

Enrollment Instructions Automated Standard Application for Payments (ASAP)

The National Park Services uses ASAP as our payment service; however, this system is maintained by the US Department of the Treasury, Financial Management Service. This means that receiving a grant or other financial assistance from the park service requires that you be enrolled in ASAP *and* have an account linked with the National Park Service. You should begin the process by completing an enrollment form.

Once the National Park Service ASAP Enrollment Office has received your enrollment form, you will receive an email from ASAP.GOV as the (POC), Point of Contact, for your organization. You will receive a User Id (via email) and password (via regular mail). After a User Id is received, you may call the Bureau of the Fiscal Service ASAP help desk at 855-868-0151 and select Option 2 – Payments, followed by Option 3 – ASAP Support for a password if desired. You are encouraged **not** to wait to receive your password by mail.

NOTE: As POC, you can assign yourself all roles. This will expedite the enrollment process. After your enrollment is complete, you can re-assign user roles.

Completing your ASAP enrollment with the National Park Service

Point of Contact New Recipient adds Officials:

1. Enrollments (Tabs)
2. From the Enrollments tab drop down menu
3. Click Add Officials
4. Click Organization Pending Enrollment
5. Verify Organization information
6. Click Accept
7. Step 1 of 3 – Enter Recipient Organization Officials
8. Enter Officials Name & Information
9. Select all Roles that apply
10. Head of Organization (HOO)
11. Authorizing Official (AO)
12. Financial Official (FO)
13. Point of Contact (POC)
14. Click Continue
15. Step 2 of 3 –Review Officials
16. Click Submit
17. Step 3 of 3 – Define Officials Confirmation

This completes the enrollment portion for the Point of Contact

Customer Support for Automated Standard Application for Payments (ASAP)

6:30 am to 5:30 pm Central Time | Monday – Friday (except Federal holidays)

kfc.asap@fms.treas.gov | 1-855-868-0151 – option 2, option 3

Head of Organization to Approved Officials/Roles:

1. Enrollments (Tab)
2. Select: Approve Recipient Organization Officials
3. Select Recipient Organization
4. Continue
5. Action: Approve all Officials listed
6. Step 2 of 2 – Confirmation
7. Action should say Approve

Authorizing Official Defines Recipient Profile:

1. Enrollments (Tab)
2. From the Enrollments drop down menu click on Define Recipient Organization Information
3. Step 1 of 2, Enter Recipient Organization Information
4. Enter a Recipient Organization Short Name (this is used on ACH and Fed wire Transactions)
5. Scroll down
6. In the System access field select ASAP.gov only
7. Submit
8. Step 2 of 2, Recipient Organization Information Confirmation

Authorizing Official Defines Recipient Organization Users:

1. Enrollments (Tab)
2. From the Enrollments drop down menu click on Add Users and Roles and then on Organization Pending Enrollment
3. Step 1 of 3, Enter User Information, Define the user profile including assigning the user role
4. Step 2 of 3, Review User Information
5. Step 3 of 3, User Enrollment Confirmation

This completes the enrollment portion for the Authorizing Official

Financial Official Defines Banking Information/New User:

1. Enrollments (Tab)
2. From the Enrollments drop down menu click on Add Banking Data
3. Select Recipient
4. Continue
5. Step 1 of 3, Enter Banking Information
6. Click the Federal Agency(s) from which payment can be drawn for this Recipient Organization *DOI-14-10-0099
7. Continue
8. Step 2 of 3, Review Banking Information
9. Financial Official Certification Important Notice
10. Accept
11. Step 3 of 3, Banking Information Confirmation
12. Double check that payment method is ACH

This completes the enrollment portion for the Financial Official

If you successfully linked your banking information, you will receive a confirmation number.

We encourage your organization to complete your enrollment in ASAP with the NPS IMMEDIATELY.

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