

# ASAP Enrollment Checklist



**ASAP.gov**

AUTOMATED STANDARD APPLICATION FOR PAYMENTS  
BUREAU OF THE FISCAL SERVICE

The Automated Standard Application for Payments (ASAP) is an electronic system that federal agencies, including the Department of Justice (DOJ), use to quickly and securely transfer money to funding recipients.

When new grant awards are made, federal agencies take actions in ASAP to enroll recipient organizations, authorize available funds, and manage recipient accounts. Once enrolled, recipients request payments from the pre-authorized accounts. Recipients also maintain their banking account information and keep their users current in ASAP.

Entities that use ASAP for other federal grants have an abbreviated enrollment process. In ASAP, link your bank account to DOJ (Agency Location Code 15040001) and then focus on Step 3 to verify your users and banking information.

If your entity is new to ASAP, complete all enrollment steps below after you receive a new DOJ award.

Access in-depth training here: [Automated Standard Application for Payments](#).



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## ❑ Step 1: Initial POC receives enrollment email.

- For entities that are new to ASAP, your Initial Point of Contact (POC) is your entity's [SAM.gov](#) Electronic Business Point of Contact (E-Biz POC). If your E-Biz POC needs to be updated, you must do this in SAM.gov.
- This POC receives an email from [donotreply@fiscal.treasury.gov](mailto:donotreply@fiscal.treasury.gov) that contains enrollment and login instructions.

NOTE: Complete enrollment actions within 45 days of receipt of this email. If your enrollment isn't completed within 45 days, DOJ will need to re-initiate the enrollment.

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## ❑ Step 2: Initial POC enrolls in ASAP.

The ASAP Initial POC must:

- Use their ASAP POC email address (from Step 1) to either log in to ID.me or create a new ID.me account with that email address.
- Log in to ASAP.gov using their ASAP POC ID.me login credentials. Accept the ASAP.gov terms of use.
- Verify the recipient/entity information in ASAP.
- Select the hyperlink on the ASAP homepage that reads "You have Organization Officials to name."

NOTE: After ID.me account registration, some users will have to wait 1-2 business days for ASAP to approve access. Those users will receive status emails from [CAIAAdmin@fiscal.treasury.gov](mailto:CAIAAdmin@fiscal.treasury.gov).



**JUSTgrants**  
JUSTICE GRANTS SYSTEM

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### □ **Step 3: Assign roles and take actions.**

For description of ASAP roles, see the [ASAP FAQs](#) on the Bureau of the Fiscal Service website.

- **Initial Point of Contact (POC)**

- Add officials for the following roles in ASAP (one user can have multiple roles):
  - Head of Organization
  - Financial Official
  - Authorizing Official
  - Other Points of Contact, as needed
- Each user must log in to their ID.me account or create a new ID.me account if they don't have one.

- **Head of Organization**

- Review and approve the Financial Official and Authorizing Official users and roles.

- **Financial Official**

- Add banking information for receiving payments.
- If needed, work with DOJ financial staff to coordinate banking information validation with the financial institution.

NOTE: Banking validation and certification takes approximately 10 business days in general. Run a “Banking Data Inquiry” in ASAP to see the status.

- **Authorizing Official**

- Create a shortened name for the organization, which appears on all ASAP reports.
- Add users for the Payment Requestor and Inquirer Only roles.
  - The Payment Requestor is the only role that can submit payment requests.
  - The Inquirer Only role can only run reports.

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### □ **Step 4: Receive an ASAP notice that funds are authorized and available in your ASAP account.**

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### □ **Step 5: Manage users, banking information, and payment requests in ASAP.**

- Use ASAP to request payments and see the status of your requests.
  - ASAP is unavailable for payment requests during the last three business days of each month and the last five business days of the federal fiscal year.
- Keep ASAP users up-to-date, particularly during staffing changes.
- Modify banking information, when needed, and help coordinate DOJ's validation of new banking information.
- Check emails from DoNotReply.asap@mail.twai.gov for notices of significant account changes.

#### **Have questions about your DOJ ASAP account?**

- **COPS Office** and **OJP** recipients should contact the OCFO Customer Service Center at Ask.OCFO@usdoj.gov or 800-458-0786.
- **OVW** recipients should contact the OVW Grants Financial Management Division at ovw.gfmd@usdoj.gov or 888-514-8556.