

Figure 1: Login at [www.asap.gov](http://www.asap.gov).

The screenshot shows a Mozilla Firefox browser window titled "ASAP.gov Login - Mozilla Firefox". The address bar displays the URL: <https://www.asap.gov/ASAPpublic/login.fc?TYPE=335544338&REALMOID=06-000004bf-c78c-1d98-8158-8312e7560000&GUID=8&>. The browser's search bar is set to "Good Search". Below the browser window, the ASAP.gov logo is displayed, featuring the text "ASAP.gov" and "Automated Standard Application for Payments". The page title is "Log On to ASAP.gov". The login form consists of two input fields: "User ID" and "Password", followed by a "Logon" button. Below the form are three links: "Forgot UserID", "Forgot Password", and "Having Trouble Logging On?". At the bottom of the form area are three buttons: "Contact Us", "Enroll", and "ASAP General Information". A warning message is present: "WARNING: This is an Official United States Government System, which may be used only for authorized purposes. Unauthorized modification of any information stored on this system may result in criminal prosecution. The Government may monitor and audit the usage of this system, and all persons are hereby notified that the use of this system constitutes consent to such monitoring and auditing. Unauthorized attempts to upload information or change information on this service are strictly prohibited and may be punishable under the Computer Fraud and Abuse Act of 1986 and the National Information Infrastructure Protection Act." Below the warning are three links: "Privacy Statement", "Terms of Use", and "Accessibility Statement". A link "Bookmark This Page for Quick Access" is also present. The footer of the page reads "U.S. Department of the Treasury Financial Management Service". The Windows taskbar at the bottom shows the "start" button, several application icons, and the system tray with the time "10:51 AM".

**Figure 2:** Select the Payment Request button and click on Initiate Payment Request.

ASAPGOV Menu - Mozilla Firefox

File Edit View History Bookmarks Tools Help

asap.gov https://www.asap.gov/ASAPGov

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ASAPGOV Menu

BUILD: 2011.04.08(11.0.1A04) | CLONE: (ASAPGov\_Cluster\_Clone4) | Current Cycle Date: 06/14/2011

User Name  
Organization

Home Enrollments **Payment Requests** Agency Functions Reports Inquiries Help Log Off

HOME

- Book Entry Adjustments (PR)
- Cancel Payment Requests (PR)
- Cancel Pending Return Payment
- Create Payment Schedule
- Create Template
- Delete Template
- Initiate Payment Requests (PR)**
- Modify Payment Requests
- Modify Payment Schedule
- Modify Template
- Return ACH Payment

**Broadcast Messages**

- Special instructions for pulling reports with known issues:
- Accounts with End Dates Report – please enter only the ALC or ALC/Region with a date range. DO NOT enter the Recipient ID or the Requestor ID. If these IDs are entered, the system will not retrieve the complete list of accounts.
- Account Statement Inquiry – For an ACH Debit Return transaction, the inquiry provides the Transaction Type "CL" (Classified Return) instead of the correct "RP" (Returned Payment). While the Transaction Type is incorrect, the account balance is correct.
- Authorization Transaction Detail Inquiry – When entering the selection criteria, you must enter a Recipient ID. If no data is found and you did not provide an RO ID, the system will display an exception error.
- Beginning November 19, if you need to print a report, please use the PDF version. The printer friendly button on the HTML version will no longer be available. You will find a convenient new feature allowing users to change/select the display format from the retrieval list. For example, if you request the report in HTML format, the report is delivered to the retrieval area in all available formats (i.e., HTML, PDF, and CSV). You will be able to open any of the formats displayed from the retrieval list.

Warning! You are using an Official United States Government System, which may be used only for authorized purposes. Unauthorized modification of any information stored on this system may result in criminal prosecution. The Government may monitor and audit the usage of this system, and all persons are hereby notified that the use of this system constitutes consent to such monitoring and auditing.

Privacy Statement | Accessibility Statement

javascript:useCaseChangeConfirmed(urlString+'?Scr...InitiateRegularPaymentRequest?PaymentRequestor=)

start Document1 [Com... ASAPGOV Menu - ... Desktop 10:52 AM

**Figure 3:**

1. Select a Bank Relationship – select organization bank account to transfer funds.
2. Payment Request Type – Individual.
3. Payment Method – ACH
4. Requested Settlement Date – select next business day.
5. Requestor Reference Number – For use by organization.
6. Click on Continue.

**Initiate Payment Requests - Mozilla Firefox**

File Edit View History Bookmarks Tools Help

asap.gov https://www.asap.gov/ASAPGov/?Screen=ASAPGOVMenu&Button\_InitiateRegularPaymentRequestPaymentRequestor=

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Initiate Payment Requests

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ASAP.gov

User Name  
Organization

Home Enrollments Payment Requests Agency Functions Reports Inquiries Help Log Off

Initiate Payment Requests (PR)

**Step 1 of 4**  
**Retrieve Accounts**

Select a Bank Relationship : --Select--  
Or  
Select a Template : Select

And

Specify Payment Information

\* Payment Request Type : --Select--  
\* Payment Method : --Select--  
\* Requested Settlement Date : / /  
Requestor Reference Number :

Continue Help for this Step

start Document1 [Com... Initiate Payment R... Desktop 10:53 AM

Figure 4: Account ID - Enter NOAA Contract/Account Number. Click on Continue.

**Initiate Payment Requests - Mozilla Firefox**

File Edit View History Bookmarks Tools Help

asap.gov https://www.asap.gov/ASAPGov/

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Initiate Payment Requests +

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**ASAP** .gov  
Automated Standard Application for Payments

Home Enrollments Payment Requests Agency Functions Reports Inquiries Help Log Off

Initiate Payment Requests (PR)

**Step 1 of 4 (Continued)**  
**Retrieve Accounts**

Enter one or more of the following

Recipient ID : **Organization's Recipient ID Number**

ALC / Region : **Federal Agency ID Number**

Account ID (or partial) :

Continue Help for this Step

start Document1 [Com... Initiate Payment R... Desktop 10:53 AM

**Figure 5:**

1. Requestor Reference Number – will carry forward from Step 1 of 4 screen (Figure 3).
2. Amount Requested – enter amount requesting.
3. Click on Continue.
4. Next screen (Step 3 of 4) will confirm request. Click on Continue.
5. Following screen (Step 4 of 4) will allow printing of confirmation page in PDF format.

**Initiate Payment Requests - Mozilla Firefox**

File Edit View History Bookmarks Tools Help

asap.gov https://www.asap.gov/ASAPGov/

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**ASAP** .gov  
User Name  
Organization

Home Enrollments Payment Requests Agency Functions Reports Inquiries Help Log Off

Initiate Payment Requests (PR)

**Step 2 of 4**  
Enter Payment Transactions  
[Display Selection Criteria](#)

Payment Request Type : Individual  
Payment Method : ACH  
Bank Relationship : Organization's Bank Account Number (Partially Hidden)  
Requested Settlement Date : Next Business Day

Your criteria matched 1 account(s)

Recipient : Organization Name and Recipient ID					
Federal Agency : Federal Agency Name and ID					
Cash on Hand : \$	Total : \$				
Account ID	Account Status	Requestor Reference Number	Available Balance	Amount Requested	Remittance Data
NOAA Contract/Account Number	Open		Current Available Balance	\$	+

Continue Sort Cancel Help for this Step

start Document1 [Com... Initiate Payment R... Desktop 10:54 AM