ASAP ENROLLMENT PROCESSING

A Recipient Organization must be enrolled in the ASAP.gov system in order for the Federal Program Agency to establish and fund accounts for the organization. This involves input from different individuals with access to define and/or approve information in the enrollment process.

The functions which are introduced with Release 2.0 of ASAP.gov fully automate the enrollment process for Recipient Organizations. As with the original paper-based process, ASAP is designed for a one-time enrollment, which means a Recipient Organization enrolls once, regardless of the number of Federal agencies or programs.

INITIATE ENROLLMENT

An organization's enrollment begins with the Federal agency's Enrollment Initiator. In this case, the Environmental Protection Agency (EPA) will be enrolling your organization. The Enrollment Initiator will be your region's Financial Specialist. For your region's Financial Specialist contact information, please refer to http://www.epa.gov/ocfo/finservices/payinfo.htm#lvfc. Your Financial Specialist will require the following specific information to start the enrollment process:

- **DUNS #**
- **EIN**
- **Recipient Organization Type**: State Agency, Local Government, University/College, University/College-State, Other Educational Organization, Non-Profit, For-Profit, Indian Tribal Organization, or Financial Institution
- **Recipient Organization Point of Contact (POC)**
    - Name
    - E-mail
    - Mailing Address
    - Phone Number

Once entered, the POC is assigned a User ID and temporary password in ASAP.gov's system is sent email notifications. The User ID and password are sent separately for security purposes. Once the POC has access to the ASAP system, they will have 45 days to define the organization's officials.

POINT OF CONTACT DEFINES OFFICIALS

After receiving email notification, the POC has up to 45 days to act on a pending enrollment. It is the responsibility of the Point of Contact to define the organization's officials which include the Head of Organization, Authorizing Official, and Financial Official. A Re-Delegated Head of Organization and additional Point of Contact can also be defined. Once entered, the officials are assigned a User ID and temporary password in ASAP.gov's access control system and will receive an email notification.

Upon initial entry, the POC must accept the role before proceeding. If not accepted, the Enrollment Initiator/Financial Specialist is notified, and corrections made or a new POC defined.

The POC can add and modify officials at any point during or following an organization's enrollment process.

For more on Point of Contact procedures, click the following links:

POC Adds Officials for New Organization

POC Modifies Officials for New Organization

POC Adds Officials for Enrolled Organization

POC Modifies Officials for Enrolled Organization

POC Replaces Head of Organization

HEAD OF ORGANIZATION APPROVES OFFICIALS

After receiving email notification, the Head of Organization (HOO) has up to 45 days to act on a pending enrollment. The Head of Organization is the top management official who establishes the authority for the organization to use ASAP.gov. This is done by approving the Authorizing Official and Financial Official and, if entered by the POC, the Re-Delegated Head of Organization. The HOO can also add or modify officials when the organization is pending enrollment. Once an organization is enrolled, the HOO can only approve officials.

If the HOO chooses, a Re-Delegated Head of Organization (RHOO) can assume the responsibility for approving officials at the time of enrollment or for managing changes to officials in the future. To do so, the HOO needs to approve or enter/approve the RHOO.

Whether the organization is pending enrollment or active, all new and modified officials must be approved, if entered by the POC, before the changes go into effect. Once approved, the officials are sent email notifications. As with the previous roles, their User IDs and passwords are sent in separate emails for security purposes.

For more on Head of Organization/Re-Delegated Head of Organization procedures, click the following links:

HOO/RHOO Approves Officials

HOO/RHOO Modifies Officials (Add)

AUTHORIZING OFFICIAL DEFINES USERS AND ROLES

Before an organization can become active, the Authorizing Official (AO) must complete the organization's enrollment profile and name the organization's users. After receiving email notification, the AO has up to 45 days to define the Recipient profile. This involves reviewing the prepopulated data, making changes, if applicable, and submitting. This step must be completed before naming the organization's users and their roles in ASAP.gov.

The organization users are responsible for the day to day operations for the organization. At least one user with the role of Payment Requestor must be named for a Recipient Organization. The Payment Requestor is the individual that will be requesting funds on behalf of the organization.

The AO can add and modify users at any point during or following an Organization's enrollment process.

For more on Authorizing Official procedures, click the following links:

AO Defines/Modifies Recipient Organization Information

AO Adds Users to New Recipient Organization and Users

AO Modifies Users of New Recipient Organization

AO Adds Users to Enrolled Organization

AO Modifies/Deletes Users of Enrolled Organization

ADD BANKING INFORMATION

Before an organization can perform payment requests, it must be active and have banking information defined and linked to the finance center's Accounting Location Code (ALC). After receiving email notification, the Financial Official (FO) has up to 45 days to add at least one valid bank account. The FO can add up to eight unique bank accounts with a corresponding payment method, i.e. four with ACH and four with Fedwire. A bank account that is designated as "ACH/Fedwire" is counted as two separate accounts.

EPA LVFC's ALC is 68128933

Bank accounts entered as "ACH' for the payment method have a waiting period of up to seven business days before they are available for use.

The FO can add and modify banking information at any point during or following an Organization's enrollment process.

For more on Financial Official procedures, click the following links:

FO Adds Banking Information

FO Modifies Banking Information

SUMMARY OF ENROLLMENT TASKS

- Point of Contact Names Organization Officials

- Head of Organization Approves Officials

- Authorizing Official Defines Recipient Profile

- Authorizing Official Defines Recipient Organization Users

  o At least one Payment Requestor must be defined

- Financial Official Defines Banking Information

  o Banking Data **must** be linked to the paying Finance Center's ALC (68128933)

Once these tasks have been completed, the Federal agency can create and fund accounts for your organization.

WELCOME