PIR Security Administration

PIR is secured in accordance with Federal Information Security Management Act of 2002 (FISMA) and other federal laws and regulations for IT systems security that apply. Access to PIR data is constrained by the Agency Location Code. The ALC is a unique identifier assigned to every agency for reporting receipts and disbursements.

A PIR user must request and be granted access to view ALC data by an ALC approver. ALC approvers are assigned to each agency and have the responsibility of ensuring that PIR users have a business justification and “need to know” for accessing ALC data.

PIR user accounts will be removed after 120 days of inactivity.
PIR Enrollment Process

**Approving Official**
- Approving Official is self delegated
- Delegates Agency Approver

**Agency Approvers**
- Agency designates at least two ALC approvers for PIR
- Agency Approver self enrolls to gain access to the Agency ALCs
- The PIR Help Desk adds agency approvers

**Agency Users**
- Agency approver grants access to their agency users under their disbursing authority per ALCs

**Enrollment Requirements**
- Enterprise ID and password is required for single sign on
- Individual self enrolls in the application
- PKI token credential is required*
Approving Official
Agency


2. Approving Official sends the completed forms to the PIR Help Desk for processing

Note: Each Agency should identify a minimum of two PIR ALC Approvers

PIR Help Desk

1. Validates Approving Official
2. Sets up the designated individuals as ALC Approvers
From: John D. Doe  
Director

Subject: Approving Official Self-delegation.

In accordance with the authority vested in me as Director, Office of Personnel Management, Washington, DC, I hereby self-designate myself as Approving Official. As head of agency, I reserve the right to relegate this authority.

The following Agency Location Code is applicable: 2018 1001.

If you should have any questions, please contact Jane D. Doe, at (816) 414-2340.

----- / S / -----  
John D. Doe  
Director
This is to advise that (Non Treasury Disbursed Office name) has designated the following individuals to be ALC approvers:

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<thead>
<tr>
<th>ALC</th>
<th>Last Name</th>
<th>First Name</th>
<th>Email Address</th>
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Having approver status gives the individual the ability to grant other agency user’s access to the agencies ALCs within the PIR application to review payment data related to that ALC. Please note that PIR is secured in accordance with Federal Information Security Management Act of 2002 (FISMA) and other federal laws and regulations for IT systems security that apply. Access to PIR data is constrained by the Agency Location Code. The ALC is a unique identifier assigned to every agency for reporting receipts and disbursements.

A PIR user must request and be granted access to view ALC data by an ALC approver. ALC approvers are assigned to each agency and have the responsibility of ensuring that PIR users have a business justification and "need to know" for accessing ALC data.

Please sign and date:
(Name) __________________________________________
(Title)  
(Signature)  ___________________________ Date ____________
(Address) __________________________________________
(Phone)  
(Email Address) __________________________________________

Send the completed form to:
Department of the Treasury
Bureau of the Fiscal Service
Kansas City Financial Center
4241 NE 34th Street
Kansas City, MO 64117
Agency Approver
Agency ALC Approver

ALC Approver Responsibility

- Grants other agency user’s access to the agency's ALCs within the PIR application to review payment data related to that ALC
- Ensures PIR users have a business justification and “need to know” for accessing ALC data
- Notifies the PIR help-desk immediately (within 24 hours) if any user exits the agency on unfriendly terms.
- Notifies the PIR help-desk within 10 business days if any user doesn't need access to PIR due to transfer /extended leave or no longer work in the agency

Establishing an ALC Approver

1. Approving Official sends the completed forms to the PIR Help Desk for processing.
2. ALC Approver Self Enrolls as a PIR Agency User by following the instructions outlined under Establishing an Agency User.

*Note: Each Agency is should identify a minimum of two PIR ALC Approvers*
Agency Approver Flow
Establishing an Agency User

1. Establish SSO Account
2. Request PIR Account
3. Request PKI Token
Agency User

Overview

• Access to PIR data is constrained by the Agency Location Code
  • The ALC is a unique identifier assigned to every agency for reporting receipts and disbursements
• A PIR Agency User must request and be granted access to view ALC data by an ALC approver
Step 1 – Establishing a SSO

• Agency User establishes a Single Sign On (SSO) account
  • Note: Agency Users that access other applications with a SSO account (i.e., OTCnet, Debit Gateway, FedDebt, FIRST(SID) GWA, JFICS, SAM, SIMS IV, TCIS) can skip Step 1 under Establishing a SSO and proceed to Step 1 under Existing SSO Account.

• Click on the following to request a SSO user id & password
  https://isim.fiscal.treasury.gov/selfenroll/register
BFS SERVICE SSO Self Enrollment

https://isim.fiscal.treasury.gov/selfenroll/register

Fields with red asterisk * are required

When searching enter a part of your agency name (e.g. Defense)

Will receive the following upon successful completion
Successfully created your account kgille01 on Single Sign On (FSLDAP).

ITIM to: kent.gillespie

02/27/2012 11:50 AM

Successfully created your account kgille01 on Single Sign On (FSLDAP).
Please logon to the ITIM System and change the new account password. Then you may begin using your new account.

This email was generated by the ITIM system during the processing of one or more requests. The ITIM system can be accessed at https://isim.fiscal.treasury.gov/itim/self.
Email Approval Notification

The ITIM System created a new Single Sign On (FSLDAP) account for Kent Gillespie

ITIM to: kent.gillespie

02/27/2012 11:50 AM

Note: Time is of the essence as the temporary password is only valid for 30 days

The ITIM System created a new Single Sign On (FSLDAP) account for Kent Gillespie
Kent Gillespie's Single Sign On |FSLDAP| initial password is: ********
Please logon to change your password.

This email was generated by the ITIM system during the processing of one or more requests. The ITIM system can be accessed at https://isim.fiscal.treasury.gov/itim/self.
Initial SSO Sign In

1. Sign on using ISIM Self Service URL
2. Use your SSO User ID and Temporary Password
3. Follow Instructions to Change Password*

*Note: If additional SSO assistance is needed: FS IT Service Desk 304-480-7777

https://isim.fiscal.treasury.gov/itim/self
Step 1 – Existing SSO Account

• Scenario A – Forgot you had an account
  • If you receive an error instead of a “Success” message indicating the email address is a duplicate, you may already have an SSO account
  • Contact PIR.Help.Desk@fiscal.treasury.gov or 816-414-2340

• Scenario B – Forgot your user ID
  • Contact PIR.Help.Desk@fiscal.treasury.gov or 816-414-2340
Establish SSO Account → Request PIR Account → Request PKI Token

Agency User – PIR Account
Step 2 – Create PIR Account

• Agency User requests a PIR account through ITIM noting the ALCs for which they will require access

Note: Request requires approval by a designated Agency Approver
Create PIR Account

1. Go to the ISIM Home Page
2. Click on the Request Account Link

![Tivoli Identity Manager interface with options for My Password, My Account, My Profile, My Requests, and My Activities.]

- **My Password**: Change Password, Change Forgotten Password Information
- **My Account**: Request Account, Delete Account, View or Change Account
- **My Profile**: View or Change Profile
- **My Requests**: View My Requests
- **My Activities**: Approve and Send Requests, Delegate Activities
Select Application

1. Enter PIR in the Search for field
2. Click on PIR
1. Select PIR Agency Users as your role

1. Search by alcagencylocationcode
2. Search for ALC(s) you need
3. Select the ALC
4. Click OK
Click the “Request Account” link to submit your request for a PIR account.

After the request is submitted, the Request Submitted: screen should display.

You have submitted a request. Below is the information available to you at this time.

**Request Detail**

- **Request ID:** 6999705029573893549
- **Date submitted:** May 18, 2012 1:09:34 PM
- **Request type:** Account Add
- **Account/Access:** kgille01 on PIR

**Related Tasks**

- To check on the status of your request, refer to the View My Requests page.
- To create another request, click on Request Account.
- To perform other tasks go to the Tivoli Identity Manager Home page.
PIR Account Request Process

• PIR ALC Approver processes the request for a PIR account in ITIM
  • Approvers defined for your ALC receive a notification about your request for a PIR account
  • Approver signs into ITIM and approves or rejects your request
View My Requests

1. Click on “View My Requests” link
2. Screen appears with Requests
3. Click on one and detail page appears
Agency User – PKI Token
Do you have a token?

- If you have an active BFS issued Tier 1 PKI Certificate, a new token is not required.
- Once PIR access is provisioned (Step 2), you should be able to authenticate to the application with the existing Tier 1 PKI credential.
- If the user cannot log in to the application with the existing PKI credentials, submit a ticket to the Help Desk for further troubleshooting at PIR.Help.Desk@fiscal.treasury.gov or call 816-414-2340.
Completing PKI Form

• Use the PKI form found on the PIR Getting Started page at https://fiscal.treasury.gov/pir/getting-started.html

Enter information in the following sections

• Check the New Subscriber Box in Block 1 and complete associated fields.
  • Check the box for Enterprise Certificate
  • Check the box for Rudimentary
  • Enter PIR in the “Business System Requiring Certificate section

• Complete Block 2 section of form by inputting Subscriber information

• Email the form to pir.pki@fiscal.treasury.gov
• Allow two weeks for processing
• Review information in the PKI Packet and do the following…
  • Contact your agency’s workstation administrator to install the software and hardware included in packet
  • The administrator should ensure your workstation meets hardware and software requirements and use the instructions for set up that are outlined in the BFS PKI Agency Workstation Requirements, Recommendations & Guidelines document

Note: Individuals have 25 days to follow instruction to burn token on workstation after receipt of packet
Complete and Return PKI Non-Disclosure Agreement

• This form is included in your packet
• Complete the form
• Return using the address on the form

Note: Form must be returned within 21 days or privileges may be revoked!
Access PIR

You are now ready to access the PIR application at

https://pir.fiscal.treasury.gov/pir-web

Please Note: All accounts in the PIR application will be disabled after 120 DAYS OF INACTIVITY.
Questions?
Contacts

- PIR Webpage
  [https://fiscal.treasury.gov/pir](https://fiscal.treasury.gov/pir)
- Agency Outreach
  [PIR.Agency.Outreach@fiscal.treasury.gov](mailto:PIR.Agency.Outreach@fiscal.treasury.gov)
- PIR Help Desk
  [PIR.Help.Desk@fiscal.treasury.gov](mailto:PIR.Help.Desk@fiscal.treasury.gov)
  816-414-2340