

ASAP Enrollment Checklist



The Automated Standard Application for Payments (ASAP) is an electronic system used to quickly and securely transfer money to recipient organizations, including Department of Justice funding award recipients. Use this checklist if your entity is a first-time ASAP user.



Federal agencies start the enrollment process by entering critical entity data, then entities (recipient organizations) follow these steps to set up their ASAP access.

Step 1: Receive Enrollment Email

For initial enrollment, your organization's Electronic Business Point of Contact (E-Biz POC) in the System for Award Management (SAM.gov) is considered your ASAP initial POC. They will receive an email from CAIAAdmin@fiscaltreasury.gov with ASAP enrollment and login instructions. (CAIA is the Common Approach to Identity Assurance used by the Department of the Treasury's Bureau of the Fiscal Service.)

NOTE: This process must be completed within 45 days, starting with the date the email is sent to the ASAP initial POC. Otherwise, the process will need to be restarted.

Step 2: Enroll in ASAP

The ASAP initial POC must—

- create an ID.me account and validate their identity. (Use the link on the ASAP.gov home page.)
- log in to ASAP.gov using their ID.me login credentials. Accept the ASAP.gov terms of use.
- select the notification link on the ASAP homepage.

NOTE: After the ID.me account registration process is complete, Department of the Treasury staff manually review every pending ASAP.gov role assignment request. Once Treasury staff complete their review process, the ASAP initial POC will receive an email from the ASAP.gov system indicating their access is approved and ready for use. This approval process can take several business days.



Step 3: Assign Roles and Take Actions

- **Initial Point of Contact**

- Assign the following user roles in ASAP:
 - o Head of Organization
 - o Financial Official
 - o Authorizing Official
 - o Other Points of Contact as needed
- Each user will need to complete the ID.me process listed in Step 2 to gain access to ASAP.
- For a description of these roles, see the [ASAP section](#) of the JustGrants FAQs page.

- **Head of Organization**

- Review and approve the Financial Official and Authorizing Official.

- **Financial Official**

- Add banking information for receiving payments.
- NOTE: Validation requires 5 to 10 business days. Print the banking data confirmation page to view the date when the account will become active.

- **Authorizing Official**

- Create a shortened name for the organization, which appears on all ASAP reports.
- Assign someone to the Payment Requestor and Inquirer Only roles.

After these steps are completed, all users will receive notification through ASAP that the federal agency has created the account and authorized funding.

NOTE: Update users in ASAP as soon as roles change to ensure your organization does not lose access to the system.

Have questions related to the use of the ASAP system?

- **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.