

CHAPTER 2A:

GETTING IN USING PASSPORT FOR WINDOWS

PURPOSE

In this chapter, you will learn how to log on to the ASAP system.

GATEWAYS

For security purposes, logging on to ASAP involves passing through three gateways:

- The AT & T Network.
- The Federal Reserve Network, and
- The ASAP application.

At the first gateway, you must identify **yourself** as an authorized **individual user**. You must do so every time you log on.

At the third gateway, you must identify your **organization** as an authorized **inquiry user** in ASAP. After the first time you have done so, the system "remembers" your organization-level information, and you do not need to enter it on subsequent logons.

IDENTIFIERS

To identify yourself as an individual user, enter the **User ID** and **Password** supplied to you over the telephone by the Federal Reserve Bank of Richmond. When you first log on, you must change the temporary password to one that is known only to you.

Your password **expires every 30 days**. When selecting a new password, you must choose a password that you have not used in the last six times that you changed your password. Your password must be safeguarded and kept secret so that only you will be able to enter ASAP with your User ID.

If you do not use your User ID for **6 months**, it will be suspended, and you will need to contact your servicing RFC to have it re-activated. If you do not use your User ID for **9 months**, it will be deleted, and you will need to re-enroll to get a new User ID.

To identify yourself as an authorized Inquiry User, enter the ASAP ID and Organization Access CODE (OAC) supplied to you by your servicing RFC.

Note: While many organizations may know your ASAP ID, the associated OAC should be known only to authorized user of ASAP in your organization. It is considered to be an organization-level password, and it prevents other organizations from accessing your data if they know your ASAP ID.

TEST AND PRODUCTION

Before your organization is cut over to production, you will only have access to the **ASAP TEST** region. Use the training data provided by your RFC to gain familiarity with the system.

Once your organization is cut over to production, you will access the **ASAP PRODUCTION** region exclusively. Disregard the training data and use only the production data provided by the servicing RFC.

Phone List

If you have any problems or questions about using the communications software or the ASAP system, please contact the ASAP Customer Support staff in your servicing RFC area.

If the capital of the state in which you are located is in the **Eastern time zone**, you may contact the ASAP Customer Support staff at the Philadelphia Financial Center between the hours of 7:30 a.m. and 5 p.m. Eastern Time at (215) 516-8021.

If the capital of the state in which you are located is in the **Central time zone**, you may contact the ASAP Customer Support staff at the Kansas City Financial Center between the hours of 7:30 a.m. and 5 p.m. Central Time at (816) 414-2100.

If the capital of the state in which you are located is in the **Mountain or Pacific (or beyond) time zones**, you may contact the ASAP Customer Support staff at the San Francisco Financial Center between the hours of 7:30 a.m. and 5 p.m. Eastern Time at (415) 817-7182.

STEP 1: ACTION

Within the Passport group, double click on the Passport Async icon. When the Passport A window opens, click on Terminal and then click on Connect. The modem will dial and connect to AT & T.

STEP 1: RESULT

The "Welcome to AT & T" screen will appear. This is the first gateway.

```
TRES0201T
SYSTEM: IBMXXXXX                      DATE: 00/08/02
TERMIN: IBMXXXXX                      TIME: HH:MM:SS
CUSTOMER ASSISTANCE: ENTER "NOTIFY" OR CALL 800-727-2222

-----

  W E L C O M E   T O

    ==                =====                ==                =====
  =====                =====                == ==                =====
===      ===                ===                === =                ===
=====                ===                =====                ===
=====                ===                == === =                ===
===      ===                ===                ==  ==                ===
===      ===                ===                =====                ===

                                     Provided by AT&T Global Network Services

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ACCOUNT... TRES      USERID... _____ PASSWORD..._____
Enter desired product or service, or press the HELP key (PF1) for assistance.

===>
4B_                                0 9                                a:Connected Port A200+
```

STEP 2: ACTION

If tres does not appear in the ACCOUNT field, type it in. Also type in your assigned User ID and password in the appropriate fields. Your User ID and temporary password were provided to you over the telephone by the Federal Reserve Bank of Richmond.

Note: When you first log on, you must change the temporary password to one that is known only to you. A password maintenance screen will appear. When selecting a new password, you must chose a password with 6-8 alpha and/or numeric characters that you have not used in the last 6 times that you changed your password. Your password expires every 30 calendar days. The password maintenance screen appears each time the password expires.

```

TRES0201T
SYSTEM: IBMXXXXX                      DATE: 00/08/02
TERMIN: IBMXXXXX                      TIME: HH:MM:SS
CUSTOMER ASSISTANCE: ENTER "NOTIFY" OR CALL 800-727-2222

-----

      W E L C O M E   T O

      ==              =====              ==              =====
      =====              =====              == ==              =====
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      ===      ===              ===              =====              ===

                                          Provided by AT&T Global Network Services

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ACCOUNT... tres____ USERID... elxyz01_ PASSWORD..._____
Enter desired product or service, or press the HELP key (PF1) for assistance.
===>
4B_                                0 9                                a:Connected Port A200+

```

STEP 2: RESULT

The PRODUCTION SELECTION screen will appear.

```

SVM0401T                                PRODUCT SELECTION                                Page 1
SYSTEM: IBMXXXXX                                DATE: 00/08/02
TERMIN: IBMXXXXX                                TIME: HH:MM:SS
CUSTOMER ASSISTANCE: ENTER "NOTIFY" OR CALL 800-727-2222

      PRODUCT              DESCRIPTION              ENTER "NOTIFY" OR CALL

      1      ASAPPROD              ASAP PRODUCTION              800-727-2222
      2      ASAPTEST              ASAP TEST              800-727-2222
Enter selection or press the END key before leaving this terminal unattended

F1=HELP  F3=END  F5=SERVICES  F10=RESEQUENCE PRODUCTS
===>

```

STEP 3: ACTION

On the PRODUCTION SELECTION screen, to access the test mode, type the number of the option for ASAPTEST on the command line and press Enter. To access production, type the number of the ASAPPROD menu option on the command line and press Enter.

```

SVM0401T                                PRODUCT SELECTION                                Page 1
SYSTEM: IBMXXXXX                          DATE: 00/08/02
TERMIN: IBMXXXXX                          TIME: HH:MM:SS
CUSTOMER ASSISTANCE: ENTER "NOTIFY" OR CALL 800-727-2222

      PRODUCT          DESCRIPTION          ENTER "NOTIFY" OR CALL
1      ASAPPROD        ASAP PRODUCTION          800-727-2222
2      ASAPTEST        ASAP TEST                 800-727-2222

Enter selection or press the END key before leaving this terminal unattended

F1=HELP  F3=END  F5=SERVICES  F10=RESEQUENCE PRODUCTS
====> 2

```

Note: The numbering on your screen may differ. Choose the correct number for the mode you wish to use.

STEP 3: RESULT

The FRAS (federal Reserve Automation Services) sign on screen will appear. This is the second gateway.

```

          FFFFFFFF RRRRRRRR          AAAAAA          SSSSSSSS
          FFFFFFFF RRRRRRRRRR        AAAAAAAAAA        SSSSSSSSSS
          FF          RR          RR AA          AA SS          SS
          FF          RR          RR AA          AA SS          SS
          FF          RR          RR AA          AA SS
          FFFFFFFF RRRRRRRRRR        AAAAAAAAAA        SSSSS
          FF          RR RR          AA          AA          SS
          FF          RR          RR AA          AA SS          SS
          FF          RR          RR AA          AA SS          SS
          FF          RR          RR AA          AA SSSSSSSSSSSS
          FF          RR          RR AA          AA SSSSSSSS

                                IMS/ESA
                                5.1

08/02/00      PP12 IMIR PIT IMS          HH:MM:SS

ENTER:  USERID =====>
        PASSWORD =====>
        NEW PASSWORD =====>
        (IF DESIRED)

```

STEP 4: ACTION

At the FRAS sign on screen, enter you assigned User ID and Password and press Enter.

```

          FFFFFFFFFF RRRRRRRR      AAAAAA      SSSSSSSSS
          FFFFFFFFFF RRRRRRRRRR  AAAAAAAAAA  SSSSSSSSSSS
          FF          RR          RR AA      AA SS      SS
          FF          RR          RR AA      AA SS      SS
          FF          RR          RR AA      AA SS      SS
          FFFFFFFFFF RRRRRRRRRR  AAAAAAAAAA  SSSSS
          FF          RR RR      AA          AA          SS
          FF          RR RR      AA          AA SS        SS
          FF          RR RR      AA          AA SS        SS
          FF          RR RR      AA          AA SSSSSSSSSSS
          FF          RR RR      AA          AA SSSSSSSSS
                                     IMS/ESA
                                     5.1

          08/02/00   PP12 IMIR PIT IMS      HH:MM:SS

          ENTER:   USERID =====> e1xyz01
                   PASSWORD =====>
                   NEW PASSWORD =====>
                   (IF DESIRED)

```

Note: The first time that you sign-on to FRAS, you should enter your temporary password provided to you by the Federal Reserve Bank (not the password you selected on the Password Maintenance screen) in the Password field. You may hit the Tab key to enter a new password. You may choose the same password you chose on the Password Maintenance screen.

STEP 4: RESULT

The FORMAT REQUEST screen will appear.

```

          TIME: HH:MM:SS          DATE:   08/02/00

          F O R M A T   R E Q U E S T
          -----

          ENTER TRANSACTION FORMAT OR PRESS <CLEAR>

          FORMAT =====>

          DFS058I SIGN COMMAND COMPLETED

```

STEP 5: ACTION

At the FORMAT REQUEST screen, type asap and press Enter.

```
TIME: HH:MM:SS          DATE: 08/02/00
                          F O R M A T   R E Q U E S T
                          -----
                          ENTER TRANSACTION FORMAT OR PRESS <CLEAR>
                          FORMAT ===>  asap
                          _____
                          DFS058I SIGN COMMAND COMPLETED
```

STEP 5: RESULT

The ASAP Main Menu will appear. This is the third and final gateway.

```
SPASAP          AUTOMATED STANDARD APPLICATION FOR PAYMENTS      08/02/00
SPASAP          MAIN MENU                                         HH:MM:SS
08/02/2000    T

                          <1>  PAYMENT REQUEST PROCESSING
                          <2>  INQUIRY MENU
                          <3>  FEDERAL AGENCY FUNCTIONS MENU
                          <4>  RFC FUNCTIONS MENU
                          <5>  FRB SUPPORT PROCESSING
                          <6>  REPORT REQUEST MENU
                          <7>  NOTIFICATIONS

                          ASAP ID:
ORGANIZATION ACCESS CODE:          ENTER SELECTION NUMBER:  _
                          PRESS ENTER

                          F2=EXIT
```

STEP 6: ACTION

Type in your ASAP ID and ORGANIZATION ACCESS CODE (OAC), then select a menu option. Press Enter.

SPASAP	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SPASAP	MAIN MENU	HH:MM:SS
08/02/2000	T	
<1> PAYMENT REQUEST PROCESSING <2> INQUIRY MENU <3> FEDERAL AGENCY FUNCTIONS MENU <4> RFC FUNCTIONS MENU <5> FRB SUPPORT PROCESSING <6> REPORT REQUEST MENU <7> NOTIFICATIONS		
ASAP ID: 0101234 ORGANIZATION ACCESS CODE: _____		
		ENTER SELECTION NUMBER: 2 PRESS ENTER
F2=EXIT		

Note: The ASAP ID and OAC need only be entered the first time you access the test region and the first time you access the production region. To view the ASAP ID you entered previously, press Enter while the SELECTION NUMBER is blank and the ID will appear.

STEP 6: RESULT

In this example, menu option 2 was selected, so the Inquiry Menu appears.

SP100A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP100AO	INQUIRY MENU	HH:MM:SS
08/02/2000	T	
** ASAP IS IN TEST MODE **		
< 1> PAYMENT REQUEST STATUS INQUIRY PROMPT < 2> ACCOUNT BALANCE INQUIRY PROMPT < 3> ACCOUNT STATEMENT INQUIRY PROMPT < 4> AUTHORIZATION TRANSACTION INQUIRY PROMPT < 5> ACCOUNT PROFILE INQUIRY < 6> FEDERAL PROGRAM AGENCY INQUIRY < 7> PAYMENT REQUESTOR INQUIRY < 8> RECIPIENT ORGANIZATION INQUIRY < 9> CFDA INQUIRY <10> ALC INQUIRY <11> RETURNED PAYMENT INQUIRY PROMPT <12> BOOK ENTRY ADJUSTMENT INQUIRY PROMPT <13> INTERSTATE AUTHORIZATION TRANSFER INQUIRY PROMPT <14> SUPER USER INQUIRY <15> VOICE RESPONSE ACCOUNT NUMBER INQUIRY PROMPT		
		ENTER SELECTION NUMBER: _ PRESS ENTER
F2=EXIT		F5=MAIN