

**ASAP ENROLLMENT PROCESS**  
 (New enrollment require all steps, already enrolled under another Bureau/Agency requires steps 1-4, 8A).

FWS Program does it	Recipient does it
FAS Branch does it	ASAP Interface/NBC does it

**1.**  
 PROGRAM sends completed ASAP.gov Participation Request form to FAS Branch at fwhqfas@fws.gov. (FBMS Vendor Record must exist/be established by Program prior to form submission).

**2.**  
 FAS logs receipt of form. FAS reviews form for completeness. If form is incomplete or unclear, FAS contacts the FWS contact identified on the form to gather missing data and clarification.

**3.**  
 FAS initiates the recipient's enrollment in the ASAP.gov system. The ASAP.gov system will tell FAS if the organization is new to ASAP or if they are already enrolled under a different Bureau/Agency. FAS sends an email to the recipient explaining the next steps.

**4.**  
 The ASAP.gov system sends an email to the Recipient POC. If a new enrollment, the email will containing their ASAP User ID and notifies them that password will be mailed to them. The email also instructs them to, once they've obtained a password, log into ASAP.gov and define the organization's officials. If already enrolled, POC gets an email informing them that FWS has initiated enrollment and Financial Official (FO) gets an email instructing them to link their existing banking information to the FWS Agency Locator Code in ASAP.gov (Step 8A below).

Any new ASAP user can contact ASAP.gov Help Desk to get temporary password sent to them by email if they don't want to wait 7 days for one to be delivered through USPS.

**5.**  
 RECIPIENT POC logs into ASAP.gov and confirms themselves as POC and identifies the Head of Organization (HOO); Authorizing Official (AO); and Financial Official (FO).

Each official (POC, HOO, AO, and FO) has 45 days to complete their respective action in ASAP. If any official does not complete this step in 45 days, the enrollment is cancelled and the process has to be started again from the beginning. ASAP.gov sends email reminders at 10 days and 5 days prior to the cutoff date to both the individual at the recipient org who has yet to complete their action and to the ASAP TEAM/FWS ASAP users. The ASAP TEAM follows up these email reminders with a phone call to the recipient official requesting that they complete their action.

FWS ASAP Regional Coordinators can view the status of each recipient enrollment in ASAP.gov.

**6.**  
 When POC completes identification of the officials, the ASAP.gov system sends email to the Head of Organization identified containing their ASAP User ID and notification that password will be mailed to them. The email also instructions them to, once they've obtained a password, log into ASAP.gov and approve the officials identified by the POC.

**7.**  
 When HOO complete approval of officials, the ASAP.gov system sends email to the Authorizing Official and the Financial Official identified containing their ASAP User ID and notification that password will be mailed to them. The email also instructions them to, once they've obtained a password, log into ASAP.gov and complete their respective actions.

**8A.**  
 Financial Official logs into ASAP.gov and enters the organization's banking information.

**8B.**  
 Authorizing Official logs into ASAP.gov and defines the recipient organization information and adds new users assigned as Payment Requestors and other roles.

**ASAP Enrollment Complete**  
 Treasury's ten business day bank validation period begins

**9.**  
 Once the ten day bank validation period ends, FAS opens an FBMS Help Desk ticket requesting the ASAP ID be added to the recipient's vendor master record. FAS emails the FWS contact identified on the ASAP Enrollment form that the enrollment is complete and an award may be released.

Awards should not be released prior to receiving an email from FAS that the enrollment is complete or checking the ASAP daily enrollment spreadsheet and adding at least 15 days to the Status Date. This allows the banking data to be validated and the ASAP ID to be added to the vendor record.

**10.**  
 PROGRAM Releases PRISM Grant/Cooperative Agreement Award and funds are obligated in SAP.

Releasing the award prior to this step will cause the award to fail in ASAP and funds will not be available to the recipient.

**11.**  
 SAP to ASAP Interface runs each night. Funds obligated in SAP on a business day will be certified in ASAP by FAS and made available to the recipient the next business day.