Which steps do you follow - Answer the questions below. Please note that you may need to reference multiple sections. Are you a user who….

Does not have a BFS Single Sign On(SSO) account or enterprise ID and password?	Go to….	Single Sign On (SSO)
Has a BFS SSO account or enterprise ID and password to access applications such as OTCnet, Debit Gateway, FedDebt, FIRST(SID) GWA, JFICS, SAM, SIMS IV, TCIS?	Go to….	PIR Account
Does not have an existing PKI Token or PIV Card?	Go to….	Link Token

SINGLE SIGN ON (SSO)

For users who do <u>not</u> have a BFS <u>single sign on account or enterprise ID</u> and password, please complete the following steps:

Create Single Sign On Account		
Step	Action	Notes
1	Visit https://isim.fiscal.treasury.gov/selfenroll/register and complete the required fields.	• Sponsoring Application = PIR • Select the agency that has the FA_ preceding your agency name indicates Federal Agency and must be selected as a pre-fix to your agency.
2	You will receive two emails from ITIM: 1. Successfully created account 2. New Single Sign On Account	• The first email communicates your user id • The second email communicates your <u>temporary password</u> *Note: 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.*
3	Go to https://isim.fiscal.treasury.gov/itim/self to create a password.	Complete step 3 within 30 days as the temporary password expires on day 31
Request PIR Account		
Make sure that your Agency has set up an Approver for those ALCs you need to access as they must approve your request.		
1	Create a PIR Account at the ITIM Home page.	https://isim.fiscal.treasury.gov/itim/self
2	Click on Request Account under the My Access section.	
3	Enter PIR in the Search for field.	
4	Click on PIR.	Returned in the Search Result section
5	Select Agency User in the PIR Application Role field.	All users including RFC staff are considered agency users.
6	Enter in the ALCs you have a business need to access in the Assigned ALC field.	If utilizing the Search feature, select ALC agency location code, to initiate the search. Multiple entries are allowed.
7	Select all ALCs for which you require access.	Once Request Account is selected, a

	Click OK.	confirmation screen displays. In addition, an email is automatically sent to the approver of that ALC. This is why it is important that the ALC Approver process occurs first.

PIR ACCOUNT

For users who already have a single sign on account or enterprise ID and password, go to the ITIM Home screen to request a PIR account.

Request PIR Account		
Step	Action	Notes
1	Utilizing your SSO, create a PIR Account by going to the ITIM Home page.	https://isim.fiscal.treasury.gov/itim/self
2	Click on Request Account under the My Access section.	
3	Enter PIR in the Search for field.	
4	Click on PIR.	Returned in the Search Result section
5	Select Agency User in the PIR Application Role field.	All users including RFC staff are considered agency users.
6	Enter in the ALCs you have a business need to access in the Assigned ALC field.	If utilizing the Search feature, select ALC agency location code, to initiate the search. Multiple entries are allowed.
7	Select all ALCs you require access. Click OK.	Once Request Account is selected, a confirmation screen displays. In addition, an email is automatically sent to the approver of that ALC. This is why it is important that the ALC Approver process occurs first.

REQUEST PKI TOKEN

All PIR users who do not have an existing PKI token or PIV Card, follow the steps below to request access:

Request PKI Token		
Step	Action	Notes
1	Ensure that you have completed the steps in SSO Account and PIR Account as applicable before requesting a token.	Your identity and sponsoring application are needed to process the PKI token request.
2	Print a PKI Certificate Action Form	Use the PKI form found on the **PIR Getting Started** page at… https://fiscal.treasury.gov/pir/getting-started.html
3	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	Box 3 will be filled out by the individual receiving the hard copy in step 4

4	Email the form to: PIR.PKI@fiscal.treasury.gov	• Your SSO account must be established, before the PKI token can be processed. Allow two weeks for processing.

Important Note **:

**PIR users accounts will be removed after120 days of inactivity.
**Agency Approver/Agency User will notify PIR Help Desk upon user's exit/transfer from PIR within ten or less working days via email request. PIR Help Desk will coordinate with ISSO and remove the access of the user from ISIM
PIR Help Desk will keep electronic copy of approval form before sending it to EICAM (All PIR users)