

## **ASAP Enrollment Procedure (4-6 weeks)**

The ASAP enrollment process for a new Recipient Organization should begin immediately after acceptance of their grant award in Grants Online. The recipient must use the Organization Profile Change Request in Grants Online to send their Point of Contact information to the Enrollment Initiator. The recipient is requested to provide the following information:

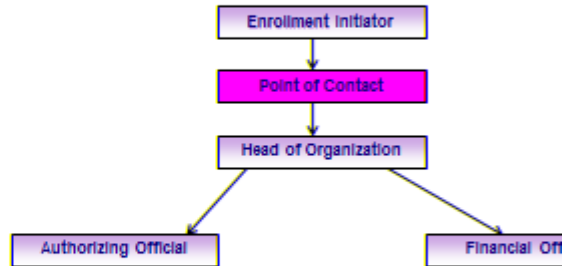
1. EIN#
2. DUNS#
3. Name of Organization
4. Type of Organization (i.e. Non-profit, For Profit, State etc.)
5. Address
6. Point of Contact
7. Title
8. Point of Contact's Email Address
9. Phone Number

Upon receipt of the above information, the enrollment is initiated into ASAP.gov by taking the following steps:

- A. The enrollment initiator enters data into ASAP.gov;
- B. The recipient receives an e-mail confirmation from ASAP along with their user ID/ user name immediately after entering the data. Within 7days the recipient would then receive their password via US Mail;
- C. After receiving both their ASAP userid and password, the Organization's Point of Contact logs into ASAP.gov and verifies the DUNS, TIN, and official organization name entered by the Enrollment Initiator. Then they enter their Head of Organization, Authorizing Official, and Financial Official into the ASAP system. NOTE: The grantees must verify their DUNS and EIN#'s in Grants Online, ASAP.gov and SAM (System for Award Management) ALL three systems must agree for the grant set up process to run smoothly.



# Enrollment Process



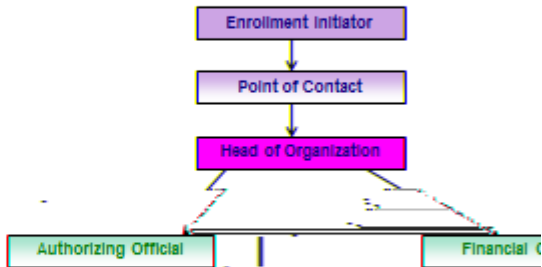
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Organization's Point of Contact logs in and verifies the DUNS, TIN, and official organization name of the organization entered by the Enrollment Initiator. Then they enter their Head of Organization, Authorizing Official, and Financial Official into the system.

After receiving their A SAP user id and password, the Organization's Point of Contact logs in and verifies the DUNS, TIN, and official organization name of the organization entered by the Enrollment Initiator. Then they enter their Head of Organization, Authorizing Official, and Financial Official into the system.



# Enrollment Process



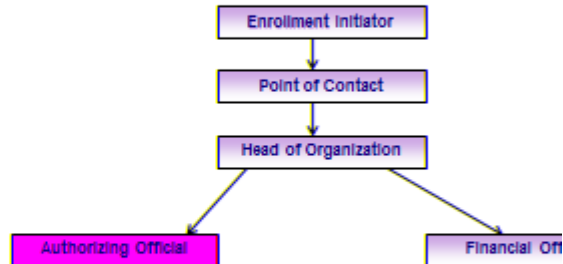
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The next step in initiating the enrollment of a new Recipient organization is for the Head of Organization to use the A SAP and approve the Authorizing and Financial Officials identified by the individual user id.

The next step in initiating the enrollment of a new Recipient organization is for the Head of Organization to use the A SAP and approve the Authorizing and Financial Officials identified by the individual user id. (Please note that each person will get an e-mail and a password via the PostOffice)



# Enrollment Process



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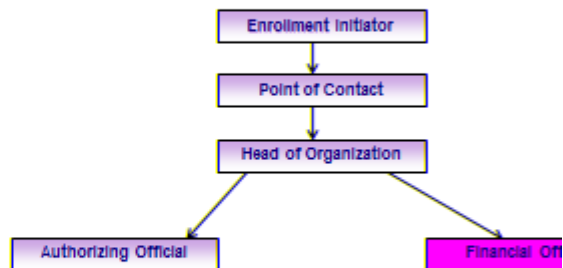
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he organization.

Once the Authorizing Official is approved, the Recipient enter organization's profile and identifies users and their roles for t At least one payment requestor must be identified in ASAP.

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# Enrollment Process



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> up to four (4)  
) accounts.  
information, this

Once the Financial Official is approved, they enter and mainti information for the new organization. Organizations can have ACH and four (4) Fedwire accounts for a maximum of eight (8 After banking is identified Treasury verifies the validity of the process takes about 5 working days.

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- E. An ASAP sub-ID number is then generated by NOAA (Vendor Support);
- F. The Grant would then be converted to ASAP in CBS (FM040);
- H. The enrollment initiator and or obligation team would then authorize the award in CBS (SPDG003); and
- J. Finance would then certify and place the funds into ASAP.gov so that the recipient can have access to it.

## ASAP – Initiating a Payment Request Procedures

### **Initiating a Payment Request**

To request funds to be deposited into your bank account from your ASAP.gov Account:

1. Select initiate a Payment Request from the drop down menu at the top of the screen.
2. Know the account(s) for which you wish to initiate the payment request. Accounts are identified by a unique combination of Federal Program Agency (ALC /Region), Recipient ID, and Account ID.
3. Determine the payment request type, payment method, banking relationship, and settlement date.

### **Payment Request Type**

An Individual payment will result in a separate transfer of funds to the financial institution for EACH draw against EACH ASAP.gov Account. All draws within an Individual payment must use the same Payment Method, banking relationship, and settlement date.

1. Choose Individual payments if each ACH or Fedwire payment needs to appear as a separate deposit to their bank account.
  - a. You may assign a different Requestor Reference Number to each payment.
  - b. A Summary payment will result in a single transfer of funds to the financial institution for DRAWS from MULTIPLE ASAP.gov Accounts.
2. Choose Summary payments if you want to consolidate draws from several ASAP Accounts into one deposit to the bank account.
  - a. A Summary payment requires all draws to use the same Payment Method, banking relationship, and settlement date.
  - b. You assign one Requestor Reference Number to the entire Summary payment.

### **Payment Method**

1. If a banking relationship has been identified on the Requestor's profile for the payment method, draws can be delivered via either Automated Clearing House (ACH) or Fedwire.
2. Both ACH and Fedwire can use either payment request type, Individual or Summary. The settlement date is affected by the payment method that is used.
3. All same-day payments are made via Fedwire. There is no remittance information transmitted with each Fedwire payment. The settlement date is automatically entered by the system for Fedwire payments.

4. ACH payments are made via the Automated Clearing House in the Corporate Trade Exchange (CTX ) format.

### **Banking Relationship**

A predefined banking relationship must be indicated on the payment request.

1. Requestors have the capability to select one of up to four ACH or one of up to four FEDWIRE bank accounts when making a payment request.
  - a. The multiple relationships are only available and will only appear when multiple banking information has been supplied in your profile.

### **Settlement Date**

The settlement date is affected by the payment method chosen.

1. Approved Fedwire payments settle immediately.
2. Approved ACH payments settle the next business day or up to 32 days in the future (if allowed by the Federal Agency).
3. All payment requests in ASAP.gov are approved or rejected immediately by ASAP.gov unless they are subject to Agency Review.
4. The available balance of each ASAP.gov Account affected is decreased by the amount of the request as soon as the request is approved (posted) by the system, even though the actual transfer of funds may occur the next business day or later.
5. **Fedwire** – Same Day Settlement
  - a. Funds transferred via Fedwire settle at the financial institution within minutes after your request is made and approved. You may request same-day payments from 8:00 am through 5:45 pm Eastern Time.

***Note: The financial institution will charge a fee to the to receive Fedwire payments. Please make sure that the Requestor is willing to incur this cost if you are requesting a Fedwire payment on the Recipient's behalf. Summary Payment request using Fedwire is intended to reduce your costs.***

6. **ACH** – Next Day or Future Day Settlement
  - a. You can request funds to settle at the financial institution on the morning of the next business day after your request is made and approved using ACH. Another option with ACH is to request future-day payments for settlement at the financial institution up to 32 calendar days from the date of the request. This option is available to the Requestor if the Federal Agency allows Warehoused payments.
7. You may request ACH payments from 8:00 am through 11:59 pm Eastern Time. ACH payments settle at 8:30 am on the business day you selected for settlement.

