Automated Standard Application for Payments (ASAP) System
Recipient Enrollment Process

Recipients new to ASAP: All steps required
Recipients already enrolled in ASAP with another Federal entity: Steps 1-3 and 8A required

Responsibilities Key:

- FWS Program
- FWS FASO-Systems Team
- ASAP System
- Recipient

1
The **FWS Program** e-mails completed ASAP.gov Enrollment Form to the FWS FASO-Systems Team at: fwhqfas@fws.gov. *Program must ensure the recipient has an FBMS Vendor Record before submitting form.*

2
FWS FASO-Systems Team reviews form and initiates the recipient's enrollment in the ASAP System. The Team will contact the FWS Program with any questions or concerns. After initiating enrollment, the Team e-mails further instructions to the recipient with a cc: to the FWS Program Point of Contact.

3
If recipient is new to ASAP, the **ASAP System** sends an automated email to the Recipient's Point of Contact. This email provides their ASAP User ID, notice that a password has been mailed to them, and further instructions. *If already enrolled in ASAP with another Federal entity*, the system sends an automated email with further instructions to the Recipient's Point of Contact and Financial Official.

4
If recipient is new to ASAP, the **Recipient's Point of Contact** must log in, confirm their user role assignment, and assign recipient staff to the Head of Organization, Authorizing Official, and Financial Official roles within 45 days of enrollment initiation.

Recipient ASAP users who do not want to wait for a mailed password may contact the ASAP.gov Help Desk to request an emailed password. Call ASAP at 1-855-868-0151. Select option 2 "payments", then option 3 "ASAP".

5
The **ASAP System** sends an automated email to the Recipient's assigned Head of Organization. This email provides their ASAP User ID, notification that a password has been mailed to them, and instructions for approving users assigned roles by the Recipient's Point of Contact.

6
The **Recipient's Head of Organization** must log in and approve the Head of Organization, Authorizing Official, and Financial Official assignment within 45 days of user role assignment.

Recipient employees with enrollment roles must complete their respective actions within 45 days of assignment or the system will cancel the entity's enrollment. The ASAP System sends email reminders at 10 days and 5 days prior to the enrollment cancellation date to both the recipient user who has not completed their step in the enrollment process and to FWS FASO-Systems Team. The FWS FASO-Systems Team will also contact the recipient.

7
The **ASAP System** sends automated emails to the Recipient's approved Authorizing Official and Financial Official. These emails provide their ASAP User ID, notification that a password has been mailed to them, and further instructions.

8A
If new to ASAP, the **Recipient's Financial Official** must log in and enter at least one valid bank account within 45 days of user role assignment.

If already enrolled in ASAP with another Federal entity, the **Recipient's Financial Official** must log in and make at least one of the organization's bank accounts in ASAP available for payments draw down from FWS ALC 14160006 within 45 days of notification. Once completed, enrollment is automatically activated within 24 hours.

8B
If new to ASAP, the **Recipient's Authorizing Official** must log in and complete the organization's profile and add at least one Payment Requestor within 45 days of user role assignment. Once completed, enrollment is automatically activated within 24 hours.

9
Although the enrollment is activated, the **U.S. Treasury imposes a ten business day hold** to validate the Recipient's bank account. **The FWS Grants Management Officer MUST NOT ISSUE AWARDS to the recipient during the account validation period.** Doing so will cause the award funding to fail certification in ASAP, requiring additional steps and resources to correct.

How are recipient ASAP accounts funded? The FWS Grants Management Officer issues an award in GrantSolutions which obligates funds in our finance system. Funds obligated on a business day are interfaced from our finance system to the ASAP System overnight. The next business day the FWS FASO-Systems Team certifies the funding, making it available to the recipient in the ASAP System.

10
Once the hold period ends, the **FWS FASO-Systems Team** opens an FBMS Help Desk ticket to add the recipient's ASAP ID to their FBMS Vendor Record. Once complete, the FWS FASO-Systems Team notifies the FWS Program by email stating that awards to the recipient may now be issued in GrantSolutions.

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