

# ASAP Enrollment Form

**\*\*This page is for U.S. Fish & Wildlife Service (FWS) employees only\*\***

The recipient organization must complete the [USFWS ASAP Enrollment Form](#) to enroll in ASAP with the U.S. Fish & Wildlife Service (FWS). The completed form is submitted to the FWS program awarding the grant or cooperative agreement. The FWS program completes their portion of the form and forwards the form to the Systems Branch at [fwfqfas@fws.gov](mailto:fwfqfas@fws.gov).

Please see below for links to the ASAP enrollment instructions:

[ASAP Enrollment for Financial Assistance Recipients New to ASAP](#)

[ASAP Enrollment for Financial Assistance Recipients Already Enrolled with One or More Federal Agencies](#)

For additional assistance on ASAP enrollment, when the recipient logs into ASAP, they can click on Help and find "Recipient Enrollment" tutorial and video. If after working through the tutorials and they find that they need additional assistance with their ASAP enrollment, please email the Systems Branch at [fwfqfas@fws.gov](mailto:fwfqfas@fws.gov) with the following information:

Recipient Name:  
Person to Contact:  
Phone Number:  
ASAP Recipient ID:  
FBMS Award Numbers (ask their Service Project Officer for this information):  
Description of Error Message: Please be very specific. Provide a screen shot if possible.

For additional information on the ASAP Enrollment Process, please refer to the [ASAP Enrollment Process Flowchart](#).