

ASAP.GOV Agency User Enrollment Request

Instructions: Provide the requested information to add or delete an Agency user or modify user roles in the Automated Standard Application for Payments (ASAP). Fields marked with * are required. Failure to provide required data may result in delays.

Add User

Delete User

Modify User Roles

Section 1: Agency Information

Department of the Interior

U.S. Fish and Wildlife Service

14160006

Section 2: Agency User Information

Name:

* First Name

Middle Initial

* Last Name

Title:

Address:

* Mailing Address

* City

* State

* Zip Code

Contact Information:

* Email

* Phone Number

Signature:

*

Date:

Section 3: Agency User Roles

* Choose from the following roles. Only one role may be selected unless you are the Point of Contact. The Point of Contact may also be assigned the Account Maintainer role. Each Region can have two users assigned as Point of Contact (primary and backup).

- Point of Contact
Add / Delete Users
Add / Delete Users' roles
Perform Inquiries and run reports

- Account Maintainer
Agency review /Maximum Draw
Review and approve payments
Perform Inquiries and run reports

- Federal Agency Inquirer
Perform Inquiries and run reports

- Payment Requestor Reviewer Only
Review and approve payments
Perform Inquiries and run reports

- Federal Agency Payment Requestor
Request payment on behalf of recipient
Perform Inquiries and run reports

Section 4: Supervisor Information

Supervisor Name:

Email:

Signature:

Date:

Phone:

Section 5: Submission Information

Submit to your Regional ASAP Point of Contact. Your point of contact can be found at <https://inside.fws.gov/go/post/FAPO-ASAP> under Service Staff ASAP Enrollments.