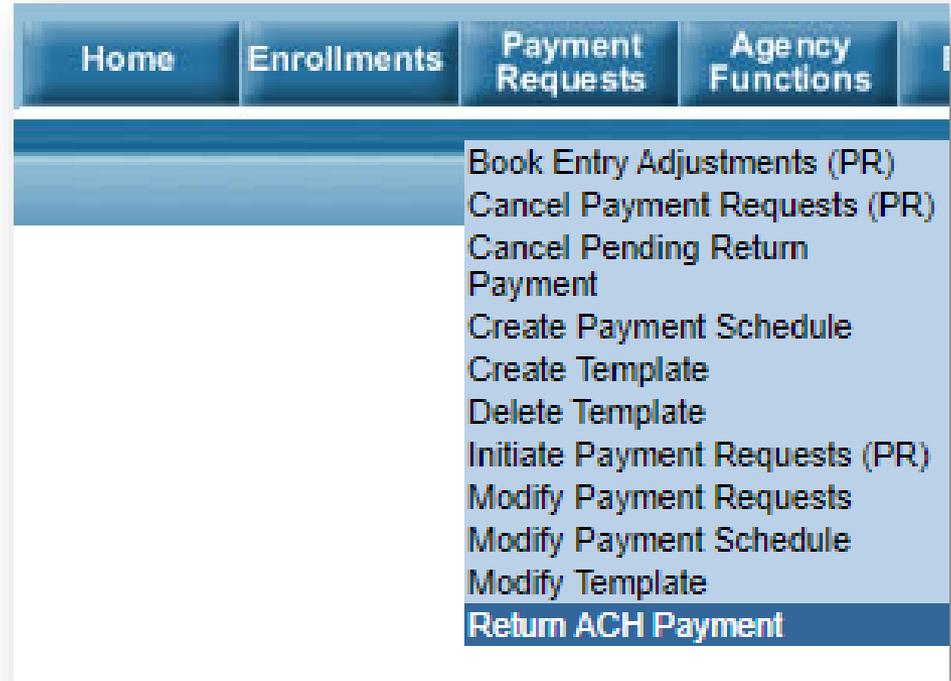


Return ACH Payment Process

1. Mouse over Payment Request Tab.
2. Select Return ACH Payment.

Before using this function, please verify that your organization allows automated debits against your bank account.

Note: Only a Payment Requester can complete this task.



Step 1 of 4 | Return ACH Payment

1. Enter a date range into the Payment Settlement Date fields.
2. Enter the amount into the Payment Amount fields.
3. Click Continue.

Note: You can return funds that were paid more than 180 days ago.

Step 1 of 4
Retrieve Payment Information

In returning this payment, you will be originating a debit against the bank account to which the original payment was sent. Prior to initiating an ACH Return, you must ensure that your organization allows debits to this bank account and that the appropriate funds are available.

Enter the following:

*Payment Settlement Date:	From:	<input type="text" value="01"/> /	<input type="text" value="03"/> /	<input type="text" value="2022"/>	Through:	<input type="text" value="04"/> /	<input type="text" value="18"/> /	<input type="text" value="2022"/>
*Payment Amount:	From:	<input type="text" value="1.00"/>	To:	<input type="text" value="1,000,000.00"/>				

Enter one or more of the following (optional):

Recipient ID:	<input type="text"/>	<input type="button" value="Find"/>
Agency Location Code/Region:	<input type="text"/>	<input type="button" value="Find"/>
Account ID:	<input type="text"/>	
Requestor Reference Number:	<input type="text"/>	

*Asterisk denotes required field.

Step 1 of 4 (continued) | Return ACH Payment

1. ASAP will display payments based on the criteria you entered in the previous step.
2. Select the payment you want to return.
3. Click Continue.

Step 1 of 4 (continued)
Select Payment

A return payment has already been initiated for one or more of the payments found based on your search criteria. Only one return payment is allowed per original payment drawn from ASAP.

Select one of the following:

	Payment Amount	Settlement Date	Requestor Reference Number	Payment Type	View Banking Data
<input type="radio"/>	\$500.00	03/09/2022		Individual	
<input type="radio"/>	\$6,000.00	02/24/2022		Individual	
<input type="radio"/>	\$500.00	02/22/2022		Individual	
<input type="radio"/>	\$5,000.00	01/27/2022		Individual	
<input checked="" type="radio"/>	\$1,000.00	01/07/2022		Individual	

Step 2 of 4 | Return ACH Payment

1. Enter the full or partial amount you want to return.
2. Select the Return Reason.
3. Enter the Return Reference Number (e.g., the ACH Trace Number from the Payment Request Status Inquiry).
4. Click Continue.

Step 2 of 4
Enter Return Payment Amount

Enter the following :

Recipient Organization : [REDACTED]

Agency Location Code/Region : [REDACTED]

Account ID	Account Status	Payment Amount	* Return Amount	* Return Reason	* Return Reference Number	View Banking Data
[REDACTED]	Open	\$1,000.00	<input type="text"/>	<ul style="list-style-type: none">--Select----Select--OtherDuplicate Payment RequestedIncorrect ASAP Account UsedIncorrect Amount DrawnAudit Disallowances	<input type="text"/>	

*Asterisk denotes required field.

Payment Request Status Inquiry



Payment Request Status Inquiry

Date: 05/24/2023
Time: 9:21 AM

ALC/Region:	Agency Short Name:	Recipient ID:	Recipient Short Name:
Account ID:	Request Ref Number:	From Date:	To Date:
Payment Request Status:			

Inquiry Results:

User ID of Request Initiator: T Petty
Actual Settlement Date: 11/15/2022

Payment Request Status: Sent and acknowledged

Agency Location Code/Region: 17008712	Agency Short Name: NAVY TEST	Current Available Balance: \$989,289.94
Recipient Organization ID: 2923419	Recipient Short Name: Lemon LLC	Request Date & Time: 11/15/2022 11:15:028
.....umber: 1	ACH Trace Number: 51736820000001	ASAP Sequence Number: 11/15/2022 T Petty 000001 000001
.....2: 11/15/2022	ACH Cycle Number: A	Funds IMAD:
DFI ABA Number: [REDACTED]	DFI Short Name: COMERICA SCO VLY	Bank Account Number: [REDACTED]
Further Credit ABA: 000000000	Further Credit Short Name: Not Found	Date/Time Sent for Review:
Agency Action:	User ID of Agency Reviewer:	Date/Time of Agency Action:

Agency Account ID	Requestor Reference Number	Payment Request Status	Requested Amount	Remittance Code	Remittance Amount
LEMON LLC		Sent and acknowledged	\$100.00		

Step 3 of 4 | Return ACH Payment

1. Review the Return Payment Amount.
2. Review the Return Reason.
3. Review the Return Reference Number.
4. Click Submit.

Step 3 of 4
Review Return Payment Amount

Enter the following :

Recipient Organization : [REDACTED]

Agency Location Code/Region : [REDACTED]

Account ID	Account Status	Payment Amount	* Return Amount	* Return Reason	* Return Reference Number	View Banking Data
[REDACTED]	Open	\$1,000.00	<input type="text" value="1,000.00"/>	Incorrect Amount Drawn	<input type="text" value="Test"/>	

*Asterisk denotes required field.

Step 3 of 4 (continued) | Return ACH Payment

1. Enter your First Name.
2. Enter your Last Name.
3. Enter your Job Title without numbers, characters and spaces.
4. Click I Agree.

Step 3 of 4 continued
ACH Debit Agreement

ACH Debit Transaction Information	
Bank ABA Number :	
Bank Account Number :	
Debit Amount :	\$1,000.00
Requested Settlement Date :	04/19/2022

By entering your name and title below and clicking "I Agree", you are authorizing the U.S. Department of the Treasury, Financial Management Service (Treasury) to originate an Automated Clearing House (ACH) debit to your organization's Financial Institution account identified above in the specified amount for credit to Treasury's account. Such authorization is limited to this debit transaction for the amount specified. By clicking "I Agree" you acknowledge this transaction is governed by Treasury regulations governing participation in the ACH Network, and that you are authorized to bind your organization, or the entity whom you are representing, to the terms of this authorization and do so.

* First Name : * Last Name :
* Job Title :

*Asterisk denotes required field.

Step 4 of 4 | Return ACH Payment

1. Review the Confirmation.
2. Click Printer Friendly to obtain PDF of the confirmation.

Step 4 of 4
Return Payment Initiation Confirmation

Confirmation Number : 2022-04-18 09972982 2

ACH Debit Transaction Information	
Bank ABA Number :	0000123456789
Bank Account Number :	0000123456789
Debit Amount :	\$1,000.00
Return Reason :	Incorrect Amount Drawn
Return Reference Number :	Test
Return Request Date :	04/18/2022
Requested Settlement Date :	04/19/2022
Availability Date :	04/21/2022

Recipient Organization : 0000123456789	
Agency Location Code/Region : 0000123456789	
Account ID	Return Amount
0000123456789	\$1,000.00

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

How a POC Adds Officials -

Enrollments > Add Officials

The screenshot shows a navigation menu with the following items:

- Home
- Enrollments
- Payment Requests
- Agency Functions
- Reports
- Inquiries

The 'Enrollments' menu is expanded, showing a list of options:

- Add Banking Information
- Add Officials
- Add Users and Roles
- Create SF-425
- Modify My Information
- Modify Recipient Organization Information
- Modify/Delete Banking Data
- Modify/Delete Officials
- Modify/Delete Users and Roles
- Replace Head Of Organization

The 'Add Officials' option is highlighted. Below the menu, the text 'Enrolled Organization' is visible.

List of Officials
Point of Contact
Head of Organization
Financial Official
Authorizing Official

How an AO Adds Users and Roles -

Enrollments > Add Users and Roles



The screenshot shows a navigation menu with the following items: Home, Enrollments, Payment Requests, Agency Functions, Reports, and Inquiries. The 'Enrollments' menu is expanded, showing a list of options: Add Banking Information, Add Officials, Add Users and Roles (highlighted), Create SF-425, Modify My Information, Modify Recipient Organization Information, Modify/Delete Banking Data, Modify/Delete Officials, Modify/Delete Users and Roles, and Replace Head Of Organization. A sub-menu for 'Enrolled Organization' is also visible.



The screenshot shows a 'List of Users' page with two rows of user roles: 'Payment Requestor' (highlighted in yellow) and 'Inquirer Only'.

Top 10 Inquires/Reports

Name	Purpose
1. Recipient Organization Inquiry	Obtain your Recipient ID
2. <u>Recipient Enrollment Status Inquiry</u>	Obtain your enrollment status
3. Federal Agency User Inquiry	Obtain your ALC/Region
4. Authorization Transaction Detail Inquiry	Recent history of agency authorizations
5. Payment Request Status Inquiry	Recent history of your payment requests
6. Account Balance Inquiry	Obtain list of your accounts
7. Account Profile Inquiry	Obtain your account settings
8. Account Statement Inquiry	Recent history of account transactions
9. Account Settlement Report	Complete history of account transactions
10. Accounts with End Dates Report	Obtain list of account's end dates

Account Balance Inquiry

SENSITIVE BUT UNCLASSIFIED



Account Balance Inquiry

Date: 12/21/2022
Time: 10:54 AM

ALC/Region: Agency Short Name: Account ID: As of Date:
Recipient ID: Requestor ID: Account Status: N/A
N/A N/A

Inquiry Results:

Recipient ID	Short Name	Account ID	Cumulative Authorizations	Cumulative Draws/RP/BE	Current Available Balance
Lemon LLC	ACCOUNTTEST-04292022		\$0.00	\$0.00	\$0.00
Lemon LLC	ACCOUNTTEST-12202021		\$2,000.00	-\$990.00	\$1,010.00
Lemon LLC	ACCTTEST-04292022		\$0.00	\$0.00	\$0.00
Lemon LLC	LEMON LLC		\$1,000,000.00	-\$11,710.06	\$988,289.94
Totals:			\$1,002,000.00	-\$12,700.06	\$989,299.94

1 of 1

SENSITIVE BUT UNCLASSIFIED

Account Profile Inquiry



Account Profile Inquiry

Date: 12/21/2022
Time: 10:57 AM

ALC/Region: Agency Short Name: Account ID:
Recipient ID: Recipient Short Name: LEMON LLC

Inquiry Results:

ACCOUNT DETAILS
Requestor ID
Account ID : LEMON LLC
Account Description : LEMON LLC TEST
1031/LOC Account : No
Account Type : Regular Account
Group ID :
Control Account : No
Account Status
Indicator : Open
Available Balance : \$988,289.94
Create Date : 01/07/2022
Begin Date : 01/01/2020
Performance Period
End Date : 12/31/2022
End Date : 01/29/2023
TAS Distribution
Method : Percentage by Account
Allow Book Entry
Adjustment : Yes
Allow Warehoused
Payments : Yes
CMIA Indicator : No

CUMULATIVE AUTHORIZATIONS
Cumulative Authorized
Amount : \$1,000,000.00
Cumulative Authorized
Amount Reset Period :
Annual Reset Month :

GRANT DETAILS
Grant : Yes
Federal Award
Identification Number
(FAIN) :
CFDA Number :
Total Estimated Grant
Amount : \$0.00

AGENCY PAYMENT REVIEW
Agency Review : Yes
Threshold Amount : \$2,500.00
Reason for Review : I WANT TO REVIEW OVER \$2500

DRAW AMOUNTS
Max Total Draw Amount :
Max Daily Draw Amount :
Max Monthly Draw Amount :
Max Quarterly Draw Amount : \$10,000.00

AUTOMATED AUTHORIZATION RENEWALS
Authorized Renewal
Amount : \$0.00
Certified Date :
Renewal Frequency :
Pending Renewal
Frequency :
Pending Automated
Renewal Amount : \$0.00
Rollover Reset Quarter :
Default Action : Hold

New Login Process

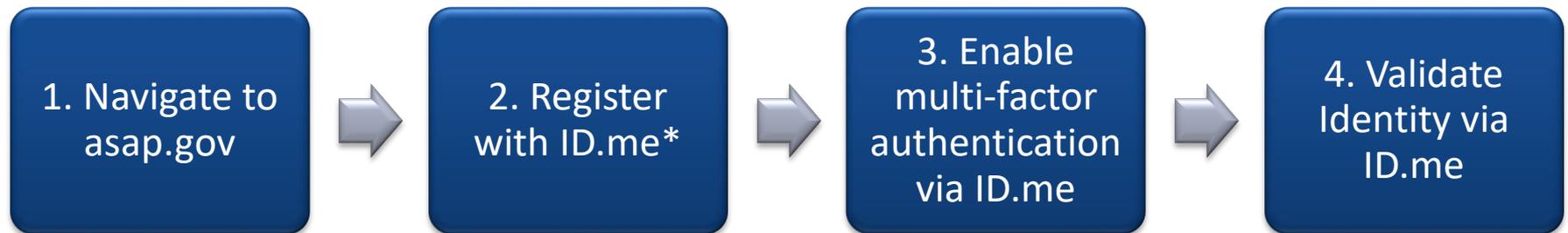
- Recipient organization users are now required to register, enable multi-factor authentication (MFA), and validate their identity with **ID.me** to support Presidential, OMB and Treasury requirements.
- Recipient organization users will not be able to log into ASAP.gov until they add MFA to their logins.

Note: User IDs and Passwords are no longer accepted.

Sign in with  PIV / CAC

Sign in with **ID.me**

New Login Process for Recipients



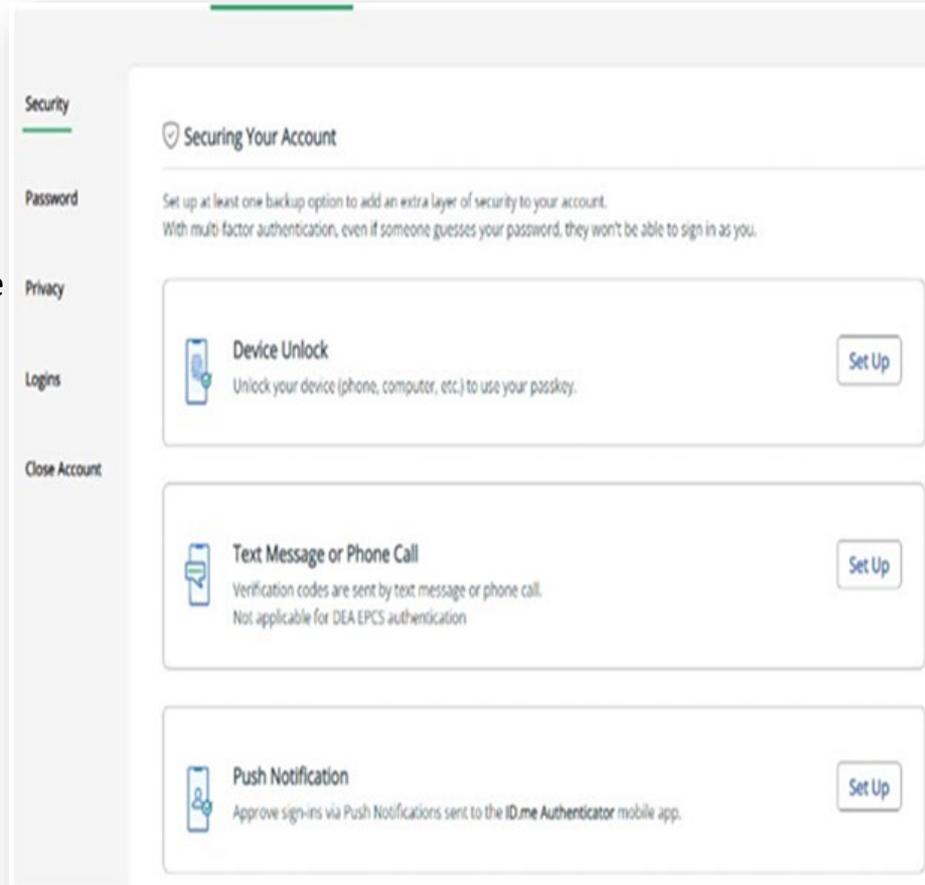
*If you have an existing ID.me account, you will first need to login to your account and update your primary email address to match your ASAP.gov email.

ASAP Multi-factor Authentication (MFA) – ID.me

- If you already have an ID.me account:
 1. Login to ID.me using your email and password.
 2. Under Profile > Email, add your ASAP email address as a secondary email.
 3. Once verified, you will need to make this email the primary email in your ID.me account. Detailed instructions are located here: <https://help.id.me/hc/en-us/articles/360011500573-Changing-your-account-email-address#change-your-primary-email-address>

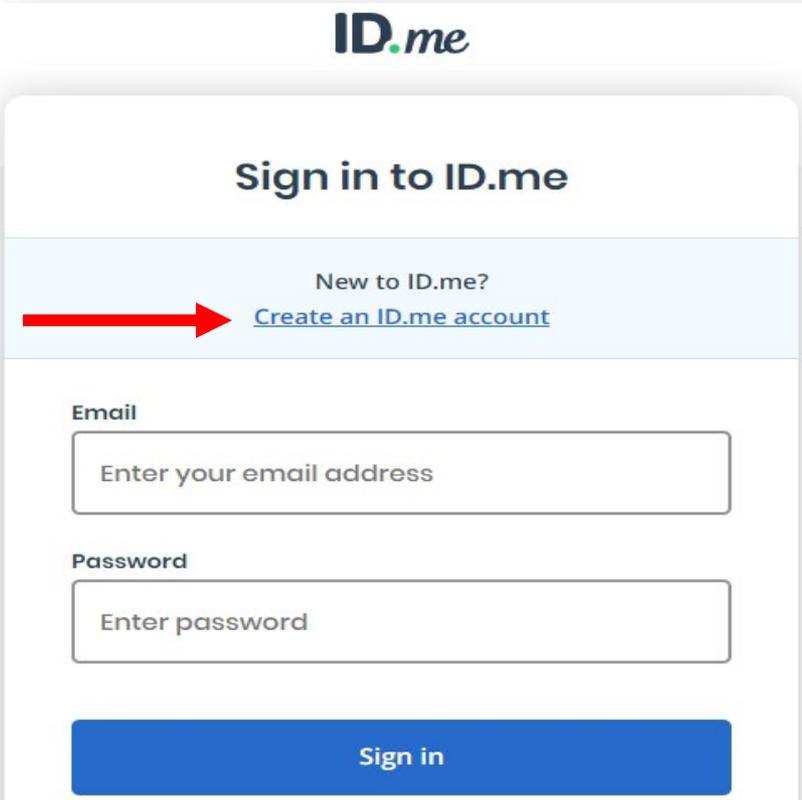
To add MFA to your login:

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.



ASAP Multi-factor Authentication (MFA) – ID.me

- If you do not already have an ID.me account:
 1. From the ID.me webpage, click on 'Sign In' and then 'Create an ID.me account.'
 2. Enter the email associated with your ASAP account, a password, then select "Create account."
 3. Follow all the steps in ID.me to create your account and validate your identity.
 - This includes setting up multifactor authentication and uploading identity documents as well as taking a selfie to verify your identity.



ID.me

Sign in to ID.me

New to ID.me?
[Create an ID.me account](#)

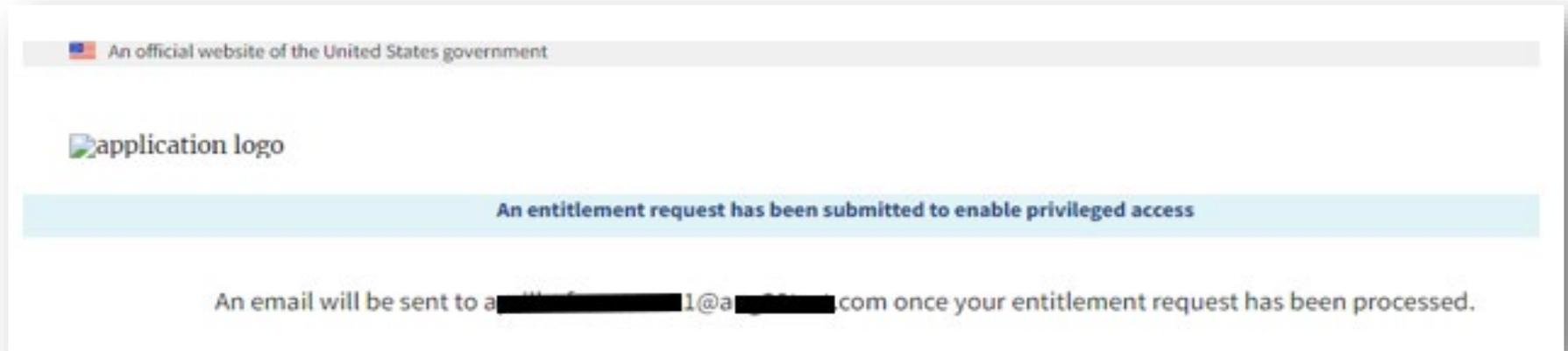
Email
Enter your email address

Password
Enter password

Sign in

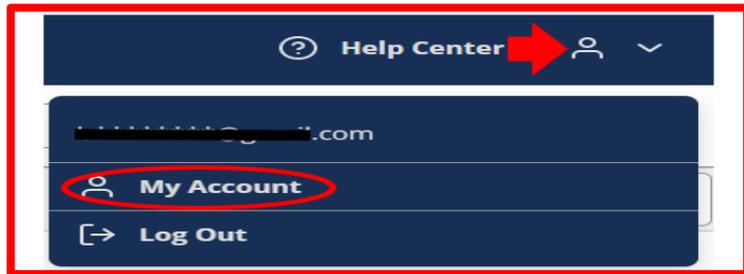
ASAP Multi-factor Authentication (MFA) – ID.me

- The final step is to validate your identity. Follow the ID.me instructions and make sure all information is accurate and complete. If you have any issues, select “Help Center” at the top right of your ID.me account.
- Once you have successfully registered, enabled multi-factor authentication, and validated the 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.

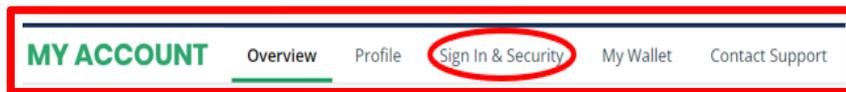


How to Change your ID.me Password

- Sign into your ID.me account using your current MFA method.
- Navigate to “My Account” at the top right of your ID.me page.



- Select “Sign In and Security.”



- Select “Password.”

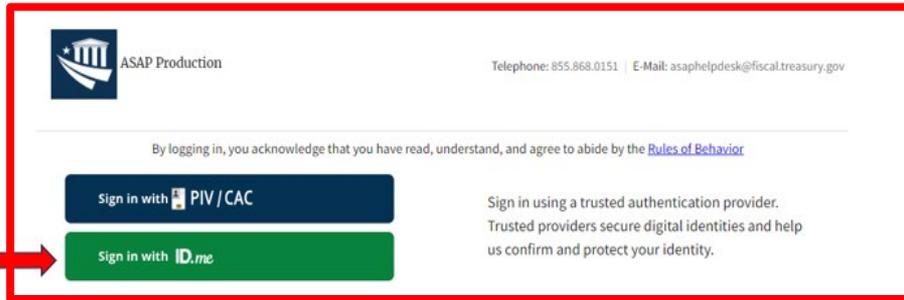


- Enter your current password. Enter your new password (twice).
- Select “Save.”

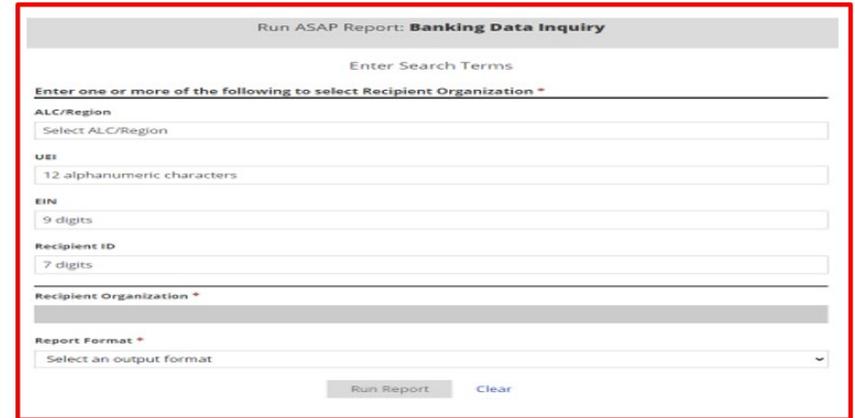
For additional information on changing your ID.me password, please see ID.me’s help page at: <https://help.id.me/hc/en-us/articles/202087724-How-to-reset-your-ID-me-password>

How to Review Existing Banking Info and Banking Changes

- To view your organization’s Banking data, please follow the steps below:
- Log into ASAP.gov via ID.me.
- The inquiry search page will then populate. Enter your search information here and click on “Run Report:



- Navigate to “Inquiries” and select “Banking Data Inquiry” from the available drop-down.



How to Review Existing Banking Info and Banking Changes, cont.

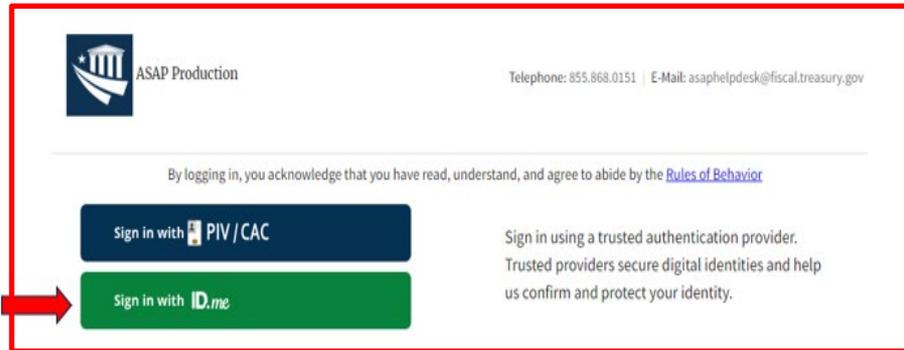
- The banking data for your Recipient Organization will then be displayed (example below):

The screenshot shows the 'Banking Data Inquiry' page on the ASAP.gov website. At the top left is the ASAP.gov logo with the tagline 'Automated Standard Application for Payments'. The page title is 'Banking Data Inquiry'. Below the header, there are four fields: 'Recipient ID:', 'Recipient Name:', 'UEI:', and 'EIN:'. Each field contains a redacted value. Underneath is the 'Inquiry Results:' section, which contains a table of banking information. The table has a dark blue header row with columns for 'ABA/RTN:' and 'Account #:'. Below the header, there are several rows of data, including 'Active for:', 'Account Title:', 'Account Type:', 'Payment Method:', 'Further Credit ABA:', 'Financial Institution Official Name:', 'Financial Institution Official Email:', 'Financial Institution Official Telephone Number:', and 'Notification of Change Received from Financial Institution:'. Most of these fields contain redacted information, except for 'Account Title:' which is 'ACH ACCOUNT', 'Account Type:' which is 'Checking', 'Payment Method:' which is 'ACH/FEDWIRE', and 'Further Credit ABA:' and 'Notification of Change Received from Financial Institution:' which are both 'N/A'.

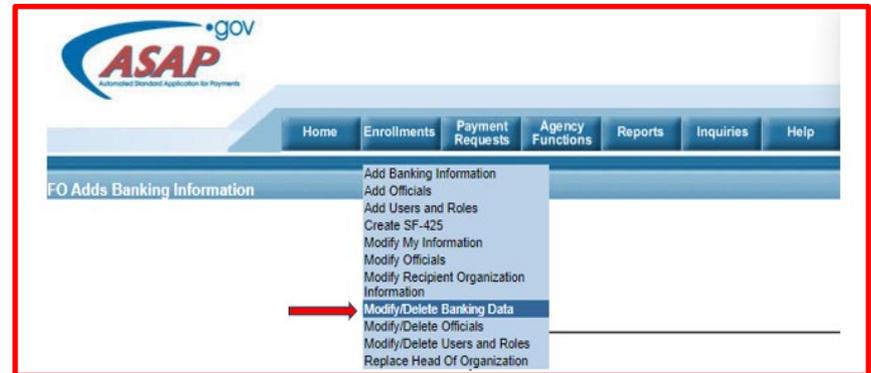
ABA/RTN:		Account #:	
Active for:			
Account Title:	Account Type:	Payment Method:	Further Credit ABA:
ACH ACCOUNT	Checking	ACH/FEDWIRE	N/A
Financial Institution Official Name:	Financial Institution Official Email:	Financial Institution Official Telephone Number:	Notification of Change Received from Financial Institution:
			N/A

How to Delete Invalid Banking Data

- **Only Financial Officials (FO) can make changes to your organization's banking data.** To make those changes, such as deleting invalid banking data, making changes to existing banking data, etc., please follow the steps below:
- Log into ASAP.gov via ID.me.



- Navigate to “Enrollments” and select “Modify/Delete Banking Data” from the available drop-down.



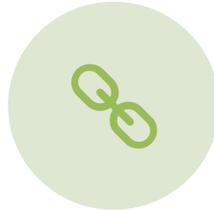
- The Banking Data page will then populate. *Proceed through the steps of modifying/deleting banking data.*

Additional Tips to Assist in Preventing Fraud

Misspellings and Unknown links



PAY ATTENTION TO NOTIFICATIONS, EMAILS, ETC. THAT CONTAIN MISSPELLED WORDS AND/OR HAVE GRAMMATICAL ERRORS. THIS IS A RED FLAG THAT THE ENTITY CONTACTING YOU IS A FRAUDSTER.



DO NOT CLICK ON ANY LINKS FROM AN UNVERIFIED SOURCE. IF YOU ARE UNCERTAIN WHETHER THE COMMUNICATION YOU RECEIVED DID, IN FACT, COME FROM ASAP.GOV OR ID.ME, PLEASE CONTACT THOSE TWO BUSINESSES TO VERIFY THE VALIDITY OF THE SOURCE AND THE INFORMATION CONTAINED WITHIN.

3rd party / Social Media logins

ID.me offers a 3rd party and/or social media login as a part of its login process. As a security best practice, we recommend that you **do not** select this option. Utilizing this feature opens your account to another line of potential scammers.

Helpful Links

- ID.me Help Center:

<https://help.id.me/hc/en-us>

- ASAP.gov FAQs for ID.me:

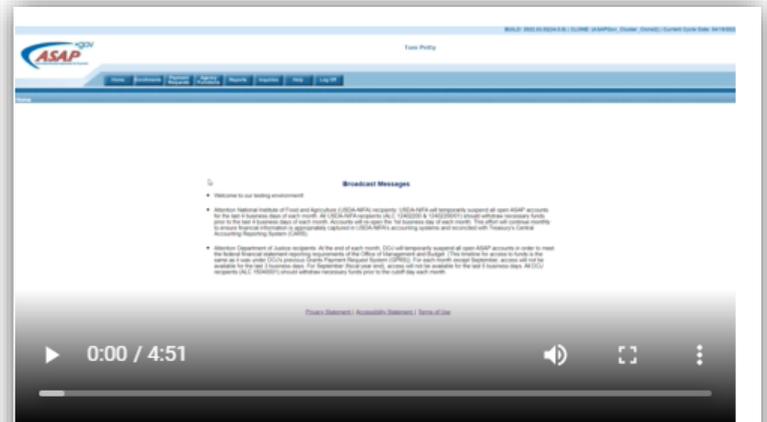
<https://fiscal.treasury.gov/asap/caia.html>

- Complete Guide to Registering a New Account with ID.me:

<https://fiscal.treasury.gov/files/asap/ID-me-Guide-for-Recipient-Organizations-to-Register-and-Enable-Multi-factor-Authentication.pdf>

Still need assistance?

- If you need additional assistance throughout the payment request process, you can search our “Payments” help section on ASAP.gov.



INITIATING A PAYMENT REQUEST

[Click below for step-by-step payment request guide](#)

1. [step 1 initiate payment request pr](#)
2. [step 2 initiate payment request pr](#)
3. [step 3 initiate payment request pr](#)
4. [step 4 initiate payment request pr](#)

Upcoming Webinars

2025 Event Calendar	Type	Date	Time (EST)
ASAP.gov: Federal Agency Training	Webinar	March 5th	2 PM
ASAP.gov: How to Enroll	Webinar	March 12th	2 PM
ASAP.gov: How to Make a Payment Request	Webinar	March 26th	2 PM

To register visit Fiscal.Treasury.gov/ASAP

Contact Information

Q&A

Primary Contact

ASAPHelpDesk@fiscal.treasury.gov

- Place your Recipient ID or UEI in the subject line



ASAP.gov

AUTOMATED STANDARD APPLICATION FOR PAYMENTS

BUREAU OF THE FISCAL SERVICE

[Please click here to take a quick survey](#) or scan the QR code on this slide.

We'd love to hear your feedback!

Thank you.

