New User Registration

The term “new user” refers to an individual who does not currently have an identity (Single Sign On or SSO - user ID and password) established to access Treasury applications via the UPS or ISIM provisioning services.

***If you already have an SSO account with which you access other Treasury applications via UPS or ISIM, proceed to the User Account Request section of this guide.

To create an identity (Single Sign On user ID and password), access the Fiscal Service Self-Enrollment page at https://isim.fiscal.treasury.gov/selfenroll/register

1. A security notification will display. Review the information and click I Agree to continue.
2. Enter the self-enrollment information. Fields with (*) are required.

Click the Search button next to Organization. A separate browser window will open. Enter your Agency name. Click the Search button. The Search results will display. Click the radial button next to your Agency, Click Add, then Done. Close the separate browser window if necessary.

Type the text from the Captcha image into the box and click Submit.
3. A confirmation message will display the identity was established successfully, click Close Window button.

**Success!**

Your request submitted successfully. You should receive an email shortly with your credentials.

[Close Window]

4. Two emails will be received. One email will contain the Single Sign On (SSO) userID, the other will contain a temporary password.

(The auto-generated emails are marked from donotreply@fiscal.treasury.gov or donotreply@fms.treas.gov. Some email systems may deliver the emails to junk or spam folders.)

(Example)
5. Log into ISIM [https://isim.fiscal.treasury.gov/itim/self](https://isim.fiscal.treasury.gov/itim/self) enter the User ID and temporary password received in the emails and click LOGIN.

![Login page](image1.png)

6. A prompt to change the temporary password will be displayed. Retype the User ID and temporary password in the corresponding fields. Create a New Password using the displayed criteria and retype in the Confirm New Password fields. After completing, click the Change Password button.

![Password change form](image2.png)
7. A prompt will be displayed to establish 3 security questions and a shared secret to use in the self-service portal for forgot password resets. Choose only 3 security questions and provide answers.

8. A prompt will to create a Shared Secret. Click the Save My Shared Secret when completed.

Your Shared Secret is used by the Help Desk personnel to verify your identity when you call them. At that time, you need to provide that the shared secret is at least 3 characters long and then click Save My Shared Secret button.

9. Click the Logout button.

Note: You must wait 15 minutes before using your User ID and password to log into ISIM to request access to CARS.

Your new challenge questions and responses, as well as your new shared secret have been successfully saved.

Please wait 15 minutes prior to accessing your application.
User Account Request

1. The Self-Service home page will load. To request access to CARS, click the **Request Account** link in the **My Access** section.

![My Access]

- Request Account
  - Request a new account.
- Delete Account
  - Delete one of your existing accounts.
- View or Change Account
  - Change one of your existing accounts.

2. When the **Request Account** page loads, enter “CARS” in the **Search for:** field, and then click **Search**.

![Request Account]

- Welcome, Bruce User
  - Home > Request account

- **Request Account**
  - Enter information to search for the type of account you would like to request.

  Search for:

  ![Search for: CARS]

  ![Search Results]

  **Search Results**
  - Click the account type that you would like to request.

  ![Account Type]

  **Account Type**

  CARS

3. When the search results appear, click the **CARS** link in the **Account Type** field.
4. When the Account Information page loads, click the Search button next to the GWA Supervisor field.

5. Type in the name of the desired supervisor, and then click Search.

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

   **Note:** If the correct supervisor name does not appear, you will need to have him/her submit a form in order to be added to ISIM as a GWA Supervisor.
7. The supervisor’s name will appear in the **GWA Supervisor** field. To add the necessary modules and roles, click **Details**.

**Account Information**

Change the account information below. When you are done changing information, click **OK**. All required fields are marked with (+).

- **Is CGAC**
- **GWA Supervisor**

Amy Super

- **Modules, Roles, ALCs, and AGroups**

Details

8. When the CARS Access Permissions window appears, click the dropdown menus in the **Module** and **Role** fields to select the appropriate options.

**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, refer to Appendix A of this guide.
9. In the ALC field, enter the information relevant to the necessary AGroup needed for CARS access. This is a free-form entry field allowing entry of 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

Please provide the permissions for this user’s CARS access.

<table>
<thead>
<tr>
<th>Module</th>
<th>Role</th>
<th>ALC</th>
<th>AGroup</th>
</tr>
</thead>
<tbody>
<tr>
<td>NET</td>
<td>Agency Preparer</td>
<td>12000001</td>
<td></td>
</tr>
</tbody>
</table>

[Add] [OK] [Cancel]

10. After the Module, Role, and ALC fields have been completed, click Add. Entries in the Module/Role/ALC fields will populate in the Current Permissions table. Repeat the process to add Module/Role/ALC information for all necessary access. When all Module/Role/ALC information appears in the Current Permissions table, click the OK button.

CARS Access Permissions

Please provide the permissions for this user’s CARS access.

<table>
<thead>
<tr>
<th>Module</th>
<th>Role</th>
<th>ALC</th>
<th>AGroup</th>
</tr>
</thead>
<tbody>
<tr>
<td>NET</td>
<td>Agency Preparer</td>
<td>12000001</td>
<td></td>
</tr>
</tbody>
</table>

Add [OK] [Cancel]

Current 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>NET</td>
<td>AP</td>
<td></td>
<td>12000001</td>
<td>Edit</td>
<td>Remove</td>
</tr>
</tbody>
</table>
11. When the **Account Information** page reappears, click **Next**.

12. Click **Request Account** to submit the request. When the **Request Submitted** confirmation page opens, the request ID assigned to the submitted request will appear. To view the status of the request, click the **View My Requests** link.
13. When the **View My Requests** page opens, the status of the request should initially be shown as “In Process.” To view the Request Detail, including the name of the supervisor who needs to approve the request, click the corresponding **Account Add** link in the **Request Type** column.

**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 Add</td>
<td>March 26, 2014 8:05:11 AM</td>
<td>In Process</td>
<td>buser001 on CARS</td>
</tr>
<tr>
<td>Account Add</td>
<td>March 26, 2014 7:25:55 AM</td>
<td>Rejected</td>
<td>buser001 on CARS</td>
</tr>
<tr>
<td>Account Add</td>
<td>March 17, 2014 1:55:41 PM</td>
<td>Success</td>
<td>buser001 on IPAC</td>
</tr>
<tr>
<td>Account Add</td>
<td>March 17, 2014 1:55:41 PM</td>
<td>Success</td>
<td>buser001 on IPAC</td>
</tr>
<tr>
<td>Account Add</td>
<td>March 4, 2014</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Request Information**

**Request Detail**

Request ID: 9114881306615603453
Date submitted: March 26, 2014 8:05:11 AM
Request type: Account Add
AccountAccess: buser001 on CARS

**Status Detail: Pending Information**

Due date: March 31, 2014 8:55:17 AM
Providers:

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Ami Super</th>
</tr>
</thead>
<tbody>
<tr>
<td>Page 1 of 1 Total: 1 Displayed: 1</td>
<td></td>
</tr>
</tbody>
</table>

14. The request will remain 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 Add</td>
<td>March 26, 2014 8:05:11 AM</td>
<td>Success</td>
<td>buser001 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 enrollment process.**
Appendix A.

CARS External Modules and Roles

CARS supports the Fical 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.

Roles:
- 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