

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:					
	<i>* First Name</i>		<i>Middle Initial</i>	<i>* Last Name</i>	
Title:					
Address:					
	<i>* Mailing Address</i>				
	<i>* City</i>		<i>* State</i>	<i>* Zip Code</i>	
Contact Information:					
	<i>* Email</i>			<i>* Phone Number</i>	
Signature:	<i>*</i>			Date:	
Section 3: Agency User Roles					
<i>* 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).</i>					
☐ 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 this form to the FBMS Help Desk at fbms_helpdesk@ios.doi.gov					