



# RO INITIATES PAYMENT REQUEST

Automated Standard Application for  
Payments (ASAP.gov) Guide

Updated April 2021

## TABLE OF CONTENTS

<b>Welcome to ASAP.gov</b> .....	<b>2</b>
<b>Overview of Payment Request Steps</b> .....	<b>2</b>
<b>Step I: Log into ASAP.gov</b> .....	<b>3</b>
Payment Requestor Logs into ASAP.gov .....	3
<b>Step II: Select Initiate Payment Request</b> .....	<b>3</b>
Initiate Payment Request .....	3
<b>Step III: Set Your Payment Preferences</b> .....	<b>4</b>
Setting Payment Preferences .....	4
<b>Step IV: Retrieve Account</b> .....	<b>5</b>
Retrieve All Accounts.....	5
<b>Step V: Enter Payment</b> .....	<b>5</b>
Enter Payment Amounts.....	5
<b>Step VI: Review</b> .....	<b>6</b>
Review Payment Amounts .....	6
<b>Step VII: Confirmation</b> .....	<b>6</b>
View Confirmation .....	6
<b>Appendix A: ASAP.gov Initial Login</b> .....	<b>7</b>
Steps for Initial Login.....	7
Password Rules.....	8
Security Questions and Shared Secret.....	8
<b>Appendix B: Frequently Asked Questions</b> .....	<b>9</b>
Menu Bar Errors and Missing Options .....	9
ASAP Accounts and Funds.....	9

## WELCOME TO ASAP.GOV

The Automated Standard Application for Payments (ASAP) is a completely electronic system that federal agencies use to transfer money quickly and securely to recipient organizations. Federal agencies enroll recipient organizations, authorize their payments, and manage their accounts. Recipient organizations then request payments from these pre-authorized accounts.

Once the recipient organization completes the ASAP.gov enrollment, this guide will walk new recipient organizations through the process to make a payment request in ASAP.gov. To get started, make sure you can access ASAP.gov from your device. The preferred internet browser of ASAP.gov is Internet Explorer. To read more about the computer and internet browser requirements, please visit: <https://fiscal.treasury.gov/asap/software-browser-requirements.html>.

## OVERVIEW OF PAYMENT REQUEST STEPS

- I. Log into ASAP.gov
- II. Select Initiate Payment Request
- III. Set Your Payment Preferences
- IV. Retrieve All Accounts
- V. Enter Payment Amounts
- VI. Review Payment Amounts
- VII. View Confirmation

## STEP I: LOG INTO ASAP.GOV

### Payment Requestor Logs into ASAP.gov

Only a Payment Requestor can initiate a payment request on behalf of a recipient organization (RO).

1. Open internet browser
2. Navigate to asap.gov
3. Enter User ID
4. Enter Password

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

Or

For additional information on ASAP.gov Login, see Appendix A: ASAP.gov Initial Login.

## STEP II: SELECT INITIATE PAYMENT REQUEST

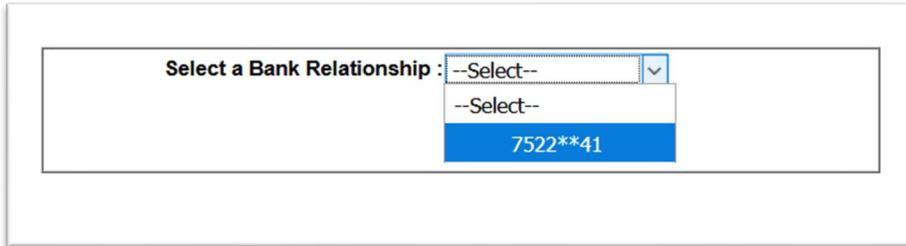
### Initiate Payment Request

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 III: SET YOUR PAYMENT PREFERENCES

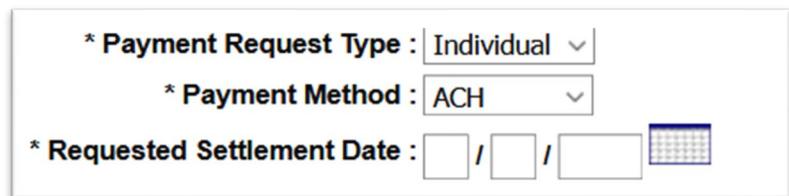
### Setting Payment Preferences

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



Select a Bank Relationship : --Select--  
 --Select--  
 7522\*\*41

2. **For Payment Request Type** - Select "Individual"
3. **For Payment Method** –
  - a. 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 2:30 p.m. (EST) Monday-Friday. Additionally, Same Day ACH payments are limited to \$100,000 or less per account.
  - b. 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



\* Payment Request Type : Individual  
 \* Payment Method : ACH  
 \* Requested Settlement Date : / /

## STEP IV: RETRIEVE ACCOUNT

### Retrieve All Accounts

To retrieve all of your OPEN ASAP Accounts:

- Leave ALC/Region to the default "ALL"
- Leave Account ID blank
- Click Continue

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

Recipient ID : 29169

ALC / Region : --ALL-- v

Account ID (or partial) :

[Continue](#)

## STEP V: ENTER PAYMENT

### Enter Payment Amounts

Enter an amount to the right of the desired Account ID

Recipient					
Federal Agency					
Cash on Hand				Total : \$ 2,500.00	
Account ID	Account Status	Requestor Reference Number	Available Balance	Amount Requested	Remittance Data
<a href="#">ACCOUNTTEST-20200924</a>	Open		\$996,149.94	\$ 2,500.00	<a href="#">+</a>



Click Continue

[Continue](#)

## STEP VI: REVIEW

### Review Payment Amounts

Review your payment request. If necessary, correct the amount requested. Then click Submit.

Recipient					
Federal Agency					
Cash on Hand				Total : \$ 2,500.00	
Account ID	Account Status	Requestor Reference Number	Available Balance	Amount Requested	Remittance Data
<a href="#">ACCOUNTTEST-20200924</a>	Open		\$996,149.94	\$ 2,500.00	

## STEP VII: CONFIRMATION

### View Confirmation

This final screen provides a confirmation of your payment request.

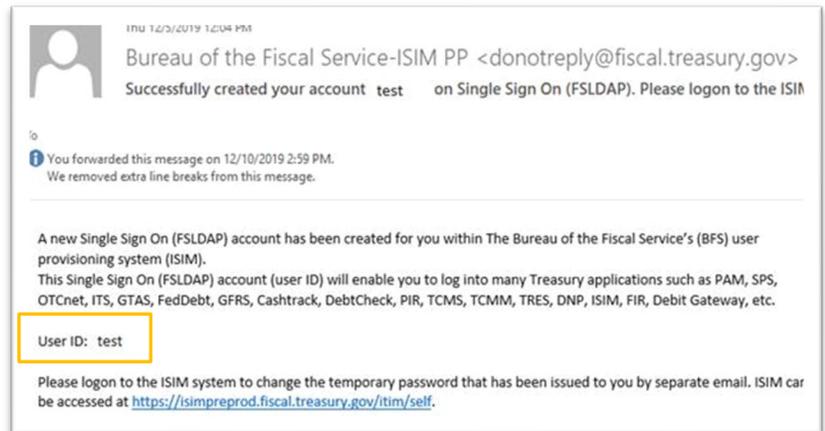
We highly recommend clicking "Printer Friendly" and saving a copy of the confirmation for your records.

**Step 4 of 4**  
**Payment Transaction Confirmation**

## APPENDIX A: ASAP.GOV INITIAL LOGIN

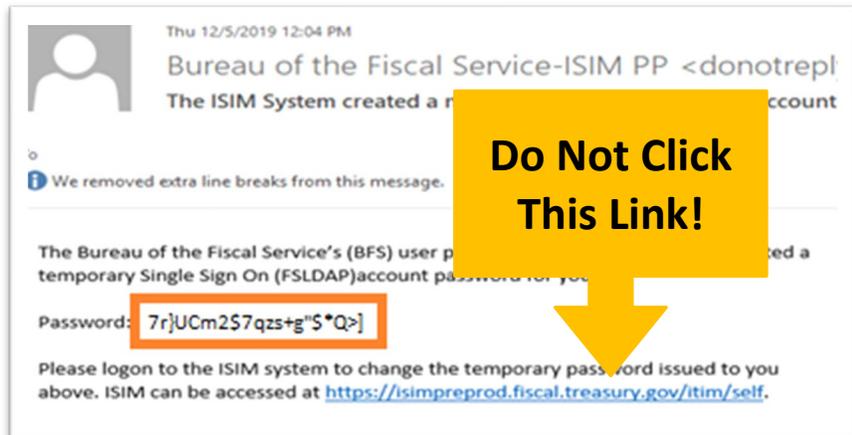
### Steps for Initial Login

1. The Recipient Organization Payment Requestor will receive several emails from [donotreply@fiscal.treasury.gov](mailto:donotreply@fiscal.treasury.gov).
2. Important Email #1 provides your user id
3. Important Email #2: Provides your temporary password. The POC has **24 hours to login with the temporary password** and change it.



### **Do not click the link in this email**

4. Open Internet Explorer and Navigate to ASAP.gov
5. Enter your user ID and the temporary password
6. Click Login button
7. Enter your temporary password into [Password]
8. Enter your new password into [New Password]
9. Renter your new password into [Confirm New Password]



User ID:	<input type="text" value="apoc0007"/>
Password:	<input type="password"/>
New Password:	<input type="password"/>
Confirm New Password:	<input type="password"/>
<input type="button" value="Change Password"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/>	

10. Click Change Password
11. Click Continue to proceed
12. Enter your User ID and new password

13. Click Login to proceed

14. Select 3 security questions and fill in Responses and Confirm Responses. Click Save My Questions & Responses

15. Enter and Confirm a Shared Secret. Click Save My Shared Secret

16. **Close Internet Explorer and wait 30 minutes before proceeding**

17. Open your internet browser and Navigate to ASAP.gov

18. Login with your username and new password

## Password Rules

- Must be at least 12 characters long (recommend 12 characters)
- Must contain at least one uppercase letter
- Must contain at least one lowercase letter
- Must contain at least one numeric character
- Must contain at least one special character
  - Allowed Special Characters : !@#\$\$%^&()\_+~
  - Ensure that you DO NOT use the '=' or '\*'
- Must not have more than two repeating characters
- Must not repeat any of your last ten passwords
- Must not have been your password during the last ten days
- Must not be a word in a language, slang, dialect or jargon
- Must not be related to personal identity, history, environment, or other personal associations.

## Security Questions and Shared Secret

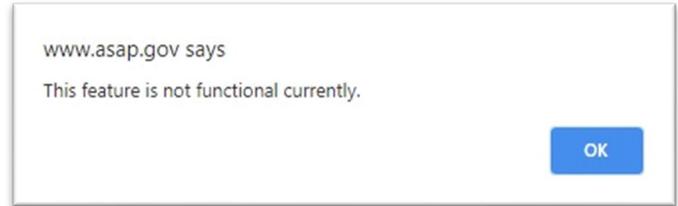
These are used if you ever need to call in to reactivate your account or reset your password. The Shared Secret is a word or phrase you make up to help the operator verify your identity.

## APPENDIX B: FREQUENTLY ASKED QUESTIONS

### Menu Bar Errors and Missing Options

**Q:** Why do I see this error saying, “This feature is not functional currently?”

**A:** Do not click on the menu button. Instead of clicking, hover your mouse over the menu button. Your user roles determine the available options under each menu button.



**Q:** Why do I not see options under the Payment Requests menu?

**A:** Either your organization has not completed its enrollment, or you do not have the Payment Request Role assigned to you. Contact a user in your organization that has the Authorizing Official role and ask them to add you as a Payment Requestor.

### ASAP Accounts and Funds

**Q:** I see an error saying, “No Accounts found matching the criteria.”

**A:** There are several reasons you may receive this error message:

- Your Organization hasn't completed its enrollment steps
- Your Organization's banking data is not yet active. Remember it takes up to 10 business days to activate
- Your granting Federal Agency has not created an ASAP Account for your organization
- The ASAP Account is “Suspended” or “Closed”

**Q:** I have completed my organization's enrollment steps, when can I make a payment request?

**A:** Your organization's Payment Requestor will be able to draw down funds once the following actions occur:

- Your organization's banking data is active (takes up to 10 business days from the time it is entered into ASAP)
- The Federal Agency creates and funds account(s) for your organization

**Q:** How do I monitor the status of my payments?

**A:** We recommend using the Payment Request Status Inquiry, Account Balance Inquiry, or Account Statement Inquiry.

All inquiries can be found by the RO's Payment Requestor by hovering over the Inquiries tab and clicking on the appropriate inquiry. Follow the prompts to run the inquiry. NOTE: Once you complete all of the prompts, you may need to retrieve your inquiry by hovering over the Inquiries tab again and selecting "Retrieve Results" from the drop down options.

**Q:** How do I see the current balance I have available in my accounts?

**A:** We recommend running an Account Balance Inquiry. To run this inquiry, use the following steps:

- Login to ASAP.gov as the Payment Requestor
- Hover you mouse over the Inquiries tab.
- Click "Account Balance Inquiry" from the dropdown list
- Follow the prompts.  
NOTE: If you would like to retrieve information on all Accounts, only enter the ALC/Region code and select the format.

