CAS Financial Agent (FA) Conversion
Agency Project Overview

February 16, 2017
Presenters

- Richard Yancy - Fiscal Service, Card Acquiring Service, Program Manager
- Tanya Biles - Vantiv, Leader of Merchant Implementations
- Kyle Howat - Vantiv, Sr. Leader of Client Implementations
- Tammy Oslica - Shared Accounting Module, Agency Support Analyst
Presentation Outline

- CAS Overview
- General Information about Conversion
- How to Prepare
- Conversion Timeline
- Conversion Options
- What to Expect
- Impacts to Agency
- Wrap up
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Bureau of the Fiscal Service
Card Acquiring Service (CAS)

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Introduction to CAS and FA Conversion Overview

Richard Yancy
February 16, 2017
What is CAS? The Card Acquiring Service is a Fiscal Service program that provides merchant acquiring services for credit, debit, electronic benefit transfer and store value (e.g. gift, etc.) cards for federal partner agencies.

Acceptance Points:

• Card Present
  – Traditional standalone terminals
  – Integrated point of sale (POS) solutions (e.g. VARs, electronic cash registers)
  – Vantiv Accept (mobile)
  – Kiosks

• Card Not Present
  – Internet-based software applications (e.g. Pay.gov)
  – Lockbox

Vendor Support: Financial Agent -- Comerica Bank
Merchant Acquirer/Processor -- Vantiv
CAS Key Terminology

• **Designation Hierarchy:**
  – **Chain Number** - alphanumeric designator assigned by acquirer to reflect unique channel of processing
    • **Division Number** - additional 3 digit value assigned under a chain to designate unique lines of accounting
  – **Merchant ID (MID)** - unique designator assigned by acquirer to reflect location of processing
  – **Terminal ID (TID)** - unique designator assigned by acquirer to reflect each terminal

• **Point-of-Sale (POS) Device** - a type of electronic-transaction terminal typically including a computer, cash register and other equipment or software used to sell goods or services.

• **Value Added Reseller (VAR)** - company or organization that adds features or services to an existing product, then resells it (usually to end-users) as an integrated product or complete "turn-key" solution.

• **CASA Process** - Process agencies use to request for creation of new Merchant ID
CASA Process

Step 100: Submit CASA via pay.gov

Step 200: CAS downloads and saves CASA for review

Step 300: CAS reviews and approves CASA

Step 400: CAS routes CASA to Vantiv for account creation

Step 500: Vantiv creates account (Chain and/or MID)

Step 600: CAS sends account creation notification to federal merchant

Process takes 7 business days to complete after CAS approval

End
Background: CAS entered into a new Financial Agent Agreement with Comerica Bank in August 2016. As a result, over 7000 merchant locations, spanning more than 60 agencies, are being converted over to the Comerica Bank platform.
CAS Conversion: Project Objectives

Project Objectives:

• Provide successful settlement of US Treasury supported agency transactions through Comerica Bank
• Migrate all existing US Treasury supported agencies from 5/3 Bank to Comerica Bank
• Provide successful Boarding of new US Treasury agencies under Comerica Bank
• Convert terminals and VAR connections for all existing US Treasury supported agencies to successfully process transactions with Comerica Bank
• Provide successful Billing for US Treasury agencies under Comerica Bank
• Ensure that US Treasury supported agencies are included in existing reporting and servicing under Comerica Bank
• Minimize Agency Impact (two-pronged approach):
  1. Self Service
  2. Coached
• Complete agency conversions by October 2017
  — Wave Execution Approach

Data Security/Fraud Prevention Objectives:

• Introduce enhanced cardholder data security measures (i.e., Tokenization and Encryption) where infrastructure exists without impeding defined program timeline
• Address agency plans regarding EMV adoption with VARs
  — Target agencies/VARs not currently EMV-enabled
  — Establish baseline post-conversion expectations for each agency
## CAS Conversion: Wave Methodology

<table>
<thead>
<tr>
<th></th>
<th>April</th>
<th>May</th>
<th>June</th>
<th>July</th>
<th>August</th>
<th>September</th>
<th>October</th>
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<td>1 8 15 22 29</td>
<td>5 12 19 26</td>
<td>3 10 17 24 31</td>
<td>7 14 21 28</td>
<td>4 11 18 25</td>
<td>2 9 16 23 30</td>
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</tbody>
</table>

- **Wave 1**
  - April 17, - July 31, 2017
  - April 17 - WAVE 1 Abroad locations - October 15, 2017

- **Wave 2**
  - Aug 7 - Sept 18

- **Wave 3**
  - Sept 1 - Oct 13

- Self-Service Conversion
CAS Conversion: Timelines

Wave 1: April 17 – July 31, 2017

- Department of Agriculture
- Department of Defense (Army and Navy)
- Department of Homeland Security
- Department of Interior
- Department of State
- General Services Administration
- National Archive and Records
- Social Security Administration
- U.S. Courts
- Veteran's Affairs
CAS Conversion: Timelines

Wave 2: August 7 – September 18, 2017

- Department of Commerce
- Department of Energy
- Department of Health and Human Services
- Department of Justice
- Department of Transportation
- Department of the Treasury
- Federal Emergency Management Agency
- Library of Congress
- Presidio Trust
- Senate Disbursing Office
CAS Conversion: Timelines

Wave 3: September 1 – October 13, 2017

- Agency for International Development
- American Battle Monuments Commission
- Architect of the Capitol
- Armed Forces Retirement Home
- Centers for Medicare & Medicaid Services
- Central Intelligent Agency
- Comptroller of the Currency
- Corporation for National & Community Service
- Department of Education
- Department of Housing & Urban Development
- Department of Labor
- EE Opportunity Commission
- Executive Office of the President
- Export / Import Bank of United States
CAS Conversion: Timelines

Wave 3: September 1 – October 13, 2017

- Federal Deposit Insurance Corporation
- Federal Mediation & Council
- Federal Communications Commission
- Federal Maritime Commission
- Federal Trade Commission
- House of Representatives
- General Accountability Office
- Government Printing Office
- National Aeronautics and Space Administration Headquarters
- National Aeronautics and Space Administration
- National Credit Union Administration
- National Endowment for Arts
- National Labor Relations Board
CAS Conversion: Timelines

Wave 3: September 1 – October 13, 2017

- National Science Foundation
- National Transportation Safety Board
- Nuclear Regulatory Commission
- Office of Government Ethics
- Office of Personnel Management
- Railroad Retirement Board
- Securities and Exchange Commission
- Small Business Administration
- St. Lawrence Seaway Development
- Tennessee Valley Authority
- U.S. Environmental Protection Agency
- United States Postal Service
- United States Peace Corps
Terminal and VAR Process
CAS Conversion Webinar

Kyle Howat and Tanya Biles
February 16, 2017
Upgrade Options for New Comerica Relationship

• Terminal Self-Service Support (Preferred Method)
  – Terminal Update of new MID data
  – Requires line connectivity
  – Dial Line – approx. 10 min, IP Line – approx. 2 min
  – Vantiv Phone Support for Escalation/Troubleshooting

• Some terminals require replacement at no cost to Agency

• Terminal Coached Support
  – Scheduled time with Vantiv rep for walking through update

• VAR Updates
  – VAR sheet updates processed with new FA information
  – Agency and associated VAR will collaborate with respect to service agreement and conversion timing
What to Expect and Timeline

• Self Service Webinar - To Be Scheduled
  – Configuration Summary to be provided after webinar participation that includes New MID, TID that will be entered into the terminals

• New CASA Freeze Period
  – March 24 – April 17, 2017
  – Allows for capture of all existing Merchant locations and terminals to be converted
Self-Service Terminal Process

• Simple instructions for update to be performed on the terminal
• Approximately 10 minutes per terminal with a dial connection and 2 minutes with an IP connection to perform the update
• Configuration summary with new TIDs, by MID location to be provided
• Due dates for implementation established by CAS Team
• Communication of status with CAS and Vantiv
Replacement Terminal Process

• Some terminals will require a full download due to outdated software version (application)
  – Affected terminals will be replaced at no cost to the Agency
• Replacement terminals will be shipped with new MID info already loaded within the unit.
• Agency to implement (plug-n-play) use of the new terminal device(s)
• Existing Pin Pad(s) will remain in use with new terminal
• Due Dates for implementation established by CAS Team
• Communication of status with CAS and Vantiv
• Follow Agency guidelines for decommission of old terminal(s)
Self-Service Pay.gov Process

• Pay.gov
  – Pay.gov will work directly with CAS and Vantiv to coordinate the update of MID information for ALL Pay.gov collections including Pay.gov online forms

• Conversion Approach
  – Pay.gov will automatically replace old MIDs with new MIDs. This will happen at a date to be determined soon. Agencies will be notified of the updates ahead of the scheduled date.
  – Agencies are NOT expected to be impacted. No action by the agency is necessary.
Self-Service VAR Process

• VAR Process
  – Updated VAR parameter sheets to be provided
  – Agency to work with VAR and/or Vantiv to coordinate updates of the new MID details
  – Due dates for completion to be established by CAS Team
  – Communication of status with CAS and Vantiv
The purpose of this presentation is to review SAMs core functionality and walk through the steps required to update your CAS Merchant IDs (MID) located on your existing SAM Cash Flow Profile (CFP).
Presentation Outline

• SAM Application Overview

• Cash Flow Profile (CFP) Overview

• Job Aid
  – Updating SAM CFP
  – Downloading CFPs in SAM
  – Uploading CFPs in SAM
Application Overview

SAM is a web-based application that facilitates the process of validating or deriving TAS/BETC combinations to classify transactions reported by Federal Program Agencies (FPA) in real time.

To complete this objective SAM operates in one of three modes:

- Validation
- Translation
- Default
Application Overview

Validation Mode
- SAM validates TAS/BETC data received on IPAC & Payment transactions.

Translation Mode
- SAM translates classification keys (C-Keys) into TAS/BETC data for Collections, RITS & TRACS transactions.

Default Mode
- SAM defaults transactions in the event a TAS/BETC or C-Key cannot be validated (Collection & Payment transactions default to F3500 and IPAC transactions default to F3502).
Cash Flow Profiles are centered around translating a classification key (C-Key) into a TAS/BETC. C-Key’s are comprised of two components which include the C-Key Name and C-Key Value. Below are examples of existing C-Key formats.

<table>
<thead>
<tr>
<th>STP Code</th>
<th>C-Key Name</th>
<th>C-Key Value*</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAS</td>
<td>Merchant ID</td>
<td>4445000123456</td>
</tr>
<tr>
<td>PAYGOV</td>
<td>PAYGOV ALC+2</td>
<td>999999999 + 00</td>
</tr>
<tr>
<td>ECP</td>
<td>ECP ALC+2</td>
<td>999999999 + 00</td>
</tr>
<tr>
<td>OTcNet</td>
<td>Agency Accounting Code</td>
<td>TAS/Accounting Code</td>
</tr>
</tbody>
</table>

*C-Key values shown above include (+) only to illustrate individual components.
**Cash Flow Profile (CFP) Overview**

SAM translates the C-Key value into component TAS/BETC.

<table>
<thead>
<tr>
<th>CashFlow</th>
<th>Name</th>
<th>Description</th>
<th>System Type</th>
<th>Access Group Path</th>
<th>ALCs</th>
<th>Mechanisms</th>
<th>CKey Name</th>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Collection</td>
<td>SAM Access Group Name</td>
<td>12345678</td>
<td>CAS</td>
<td></td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>CKey Value</th>
<th>Description</th>
<th>Distribution</th>
<th>SP</th>
<th>ATA</th>
<th>AID</th>
<th>BPOA</th>
<th>EPOA</th>
<th>A</th>
<th>MAIN</th>
<th>SUB</th>
<th>BETC</th>
<th>%</th>
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<tr>
<td>4445000XXXXX</td>
<td>CAS MID</td>
<td>Credit</td>
<td>XXX</td>
<td>XXXX</td>
<td>000</td>
<td>COL</td>
<td>100</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Debit</td>
<td>XXX</td>
<td>XXXX</td>
<td>000</td>
<td>COLLAJ</td>
<td>100</td>
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</table>

C-Keys point to a TAS/BETC
Job Aid
Updating SAM Cash Flow Profile
Login to the SAM application: https://www.sam.fms.treas.gov

• Select ‘Manage Cash Flows’ link and click on the appropriate access group name. The following screen will appear:

• Select the Cash Flow Name that you want to download and click ‘Manage Version’.
Next, select the radio button for the CFP version and click ‘Download’.
Once the CFP has been downloaded, you are able to change your CAS Merchant ID and/or TAS/BETC.

<table>
<thead>
<tr>
<th>CashFlow</th>
<th>Name</th>
<th>Description</th>
<th>System Type</th>
<th>Access Group Path</th>
<th>ALGCs</th>
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<tr>
<td></td>
<td>CAS Sample CFP</td>
<td>CAS Sample CFP</td>
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<tr>
<td></td>
<td>Merchant ID</td>
<td>Merchant ID</td>
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</table>

<table>
<thead>
<tr>
<th>CKey Value</th>
<th>Description</th>
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<th>BPOA</th>
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<th>SUB</th>
<th>Betc</th>
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<th>ATA</th>
<th>BPOA</th>
<th>EPOA</th>
<th>A</th>
<th>MAIN</th>
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<th>Betc</th>
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<tbody>
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</tbody>
</table>

CAS MID Value(s)  
Component TAS
Once you are finished updating your CFP you will need to save the file to your computer. You will then need to upload it back into SAM.

• Once logged in, select the ‘Upload Cash Flows’ link and browse for the CFP that you are wanting to upload. Please make sure the File Format button is selected for the specific file type you are uploading.
Uploading – SAM Cash Flow Profile

- Select ‘Replace’ CFP option and click ’Next’.

```markdown
<table>
<thead>
<tr>
<th>Select</th>
<th>Action</th>
<th>Access Group</th>
<th>Cash Flow</th>
<th>Version</th>
<th>Effective Date</th>
<th>Expiration Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Replace" /></td>
<td>Replace</td>
<td>Sample Access Group</td>
<td>CAS Sample CFP</td>
<td>1</td>
<td>11/18/2016</td>
<td></td>
</tr>
</tbody>
</table>
```

Click 'Next' to proceed.
Uploading – SAM Cash Flow Profile

- Step 3 of the upload process informs the user if the uploaded CFP has any errors or warning in the file format or content. If no errors are found you may proceed with the upload process by selecting the ‘Save’ button.
Uploading – SAM Cash Flow Profile

• Next, a confirmation screen will appear showing the summary statistics and details for the uploaded CFP.

• Download is now complete!
CAS Conversion: Wrap-Up

Next Steps

• Check your e-mail for Agency outreach communications over the next several weeks
• Choose Agency conversion method
  - Self Service or Coached
• Self Service Webinar - March 2017
• CAS One-day D.C. Conference - April 2017
• Direct any questions regarding Waves or other conversion – related questions to CAS Mailbox CardAcquiringService@fiscal.treasury.gov
• Watch the CAS website for support updates
Questions?

Please submit your questions through the “Chat” feature on the webinar
CAS FA Conversion Appendix
Contacts

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CAS Online: https://www.fiscal.treasury.gov/fsservices/gov/rvnColl/crdAcqgServ/rvnColl_cas.htm
Contact Information

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CAS Program Metrics

2016 CAS Program Costs

- Interchange
- Network
- Acquiring

2016 Accounts Receivables:
- Over $12.1 billion in sales
- POS: ISV/VAS/Standalone terminals collects 49%
- Pay.gov collects 51%

2016 Accounts Payables:
- Over $171.2 million in interchange fees
- Over $14.6 million in network fees

Year Over Year (YOY) Growth:
8% YOY volume growth
6% YOY passthru cost (interchange and network fees)

Business Channels:
- 900 Chains
- 7000 Merchant Identification Numbers
CASA Information Needed

Preliminary Steps:

- Determine your account creation strategy (e.g. new chain and/or new MID)

- Project your estimated card volumes (may need to work with subject matter experts or benchmark other similar organizations to determine projections)

- Project your largest estimated itemized card transaction (e.g. largest card individual transaction is estimated to be $1000)