User Account Modification


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

Home  >  View or change account

**View or Change Account**

Click the account type of the account you want to view or change. If you do not see yo

<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>auser006</td>
<td>Active</td>
<td></td>
</tr>
<tr>
<td><strong>GTAS</strong></td>
<td>auser006</td>
<td>Active</td>
<td></td>
</tr>
</tbody>
</table>

5. When the **Account Information** window appears, click the **Search** button next to the **GTAS Role** field. A second window will open. When the **Search for GTAS Role** window appears, select the appropriate role by clicking on it.

**Account Information**

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

- **User ID**
  auser006

- **GTAS Role**
  Preparer Role

- **Access Group**
  8/68

- **Enter Agency Name, Department, FR Entity, or TAS**
  (Insert name of Federal Agency here)

- **Supervisor**
  Amy Super

**Search for GTAS Role**

**Search Results**

Click below to select from the search results.

- **Certified Role**
- **Executive Role**
- **Preparer Role**

Page 1 of 1  Total: 3  Displayed: 3

[Back to Account]
6. When the **Account Information** page loads, the updated role will be populated in the **GTAS Role** field. Verify the information in the **Enter Entity Name, Department, FR Entity, or TAS** field and **Supervisor** field is accurate. Click **OK**.

![Account Information](image)

7. 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.

![Request Submitted](image)
8. 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 Change** 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 Change</td>
<td>August 4, 2015 3:33:45 PM</td>
<td>In Process</td>
<td>auser006 on GTAS</td>
</tr>
</tbody>
</table>

**Request Information**

**Request Detail**

Request ID: 8821282323454293103  
Date submitted: August 4, 2015 3:33:45 PM  
Request type: Account Change  
Account/Access: auser006 on GTAS

**Status Detail: Pending Information**

Due date: August 11, 2015 3:33:46 PM  
Providers:

<table>
<thead>
<tr>
<th>Full Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Amy Super</td>
<td></td>
</tr>
</tbody>
</table>

Go to View My Requests
9. 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 Change</td>
<td>August 14, 2015 3:33:45 PM</td>
<td>Success</td>
<td>auser006 on GTAS</td>
</tr>
</tbody>
</table>

Go to Home Page

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

GTAS External Roles

GTAS is used by entities to report budget execution information and proprietary financial reporting information to the Department of the Treasury. Each user may have only one entity role.

Preparer
This is an entity role used to upload ATB data and review it for accuracy. Multiple users at each entity should be assigned this role, encouraging cross-verification and separation of duties. This role may also be used by service providers who act on behalf of one or more entities. Preparers must be assigned to an Access Group, granting them access to one or more entities’ TAS’s or a subset of TAS’s. This role is for the users at the various entities who are responsible for all aspects of extracting data from their core accounting systems, loading trial balance data into GTAS, and reviewing the data for accuracy.

- Uploads bulk files
- Certifies ATB periods 2-11
- Enters year end manual adjustments
- Explains material differences periods 3, 6, 9 and 12

Certifier
This role is for external entity users who are responsible for certifying the trial balance data and material differences by TAS.

- Certifies ATB period 12
- Certifies year end manual adjustments
- Entity CFO or designee certifies material difference reporting periods 3, 6, 9 and 12

Executive
This role is for those users who are running reports only. Users will not have access to upload, update, or delete any data throughout the system. Any user at any entity may request access to this role.