

ASAP Registration Checklist



Beginning on October 15, 2020, the Department of the Treasury's Automated Standard Application for Payments (ASAP) will replace the Grants Payment Request System (GPRS) for Department of Justice grant payments. Prior to using ASAP, grant applicants will need to complete the following steps:

1. Enroll in ASAP.

The Department of the Treasury's Bureau of the Fiscal Service-ISIM PP will send two emails to the organization's System for Award Management (SAM) Electronic Business Point of Contact (E-Biz POC)—one containing a username and one containing a temporary password and a link to create a new password.

After receiving both emails, the POC must complete the following steps:

- Use the username and temporary password provided to log in to the ISIM system to change your password and complete your security questions.
- Log in to www.ASAP.gov using your username and your new password.
- Accept the ASAP.gov terms.
- Select "1 notification awaiting review."
- Select "Unread" from the Notification Status drop-down menu, then select "Continue."
- Select the magnifying glass on the right side of the screen to view the Enrollment Notification.

2. Assign all roles. (For a description of the different roles, see the [ASAP section](#) of the [FAQs](#).)

3. Approve or reject 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.

4. Add the banking information for receiving payments. (Validation requires 5 to 10 days. Print the banking data confirmation page to view the date when the account becomes active.)

5. Enter the Recipient Organization Short Name.

6. Add the Payment Requestor email and mailing address.

7. Receive notification through ASAP that the federal agency has authorized funding and the account has been created.

