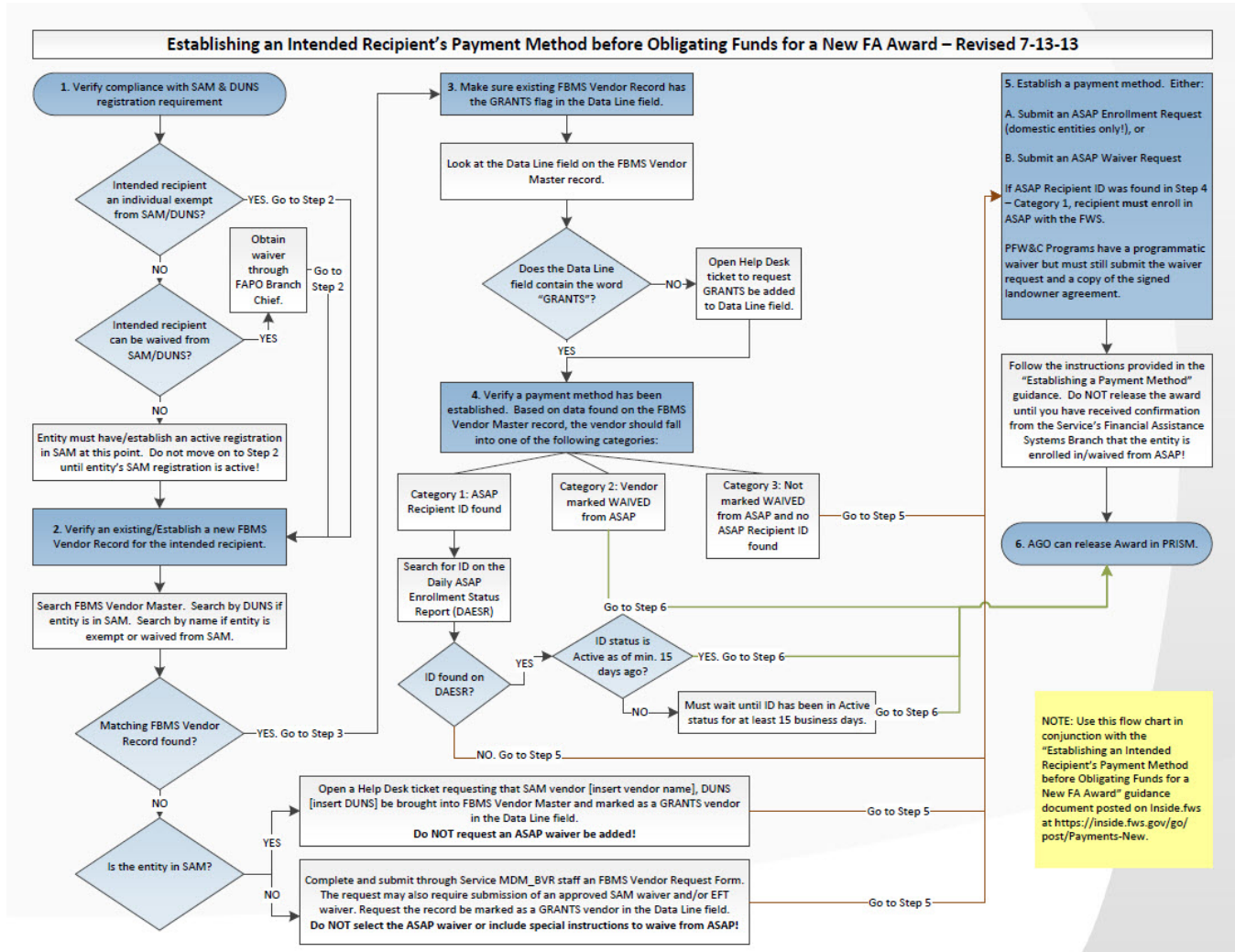


# Guidance on Establishing an Intended Recipient's Payment Method before Obligating Funds for a New FA Award

All FWS program staff involved in the award and administration of financial assistance agreements must follow the Establishing an Intended Recipient's Payment Method before Obligating Funds for a New FA Award Guidance and Flow Chart.

FWS Programs must complete all steps outlined in the below Guidance BEFORE obligating funds for a new grant or cooperative agreement award. Failure to complete all steps before obligating funds will cause system errors that will delay recipient payment.

- [Establishing an Intended Recipient's Payment Method before Obligating Funds for a New FA Award Guidance](#)
- [Establishing an Intended Recipient's Payment Method before Obligating Funds for a New FA Award Flow Chart](#)
- [Establishing an Intended Recipient's Payment Method before Obligating Funds for a new FA Award Training Slide](#)



For issues not related to username and password such as enrollment issues, the recipient should send an email to the Systems Branch at [fwfqfas@fws.gov](mailto:fwfqfas@fws.gov) and include 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.