



Department of the Treasury
Financial Management Service
Debt Management Services



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Getting Enrolled in the FedDebt System



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FedDebt System Access Request Form

FOR CROSS-SERVICING AGENCIES ONLY

Section I -- User Information: (Please type or print clearly) *(Instructions attached)*

Program Designation Code(s) [PDC(s)]: _____

Federal Employee [] Contractor [] (Check One)

Agency Name: _____
[Federal Program Agency or Contractor Name]

Bureau Name: _____

Referring Office Name(s): _____

Program Name(s): _____

User Legal Name: _____ (e.g., Robert instead of Bob)

User's Internet Email Address (please print clearly): _____

User Phone No.: _____ Room No.: _____ Fax No.: _____

Address: street address only --no post office boxes

Street Line 1: _____

Street Line 2: _____

Street Line 3: _____

City: _____ State: _____ Zip Code: _____

Supervisor Legal Name: _____

Supervisor's Internet Email Address: _____

Supervisor Phone No.: _____ Room No.: _____

Supervisor Signature: _____ Date: _____

Section II -- Access Requested: [] Add [] Revoke [] Modify (select modify of this is a role change or report access change for an existing user)

SecurID: Does the User have a SecurID card? [] Yes [] No

NOTE: SecurID is not currently required for FedDebt access.

If Yes, what is the number on the back of the SecurID card? _____

Section III -- Application(s) Requested:

Application	Access
FedDebt (Including WebFocus)	[<input type="checkbox"/>] Online
User Group (select one)	[<input type="checkbox"/>] FMS / Debt Management Services [<input type="checkbox"/>] Federal Program Agency (aka Creditor Agency) [<input type="checkbox"/>] Private Collection Agency

This form is in compliance with the Privacy Act of 1974 (Section 552a, 5 U.S.C.), Section 301, 5 U.S.C., Section 3105, 44 U.S.C., 18 U.S.C. 3056, and the Treasury Departmental Offices Directive D O 216. The information you provide on this form will be used principally to aid in the completion of your access request to Financial Management Service (FMS) systems. All or part of this information may be furnished to Federal, State, local and public agencies in the event a violation of law is disclosed. Completion of this form is voluntary; however, failure to complete the form requested will result in no consideration for access to FMS systems. Although no penalties are authorized if you do not provide the requested information, failure to supply information will result in your not receiving access to FMS systems.

Section IV – FedDebt Role and Report Information:

Creditor Agency FedDebt Roles (Choose One)
<input type="checkbox"/> Creditor Agency Analyst: Create recall request; Read only case data, debt data, debtor data, notes, history/collection activity, payment agreement calendar
<input type="checkbox"/> Creditor Agency Data Entry Clerk: Create and update case date, debt data, debtor data; Update debtor notes; Read only financial history, payment agreement calendar
<input type="checkbox"/> Creditor Agency Financial Supervisor: Create and update financial batch and online processing; Read only case data, debt data, debtor data, notes, history/collection activity, payment agreement calendar
<input type="checkbox"/> Creditor Agency Supervisor: Create and update agency contact info, case data, debt data, debtor data, recall request; Update debtor notes; Read only debt notes, history/collection activity, payment agreement calendar
Creditor Agency Report Views (Choose One)
<input type="checkbox"/> Creditor Agency View including the following reports: Creditor Agency Profile Report, Agency Contact Report, Creditor Agency Profile History Report and the Apportionment Report.
<input type="checkbox"/> Creditor Agency Financial Supervisor View including the reports available in the Creditor Agency View (above) in addition to: Adhoc Financial Activity Detail Report, Adhoc Financial Activity Summary Report, Agency Payment Report and System Compromise Report.

**Send to: Treasury Offset Customer Service Branch
FedDebt Agency Liaison Staff
Financial Management Service
P.O. Box 1686
Birmingham, AL 35201
ATTN: Dot Johnston
Fax Number: 205-912-6492**

Section V – FMS Authorization: [for FMS Use Only]

Application Sponsor Signature: _____ **Dated:** __/__/__

Application ISSO Signature: _____ **Dated:** __/__/__

Instructions for FedDebt Enterprise System Access Request Form

Section I – User Information

Program Designation Code(s) [PDC(s)]: Thirteen (13) character code provided for your Agency's program. More than one PDC can be listed if user has supervisory approval to access more than one program within a Bureau. *{For Federal Program Agency users only}*

Federal Employee or Contractor: Place an **X** in the appropriate box to indicate whether the user is a Federal Employee (receives salary directly from a Federal agency) or is a contractor (receives salary from a private company).

Agency Name: Name of government organization to the most specific level. If a contractor, enter company name.

Bureau Name: If applicable.

Referring Office Name(s): If applicable, specific location of office or name of office referring debt for cross-servicing.

Program Name(s): If applicable, name of program(s) for which debts are referred for cross-servicing.

User Legal Name: User's full legal name: first, middle, last. We must have the full legal name in order to correctly identify people with similar names.

User's Internet Email Address: Internet email address (which may be different from local LAN email address).

Address: Physical street address is required. No post office boxes, please.

Supervisor Legal Name: Supervisor's full legal name: first, middle, last. We must have the full legal name in order to correctly identify people with similar names.

Supervisor's Internet Email Address: Internet email address (which may be different from local LAN email address).

Section II – Access Requested

Access Requested:

Add - Add a new user to FedDebt

Revoke - Revoke access to FedDebt for an existing user

Modify – Change of name, access connections, role, or report access

SecurID: SecurID cards are used as additional verification that a user is who they say they are; some users may already have a SecurID card, and we need to capture the information. Eventually, every user of FedDebt will require a SecurID card to access the application, but it is not required for initial implementation.

Section III – Application(s) Requested

Place an **X** in the "Online" box. For User Group, select a group and place an **X** in the appropriate box.

Section IV – FedDebt Role and Report Information

At this time, users can only request one role. Please place an **X** in the appropriate box to indicate the role requested. Users only need one report view. Please place an **X** in the appropriate box to indicate the view requested.

NOTE: In order to receive access to FedDebt, all users must read and sign two sets of Rules of Behavior: the Rules of Behavior for External Users of FMS Systems and the FedDebt Rules of Behavior.



FedDebt Rules Of Behavior

FedDebt Rules of Behavior (05/2006)

Introduction

The following rules of behavior are to be followed by all users of the FedDebt Enterprise System. These rules clearly delineate responsibilities of and expectations for all individuals with access to the application. **Compliance with these rules will be enforced through sanctions commensurate with the level of infraction. Actions may range from a verbal or written warning, removal of system access for a specific period of time, recommendation of reassignment to other duties, or termination, depending on the severity of the violation.**

1. Responsibilities

All authorized users who have access to the FedDebt Enterprise System shall read, acknowledge understanding, and sign the Rules of Behavior before accessing the application and associated data.

By agreeing to and signing these rules, the user signifies:

- Understanding of the FMS Reporting Applications security requirements
- Acceptance of the FMS Reporting Applications security requirements
- Acknowledgement that disciplinary action may be taken based on violation of these Rules of Behavior

Federal Program Agency (FPA) Management shall verify that the users who require access to the FedDebt application have read and accepted (via signature on the acceptance form) these Rules of Behavior.

2. Other Policies and Procedures

These Rules of Behavior are an addendum to, and should be used in conjunction with, the Financial Management Service Rules of Behavior for External Users of FMS Systems, dated March 16, 2006, or FPA equivalent for FPA users. They are intended to enhance and further define the specific rules each user must follow while accessing the FedDebt application/s. The rules are consistent with the policy and procedures described in the following directives:

- FMS IT Security Policy Manual Version 2.8 dated April 21, 2005 and the FMS IT Security Standards Manual, Version 2.7 dated January 19, 2006.
- Treasury Department Publication (TD P) 71-10, Treasury Department Security Manual, 1992
- OMB Circular A-130, Management of Federal Information Resources, Appendix III-Security of Federal Automated Information Resources (Revised)
- Federal Information Security Management Act (FISMA), Title III of the E-Gov Act (Note: supersedes the Computer Security Act of 1987)

3. Application Rules

Users must ensure that the FMS Information Technology resources with which he/she has been entrusted are used properly; as directed by FMS policies and standards, taking care that the laws, regulations, and policies governing the use of such resources are followed and that the value of all information assets is preserved.

Users must follow approved FMS procedures to request or revoke access to the FMS reporting applications of FedDebt. Users must complete and submit the appropriate access management forms: the Enterprise System Access Request Form, a signed copy of the Rules of Behavior for External Users of FMS Systems, and a signed copy of the FedDebt Rules of Behavior.

Users are responsible for all actions that are taken under their Logon ID and password.

Users must access the FedDebt application/s in a responsible way and only to accomplish legitimate business. Users must not read, alter, insert, copy, or delete any data except in accordance with assigned job responsibilities. Ability to access data does not equate to authority to manipulate data. In particular, users must not browse or search FMS data (including data submitted to FMS by another Federal or state agency) except in the performance of authorized duties.

Users must not disclose their password to other people or knowingly or carelessly make it possible for other people to access FedDebt using their Logon ID and Password.

Users must not record or store passwords in areas of vulnerability.

Users must change passwords when required or prompted by the system.

Users must choose hard to guess passwords using a minimum of eight case-sensitive alpha/numeric and/or special characters, of which at least two (2) are numeric.

Users must not attempt to circumvent any FedDebt security control mechanism and will not enable Auto-Fill In of user id or passwords

Users must use the virus protection mechanism(s) provided or recommended by FMS or their employing agency.

Users are aware that their assigned Logon ID and password serve as his/her electronic signature for all activity while active in the FedDebt application.

Users are aware of their responsibility for complying with the FedDebt policies and safeguards.

Users must complete and document IT security awareness training as required by applicable government directives.

Users must immediately report any known or suspected breaches of the FedDebt Enterprise Application to the FMS Help Desk at (202) 874-4357.

Users must access the FMS reporting applications through an internet connection.

Users must complete and submit the appropriate FMS access management forms to access the FedDebt application. Users must sign and return to FMS the Non-Disclosure agreement when provided by FMS.

Users must secure the workstation from unauthorized use when leaving a browser session unattended while using the application.

Users must have java script enabled when using the FedDebt application.

ACCEPTANCE

I have read this supplement to the FMS IT Security Rules of Behavior Standard S-0200.26 dated July 15, 2004 for the FMS FedDebt reporting application and fully understand the security requirements of this information system, application and data. I further understand that violation of these rules may be grounds for administrative and/or disciplinary action by FMS and may result in actions up to and including termination or prosecution under Federal law. I acknowledge receipt of and will comply with the FedDebt Rules of Behavior as applicable to my usage.

User Name (Please print)

Signature

Date (MM/DD/YYYY)

Agency Name (Company Name)

Telephone Number

Email Address



Rules of Behavior for External Users of FMS Systems

Rules of Behavior for External Users of FMS Systems (3/16/2006):

The following Rules of Behavior are the minimum rules for external users who are requesting an FMS user account:

1. You must conduct only authorized business on the system.
2. Your level of access to the FMS system is limited to ensure your access is no more than necessary to perform your legitimate tasks or assigned duties. If you believe you are being granted access that you should not have, you must immediately notify the FMS Information System Security Officer or the FMS Help Desk (202-874-4357).
3. You must maintain the confidentiality of your authentication credentials such as your password. Do not reveal your authentication credentials to anyone; an FMS employee should never ask you to reveal them.
4. You must follow proper logon/logoff procedures. You must manually logon to your session; do not store your password locally on your system or utilize any automated logon capabilities. You must promptly logoff when session access is no longer needed. If a logoff function is unavailable, you must close your browser. Never leave your computer unattended while logged into the system.
5. You must report all security incidents or suspected incidents (e.g., lost passwords, improper or suspicious acts) related to the FMS system to the FMS Information System Security Officer or the FMS Help Desk (202-874-4357).
6. You must not establish any unauthorized interfaces between FMS applications and other non-FMS systems.
7. Your access to the FMS system is governed by, and subject to, Federal law, including, but not limited to, the Privacy Act, 5 U.S.C. 552a, if the applicable FMS system maintains individual Privacy Act information. Your access to the FMS system constitutes your consent to the retrieval and disclosure of the information within the scope of your authorized access, subject to the Privacy Act, and applicable Federal laws.
8. You must safeguard system resources against waste, loss, abuse, unauthorized use or disclosure, and misappropriation.
9. You must not process classified national security information on the system.
10. You must not browse, search or reveal FMS system information except in accordance with that which is required to perform your legitimate tasks or assigned duties. You must not retrieve information, or in any other way disclose information, for someone who does not have authority to access that information.
11. By your signature or electronic acceptance (such as by clicking an acceptance button on the screen), you must agree to these rules.
12. You should contact your FMS Information System Security Officer or the FMS Help Desk (202-874-4357) if you do not understand any of these rules.

ACCEPTANCE

I have read the above Rules of Behavior for External Users of Financial Management Service (FMS) Systems. By my electronic acceptance and/or signature below, I acknowledge and agree that my access to the FMS system is covered by, and subject to, such Rules. Further, I acknowledge and accept that any violation by me of these Rules may subject me to civil and/or criminal actions and that FMS retains the right, at its sole discretion, to terminate, cancel or suspend my access rights to the FMS system(s) at any time, without notice.

User's Legal Name: _____ (printed)

User's Signature: _____ (signature)

Date: _____



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The FedDebt Enrollment Process



- ✓ Submit the FedDebt User Access form, the FedDebt Rules of Behavior and the Rules of Behavior for External Users of FMS Systems.
- ✓ Forms are reviewed to ensure they are complete then submitted to the FedDebt ISSO officer.



- ✓ Users are enrolled in the ITIM (IBM Tivoli Identity Manager) system, which is FMS's single sign-on system (SSO), and in the FedDebt system. You may receive one or more emails from ITIM. Save these emails for later use.
- ✓ Information is forwarded to FMS's Data Access Control Division (DACD) to complete the enrollment process.



- ✓ You will receive a FedDebt Security Access package from the Data Access Control Division between ten days and two weeks from the time you submit your enrollment documents. This will include your User ID and the URL to the ITIM system.
- ✓ At this time, you are ready to sign into the ITIM system to answer several challenge questions, generate a 'shared secret' and change your temporary password. Your 'shared secret' is stored in the ITIM system and is used to verify your identity when contacting the FMS Help Desk for assistance.



- ✓ To access the ITIM system, open the emails from the ITIM system mentioned in step three. This will contain your temporary password to the ITIM system. If you did not receive the email from ITIM or cannot open it, contact the FMS Help Desk at (202) 874-HELP to have them reset your ITIM password.

- ✓ Enter the following URL into your Internet Explorer browser:

<https://ireg.fms.treas.gov/enrole>

- ✓ Enter your user ID and your temporary password into the appropriate fields and click 'Log In'. You will now be directed to answer your challenge questions, create your shared secret and change your temporary password.



- ✓ Once you have completed the ITIM process, you are ready to sign into the FedDebt system. Enter the following URL into your Internet Explorer browser:
<https://feddebt.fms.treas.gov/FedDebtWeb>
- ✓ Enter your user ID and your password into the appropriate fields and click 'Log In'. You should now be directed to the FedDebt Menu page.



IMPORTANT!

The 'Management Reports' section of FedDebt requires an additional enrollment step. It does not require anything from you, but may take an additional week until you are able to access 'Management Reports'.