Follow the steps below to verify/modify your CARS account through the ISIM Self-Service website.


2. Enter your user ID and password, and then click the **LOGIN** button.
3. The Self-Service home page will load. To verify or modify your access to CARS, click the **View or Change Account** link in the **My Access** section.

<table>
<thead>
<tr>
<th>My Password</th>
<th>Change Password</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Use this link to change your passwords.</td>
</tr>
<tr>
<td></td>
<td>Change Forgotten Password Information</td>
</tr>
<tr>
<td></td>
<td>Use this link if you need to change the information required to log in when you have forgotten your password.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>My Access</th>
<th>Request Account</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Request a new account.</td>
</tr>
<tr>
<td></td>
<td>Delete Account</td>
</tr>
<tr>
<td></td>
<td>Delete one of your existing accounts.</td>
</tr>
<tr>
<td></td>
<td>View or Change Account</td>
</tr>
<tr>
<td></td>
<td>Change one of your existing accounts.</td>
</tr>
<tr>
<td></td>
<td>Request Access</td>
</tr>
<tr>
<td></td>
<td>Request access to items such as accounts and applications.</td>
</tr>
<tr>
<td></td>
<td>View Access</td>
</tr>
<tr>
<td></td>
<td>View your access to items such as accounts and applications.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>My Profile</th>
<th>View or Change Profile</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>View and edit your personal profile.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>My Requests</th>
<th>View My Requests</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>View the requests you have recently submitted.</td>
</tr>
</tbody>
</table>
4. When the View or Change Account page loads, click the CARS link in the Account Type column.

<table>
<thead>
<tr>
<th>Account Type</th>
<th>User ID</th>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CARS</td>
<td>buson001</td>
<td>Active</td>
<td>This Single Sign On (FSLDAP) account (user ID) will enable you to log into The Bureau of Fiscal Service's applications.</td>
</tr>
<tr>
<td>SHCS</td>
<td>buson001</td>
<td>Active</td>
<td></td>
</tr>
<tr>
<td>System - Hosted</td>
<td>buson001</td>
<td>Active</td>
<td></td>
</tr>
<tr>
<td>Single Sign On (FSLDAP)</td>
<td>buson001</td>
<td>Active</td>
<td></td>
</tr>
</tbody>
</table>

5. When the Account Information page loads, your supervisor’s name will be displayed.

**Note:** If the Supervisor field is blank or shows an incorrect entry, click the Search button next to the field, and then proceed to step 6. If the correct supervisor is listed, skip to step 8.

Change the account Information below. When you are done changing information, click OK.

- Is CGAC
- GWA Supervisor
- Amy Super
- Modules, Roles, ALCs, and AGroups
- Last Recertification
- Recent Approved By
- Recent Status
- Recent Comments

OK  Cancel
6. Type in the name of the correct supervisor, and then click **Search**.

   **Search for GWA Supervisor**

   Enter information to search for a GWA Supervisor.

   **Search by:**
   - Full name

   **Search for:**
   - amy

   [Search]

   [Back to Account]

7. When the supervisor’s name appears in the search results, click the link to select it.

   **Note:** If the correct supervisor’s name does not appear, you will need to have him/her submit a form in order to be added to ISIM as a supervisor.

   **Search for GWA Supervisor**

   Enter information to search for a GWA Supervisor.

   **Search by:**
   - Full name

   **Search for:**
   - amy

   [Search]

   **Search Results**

   Click below to select from the search results.

   [Table]

   [Back to Account]
8. Next, click on Details to verify that your access is correct.

9. The CARS Access Permissions window will appear. The module, role and AGroup selections already assigned to the user will be displayed in the Current Permissions table.
Note: The Modules and Roles selected below are only examples. You will need to select your desired Modules and Roles to perform your duties. To obtain more information about the CARS Modules and Roles, see Appendix A.

10. To add a new permission, click the down arrows in the Module and Role fields to expand the dropdown menus and select the appropriate options. In the ALC free-form entry field, specify the AGroup needed for CARS access by entering any of the following information: ALC(s), AGroup name (if known), ID of another user whose access should be mirrored, etc.

Note: The AGroup field is not an editable field in Self-Service. This field will be populated with the correct AGroup based on what is entered in the ALC field when the Treasury Support Center approves the request.

CARS Access Permissions

<table>
<thead>
<tr>
<th>Module</th>
<th>Role</th>
<th>ALC</th>
<th>AGroup</th>
</tr>
</thead>
<tbody>
<tr>
<td>APROP</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

To obtain more information about the CARS Modules and Roles, see Appendix A.

11. Click Add to move the new module, role and ALC information to the CurrentPermissions table. The information entered in the ALC field will populate in the table in its entirety; this information will assist the TSC in adding the appropriate AGroup permission.

CARS Access Permissions

<table>
<thead>
<tr>
<th>Module</th>
<th>Role</th>
<th>AGroup</th>
<th>ALC</th>
<th>Edit</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCTSTMT</td>
<td>AR</td>
<td>3645</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NET</td>
<td>AP</td>
<td>4597</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

CARS Access Permissions

<table>
<thead>
<tr>
<th>Module</th>
<th>Role</th>
<th>AGroup</th>
<th>ALC</th>
<th>Edit</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCTSTMT</td>
<td>AR</td>
<td>3645</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NET</td>
<td>AP</td>
<td>4597</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>APROP</td>
<td>AR</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
12. If any information in the Current Permissions table is incorrect, click the Edit button in the row showing the incorrect data (in this example, the NET module line was selected). After clicking Edit, the Module, Role, ALC and AGroup field entries will move back to the Access Permissions table and will become modifiable. Once that occurs, make the appropriate changes and/or additions to the Module, Role, and/or ALC fields. When your updates are completed, click Add.

Note: The AGroup field is not an editable field in Self-Service. If you click an Edit button that corresponds with an entry that previously had an AGroup assigned, the AGroup that was already populated will automatically be removed when changes are made and the Add button is selected. To ensure that the appropriate AGroup is assigned, enter ALC information to the best of your knowledge in the ALC field. Doing so will let the TSC know what AGroup to add, as described in Step 9.

<table>
<thead>
<tr>
<th>Module</th>
<th>Role</th>
<th>ALC</th>
<th>AGroup</th>
</tr>
</thead>
<tbody>
<tr>
<td>NET</td>
<td></td>
<td>13000004, 13000005</td>
<td>4587</td>
</tr>
</tbody>
</table>

13. After clicking Add, the new module, role, or ALC entries will populate in the Current Permissions table and the AGroup information will be missing. Once the Current Permissions table reflects correct information, click OK.

Note: Do not click the OK button until you have completed all your changes.

<table>
<thead>
<tr>
<th>Module</th>
<th>Role</th>
<th>ALC</th>
<th>AGroup</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCTSTM</td>
<td>AR</td>
<td>12000001, 12000002, 12000003, 12000005</td>
<td></td>
</tr>
<tr>
<td>APROP</td>
<td>AR</td>
<td>12000006</td>
<td></td>
</tr>
<tr>
<td>NET</td>
<td>AA</td>
<td>13000004, 13000005</td>
<td></td>
</tr>
</tbody>
</table>
14. When the **Account Information** page reappears, click **OK** to submit the request to the supervisor for approval.

15. When the Request Submitted: Change Account page opens, the **Request Detail** section will show the modified information. To check the status of your request, click the **View My Requests** link under the **Related Tasks** section.
16. The request will be in a status of “In Process” until it is approved, rejected, or the timeframe for action ends. It will change to “Success” after the request has been approved by both your supervisor and the Treasury Support Center. You will receive an email after the request has been approved or rejected.

**Note:** This process can take up to 14 days: your supervisor has seven days to approve the request, after which the Treasury Support Center has another seven days to complete its approval. If your supervisor does not approve the request within the seven-day timeframe designated for supervisor approval, the request will fail, and you will need to resubmit it.

```
View My Requests
Click the request type to view its information.

<table>
<thead>
<tr>
<th>Request Type</th>
<th>Date Submitted</th>
<th>Status</th>
<th>Account/Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Change</td>
<td>March 31, 2014 12:44:01 PM</td>
<td>Success</td>
<td>bus1001 on CARS</td>
</tr>
</tbody>
</table>
```

Contact the Treasury Support Center at (877) 440-9476 or via email at GWA@stls.frb.org if you have questions concerning the CARS account modification process.
Appendix A.

CARS External Modules and Roles

CARS supports the Fiscal Service strategic goal to produce accurate, accessible, and timely governmentwide financial information and reports while reducing reconciliation burdens on FPAs.

Account Statement -
Account Statement provides federal agencies with a central location for retrieving information to assist with their financial reconciliation processes. Account Statement is designed for agencies that perform their Fund Balance with Treasury (FBWT) reconciliation based on TAS. This module has screens for ALC summary, ALC activity, and ALC transactions.

Roles:
Agency Reviewer - can view all cars post transition that relate to the users AGroup

Appropriation Warrants-
This component of the Agency Transaction Module provides the capability to electronically create warrant transactions for each Federal Program Agency (FPA) based on a US Code, Statue, or Public Law. FPAs are able to view approved warrants based on their profiles.

Roles:
Agency Reviewer – can view all pending and posted Appropriation for users with the same AGroup

ASR-
Agency Standard Reporting (ASR) provides UI for ASR users to access all of the standard “pre-canned” reports that are available for execution, the capability to schedule reports to be executed and stored in the WebFOCUS Report Library for later retrieval, transparent access to the BI Dashboard, InfoAssist features of the WebFOCUS Managed Reporting (MR) client, and designation of ad-hoc reports generated in InfoAssist as new standard reports.

Role:
Agency Reviewer- can view ASR report in CARS for users with the same AGroup
Agency Account Administrator- can view ASR report and Notify Agencies of Account Exceptions in CARS for users with the same AGroup
BPD-
This component of the Agency Transaction Module provides an on-line process for creating, approving and reviewing Borrowings and Repayments transactions from Treasury.

Roles:
Agency Preparer - can create, update, delete and view both pending and posted Borrowing transactions for users with the same AGroup
Agency Certifier - can view pending and posted as well as certify or reject Borrowing transactions for users with the same AGroup
Agency Reviewer - can view pending and posted Borrowing transactions for users with the same AGroup
Agency All - can create, update, delete, view pending, view posted, as well as certify or reject Borrowing transactions for users with the same AGroup

BPDR-
This component of the Agency Transaction Module provides the capability revise borrowing transactions.

Role:
Agency Preparer - can create, update, delete and view both pending and posted Borrowing transactions for users with the same AGroup
Agency Certifier - can view pending and posted as well as certify or reject Borrowing transactions for users with the same AGroup
Agency Reviewer - can view pending and posted Borrowing transactions for users with the same AGroup
Agency All - can create, update, delete, view pending, view posted, as well as certify or reject Borrowing transactions for users with the same AGroup

BPDW-
This component of the Agency Transaction Module provides the capability to view any write off that an internal user role creates that effect the TAS in that AGroup.

Role:
Agency Reviewer - can view pending and posted Borrowing transactions for users with the same AGroup
Classification Transaction and Accountability-
This component of the Agency Transaction Module generates the FS 224 Statement of Transactions used to report monthly accounting activity by FPAs who rely upon Treasury to disburse funds. FS 224 monthly reports serve as the basis for Treasury’s reporting of federal revenues and expenditures for these FPAs. The FS 224 allows monthly reconciliation of disbursements and collections for each Agency Location Code (ALC). This in turn, enables the Funds Balance with Treasury (FBWT) to be reconciled to the General Ledger by Treasury Account Symbol (TAS). The FS 224 consists of three parts: Section 1 is Fund and Receipt Accounts. This is where appropriated funds are classified and reclassified into FPA accounts. Section 2 is for reporting Payments, and Section 3 is for reporting Collections.

Role:
Agency All- can create, update, delete, view pending, view posted, as well as certify or reject CTA transactions for users with the same AGroup
Agency Certifier- Agency Certifier- can view pending and posted as well as certify or reject CTA transactions for users with the same AGroup
Agency Reviewer- can view pending and posted CTA transactions for users with the same AGroup
Agency Preparer- can create, update, delete and view both pending and posted CTA transactions for users with the same AGroup

Non-Expenditure Transfers-
This component of the Agency Transaction Module provides an on-line process for creating, approving and reviewing the transfer of funds between or within Government Agencies without recording a receipt or an expenditure (outlay) on the books on the Treasury. Non-expenditure Transfer Authority transactions do not appear in Treasury reports or in the budget document as receipts or expenditures because these transactions do not affect the budget surplus or deficit.

Role:
Agency All- can create, update, delete, view pending, view posted, as well as certify or reject Non-Expenditure Transfers for users with the same AGroup
Agency Certifier- Agency Certifier- can view pending and posted as well as certify or reject Non-Expenditure Transfers for users of the same AGroup
Agency Reviewer- can view pending and posted Non-Expenditure Transfers for users with the same AGroup
Agency Preparer- can create, update, delete and view both pending and posted Non-Expenditure Transfers for users of the same AGroup

TDO Payments-
This component of Account statement provides agencies with Regional financial Center payment information.

Role:
RFC Viewer- can view all posted transactions in CARS for users with the same AGroup
Agency Viewer- can view all posted transactions in CARS for users with the same AGroup
Warrant Journal Vouchers-
This component of the Agency Transaction Module are used to report the estimated amounts of Taxes and Customs duties determined by the Office of Tax Analysis and to report adjustments, as a result of actual amounts that are collected by the Internal Revenue Service and U.S. Customs Service. The Excise Taxes and Customs duties are transferred to the Trust Fund Receipts and invested by the Bureau of the Fiscal Service in Government Securities as legislated.

Role:
Agency Reviewer- can view posted Warrant Journal Vouchers for users with the same AGroup

Warrant Journal Vouchers-
This component of the Agency Transaction Module are used to report the estimated amounts of Taxes and Customs duties determined by the Office of Tax Analysis and to report adjustments, as a result of actual amounts that are collected by the Internal Revenue Service and U.S. Customs Service. The Excise Taxes and Customs duties are transferred to the Trust Fund Receipts and invested by the Bureau of the Fiscal Service in Government Securities as legislated.

Role:
Agency Reviewer- can view posted Warrant Journal Vouchers for users with the same AGroup

Year End Closing-
This component of the Agency Transaction Module facilitates the process of the cancellation of the 5th year expired accounts and for the Indefinite, Year End Closing Adjustment currently based on FATCSII FMS Form 2108

Role:
Agency Preparer- can create, update, delete and view both pending and posted Year End Closing Adjustment for users with the same AGroup
Agency Reviewer- can view posted Year End Closing Adjustment for users with the same AGroup