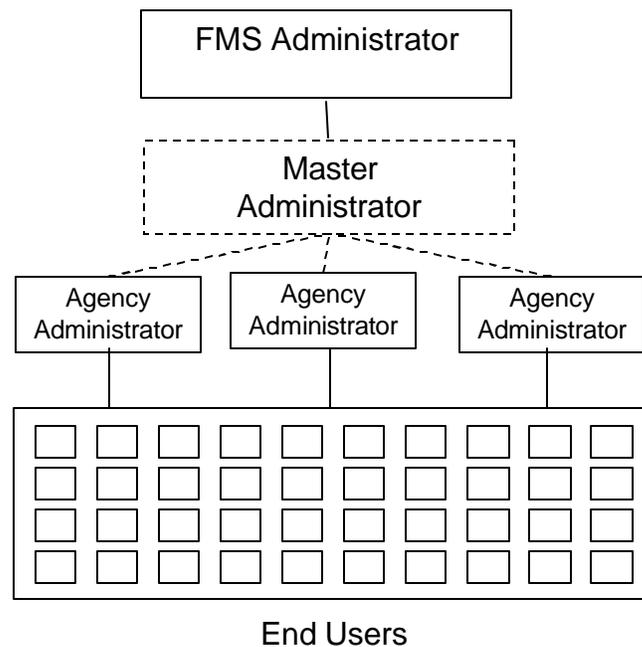




Intra-governmental Payment and Collection System

USER GUIDE FOR TREASURY UPS (USER PROVISIONING SERVICE)

Overview



- **Users**
 - Designated by Agency Administrator
 - Access IPAC, RITS, and TRACS applications for entering transactions retrieving reports, and entering requests.
- **Agency Administrator (AA)**
 - Designated by Master Administrator
 - Approve and recertify User access
 - Cannot be a Master Administrator
- **Master Administrator (MA)**
 - Designated by Chief Financial Officer (CFO) or Deputy Chief Financial Officer (DFCO)
 - Only one per Agency, Bureau or Department
 - Approve and recertify Agency Administrators
 - Cannot be an agency administrator

- **FMS Administrator (FA)**
 - FMS and Treasury Support Center personnel
 - Designated by authorized FMS officials
 - Approve and recertify Master Administrators
 - Establishes user roles in Treasury UPS

Starting the Process

Log on to <http://www.fms.treas.gov/GOALS/ipac>

- Select Getting Started on the left of the screen
- Print one of the following forms:
 - **User Request Form** – required for User Access
 - **Agency Administrator (AA) Designation Form** – required for Agency Administrators
 - **Master Administrator (MA) Form** – required for Master Administrators

Enrolling as an IPAC User and Agency Administrator

Log on to <https://www.twai.gov/TWAIUPS/user>

- Click on the **Register** link located under the login button
- When the Treasury Self Registration page appears, enter the number that appears in the green box and click **Next**
- Enter your name and e-mail address and click **Next**
 - If you have a user ID that already exists in Treasury UPS the following message will appear: “A user with the entered E-Mail Address already exists.” _If your user ID already exists click **Cancel**
 - If UPS ID is not known skip to forgot password/user id section of guide (pg. 3)
 - If known skip the steps in the remainder of this section and proceed to the Completing IPAC Forms section on page 2
- Click **Finish**
- Close the browser
- An e-mail from the Treasury UPS User Administration will be sent to your e-mail address to verify the address.
- After receiving e-mail, click on the URL link that is embedded in the message. If clicking on the link does not work, copy and paste or type the link information into your browser.
- When the Treasury Self Registration page appears, enter the number that appears in the green box and click **Next**
- Verify that your name and e-mail address appear and click **Next**
- Select the dropdown arrow next to Organization Type
 - Highlight Your Organization Type and click **Next**
- Select the dropdown arrow next to the Agency/Department you are employed with
 - Highlight your Agency/Organization
 - If your Agency/Department is not displayed in the dropdown, call the Treasury Support Center at 866-809-5218
- Select the dropdown arrow next to Bureau
- Highlight the appropriate Bureau and click **Next**
 - If your Bureau is not displayed in the dropdown, leave it blank and click **Next**
 - Call the Treasury Support Center at 866-809-5218 to report your missing bureau.
- Enter your personal information and click **Next**
 - All fields with an asterisk (*) are required
 - Generation = Jr., Sr., etc

- Registered Address is For TCIS users only
 - No dashes can be used in the phone number
- All first time users will need to read and accept the Rules of Behavior for Treasury User Provisioning. **Periodically, you will be prompted to accept the Rules of Behavior after the initial acceptance.** These rules explain your responsibilities regarding your logon ID and password. If you reject the Rules of Behavior, you will be sent back to the login screen, and you will be unable to access the IPAC application.
- After the Rules of Behavior have been accepted, you will be directed to the Answer Secondary Authentication Questions and Shared Secret Page of Treasury User Provisioning. You must answer eight of the ten questions in order to access IPAC.
 - Remember your answers. In the future, you will be able to reset your own password if you know the answers to the secondary authentication questions.
- After eight questions have been answered, you must enter a shared secret. The shared secret is a value used to validate your identity should you require assistance in re-setting your password. Although this value is a secret it is OK to reveal the value to a Financial Management Service (FMS) help desk administrator when resetting your account. There can be a maximum of three repeated characters and the shared secret must be:
 - At least 8 characters long
 - Contain alphanumeric characters
- After the shared secret has been entered click **Next**.
- **Write the Treasury UPS User ID** in the space provided on the appropriate IPAC form. The Treasury User ID that is assigned by the system is the ID you will use to access IPAC.
- Create your new Treasury password, reenter your password and click **Next**
- A Confirmation page will be displayed confirming that the following have been completed:
 - FMS Rules of Behavior Agreement
 - Secondary Authentication Questions
- You will receive an e-mail from the Treasury UPS User Administration with your Treasury UPS User ID
- Log on to Treasury UPS at <https://www.twai.gov/TWAIUPS/user> using the Treasury UPS User ID and password that you just established
- Close the login screen by clicking **Logout** on the top right of the screen

Enrolling as a Master Administrator

Complete Master Administrator form.

- Be sure the form is signed by the CFO or DCFO and includes the correct Agency Location Code (ALC) number(s).
- Fax form to 314-444-7346 to be processed. After your account has been processed, you will receive an e-mail from the Treasury UPS User Administration with your Treasury UPS User ID and a second e-mail stating: "Your IPAC roles have been approved or modified." 24 hours upon receiving your User ID, you will receive an additional email containing a temporary password.
- After receiving your User ID and password, log on to Treasury UPS at <https://www.twai.gov/TWAIUPS/user>. You will be required to change your password.

- All first-time users will need to read and accept the Rules of Behavior for Treasury User Provisioning. Periodically, you will be prompted to accept the Rules of Behavior after the initial acceptance. These rules explain your responsibilities regarding your logon ID and password. If you reject the Rules of Behavior, you will be sent back to the logon screen, and you will be unable to access the IPAC application.
- After the Rules of Behavior have been accepted, you will be directed to the Answer Secondary Authentication Questions and Shared Secret Page of Treasury User Provisioning. You must answer eight of the ten questions in order to access IPAC.
- Remember your answers. In the future, you will be able to reset your own password if you know the answers to the secondary authentication questions.
- After eight questions have been answered, you must enter a shared secret. The shared secret is a value used to validate your identity should you require assistance in resetting your password. Although this value is a secret, it is OK to reveal the value to a Financial Management Service (FMS) help desk administrator when resetting your account. There can be a maximum of three repeated characters. The shared secret must be:
 - at least eight characters long and
 - contain alphanumeric characters.

Completing IPAC Forms

After your registration is completed in Treasury UPS, the appropriate form will need to be submitted so that IPAC functional roles can be assigned. Ensure the following have been completed:

- Treasury UPS User ID is included (forms will not be processed if end user has not registered in UPS)
- Be sure the form is signed (forms will not be processed without a signature)
 - User forms must be signed by the Supervisor and the Agency Administrator
 - Agency Administrator forms must be signed by the Supervisor and Master Administrator.
 - Master Administrator forms must be signed by the CFO or DCFO and FMS
- Correct Agency Location Code (ALC) number

Fax forms to 314-444-7346. When the functional roles have been added to IPAC, you will receive an e-mail notification from Treasury User Administration stating: "Your IPAC roles have been approved or modified."

My Treasury User Account Information

Log on to <https://www.twai.gov/TWAIUPS/user>. The following functionalities will allow you to manage your Treasury User ID.

Manage My Applications

This function allows you to view the Current Module/Role/ALC that has been assigned to you.

- Click on Manage My Applications
- Under Existing Applications, select **View** next to IPAC.
- Click **Finish**

Update My Information

This function allows the user to update or change current personal information

- Click on Update My Information
- Update your information and click **Next**

- Click **Finish**

Change My Password

This function allows you to change your password if it has become compromised

- Click on change my password
- Enter your Logon ID, Old Password and New Password and click **Change Password**
- Click on **Continue**

Update My Secondary Authentication Answers and Shared Secret

This function allows you to change your secondary authentication answers and Shared Secret

- Click on Update My Secondary Authentication Answers
- Change your answers and click **Next**
- Click **Finish**

Forgot Password or Treasury User ID

If you have forgotten your password click on **Forgot Password** from the IPAC application sign on page.

1. Enter your Treasury UPS User ID. Click **Next**
2. Answer the four questions correctly and click **Next**
3. Your new password will be e-mailed to you
4. Click **Finish**. Begin using your new password the next time you sign into IPAC

If you have forgotten your Treasury UPS User ID, click **Forgot User ID**

1. Enter your e-mail address and click **Next**
2. Your user ID will be e-mailed to you
3. Click **Finish**

Password Policy

Passwords must be at least eight characters may not include more than two repeated characters. Passwords should include **ALL** of the following:

- at least one uppercase letter,
- at least one lowercase letter, and
- at least one number.

Example: Abb12323

Important Note: Passwords should not be stored on a hard drive, even if there is a “remember password” feature. Your password should never be shared with anyone else or used by anyone else. You are responsible for all activity that occurs under your name.

Password Use and Suspension

- Users will be logged out after 10 minutes of inactivity on Treasury User Provisioning pages.
- Users will be suspended after three unsuccessful attempts to log on and will need to contact the Treasury Support Center to receive a temporary password. Temporary passwords are system generated and will be e-mailed. You will be required to provide your Shared Secret prior to reset.
- Passwords will expire every 90 days. Users who have not changed their password within 90 days will be automatically directed to the Password Change Request page after logging onto IPAC.
- IPAC access will be suspended automatically, when an individual has not logged in for 365 days.
- If you choose to change your password, sign onto Treasury UPS at <https://www.twai.gov/TWAIUPS/user>
 - Select **Change My Password**

- Enter your Logon ID
 - Enter old password
 - Enter new password
 - Confirm new password
 - Click on **Change Password**
 - Click **Continue**, and you will be returned to the Treasury UPS home page
 - Use your new password the next time you log into the IPAC application.
- Passwords should not include information stored in the user's profile.
 - An identical password cannot be used for three consecutive password changes.
 - **You should always exit Treasury UPS by selecting the Log Out button.** If the "X" is selected on the upper-right corner of the browser, you will remain logged in for a 15-minute period. **After you log out, be sure to close the browser.**

For questions or problems, please contact the Treasury Support Center at
1-866-809-5218 or e-mail us at IPAC@stls.frb.org.