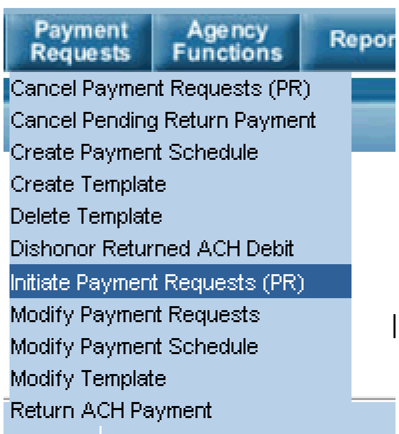
INITIATE PAYMENT REQUEST (PR)

The following steps should be used as a guide to aid in the creating of a payment request through the ASAP.gov application.

Ensure that the user performing the request has the role of a Payment Requestor added to their User ID. This can be confirmed by logging into the ASAP application and moving the cursor over the "Payment Request" tab. If the user is a Payment Requestor they should see a list of options appear below the tab. The option "Initiate Payment Requests (PR)" should show up below the tab and can be selected to start the process (as shown below).

If the user does not hold the Payment Requestor role, it can be obtained by having the organizations Authorizing Official add them as one. This can be done (by the Authorizing Official) by moving the cursor over the "Enrollments" tab and selecting "Add Users & Roles (click on Enrolled Organization)". Then enter the user’s information.



Once the user selects "Initiate Payment Requests” (PR) "from the "Payment Request" tab they will be presented with the screen:

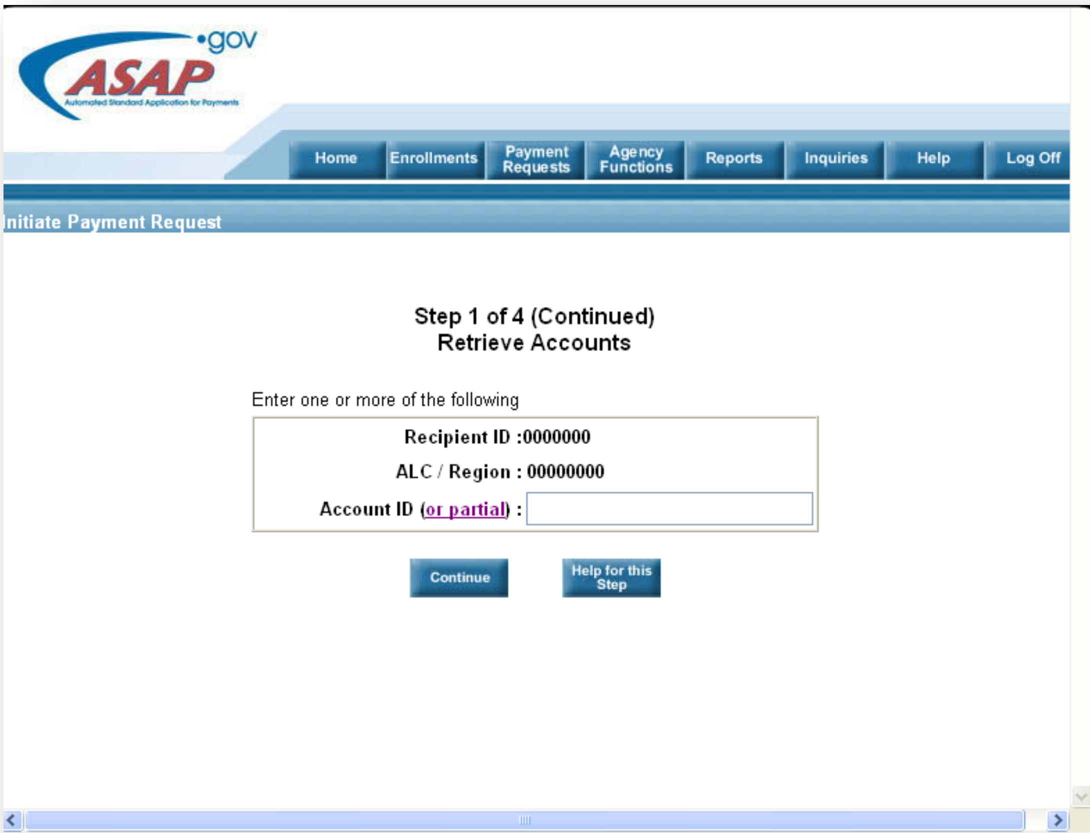
Step 1 of 4 Retrieve Accounts

- Select your Bank Relationship (Bank Account)
- Template (not required)
- Payment Request Type (most will choose "Individual"),
- Payment Method (ACH is a no-charge, next day service),
- Requested Settlement Date (next business day for ACH and current business date for Fedwire)
- Requestor Reference Number (leave blank).
- Once complete, click the "Continue" button.

Step 1 of 4 (Continued)

Enter the following:

- Recipient ID: In most cases this will auto fill
- ALC/Region for NPS choose: 14100099
- Account ID: No account should be entered at this point, by leaving this field blank and clicking "Continue" the system will proceed to the next screen and provide all available accounts. In the majority of cases there will only be one account listed.



Step 2 of 4

- **Enter Payment Transactions** allows you to locate your account and enter your desired draw. The payment amount should be entered on this screen under the "Amount Requested" for your corresponding Account ID, no other data is required:
- **Once you have entered an "Amount Requested" click continue at the bottom to move on.**

Cash on Hand : $			Total : $		
Account ID	Account Status	Requestor Reference Number	Available Balance	Amount Requested	Remittance Data
CONTROL 8-7	Open		$500,000.00		
CONTROL 8-7 - DETAIL 1	Open			$	+

Step 3 of 4

- **Review Payment Transactions** – Review data, make any corrections and click the "Submit" button to make the payment request.

Step 4 of 4

- **Payment Transaction Confirmation** – Recommend that you print the confirmation of the payment request for your records

Once finished, you can leave the screen by selecting the "Home" tab.