



TREASURY CHECK INFORMATION SYSTEM (TCIS)

User Enrollment Guide



MAY 2, 2022

**Treasury Check Information System (TCIS)
User Enrollment Guide**

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Things to consider before starting the process:

- Determine if you already have an identity comprising a Single Sign-On (SSO) User ID and password to access Treasury applications.
- You must determine what level of access (TCIS role) you need to perform the business functions associated with your position, as well as whether you need access to all ALCs or a specific subset. Generally, this guidance is provided by your supervisor.
- Additional information and guidance is available in Appendix A of this guide or the Roles and Functions page of the TCIS website: <https://www.fiscal.treasury.gov/tcis/roles-functions.html#roles-fpa>
- Identify the supervisor who will need to approve your TCIS role request.

Steps to establish a TCIS account:

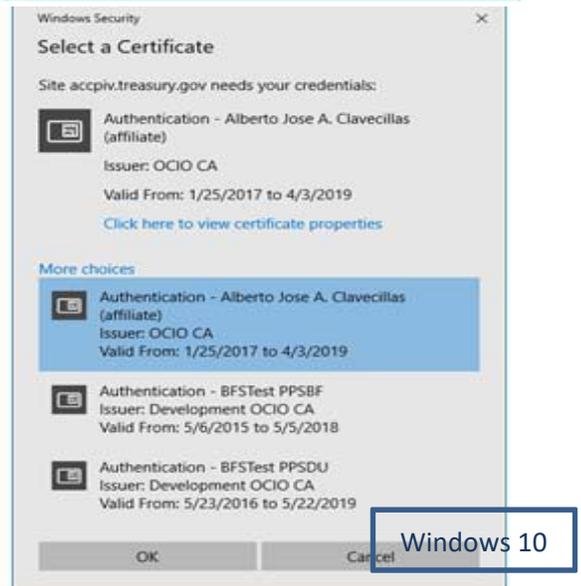
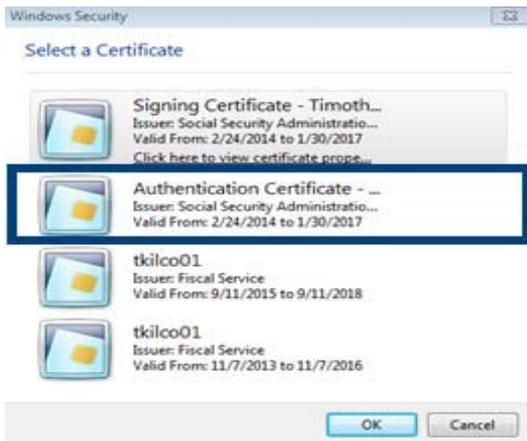
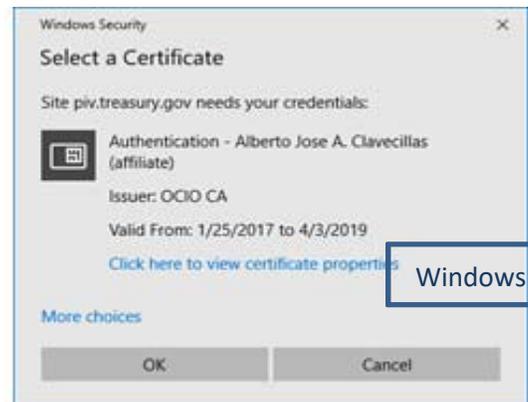
1. Establish an identity, which is a Single Sign-On (SSO) User ID, to access Treasury services as outlined in **Section I**. *If you already use an identity to access Treasury services, you may bypass this step.*
2. Submit a request for a TCIS account via ISIM using the steps outlined in **Section II**.
3. Obtain the necessary approvals for a TCIS account request and receive email confirmation that the account has been established, as illustrated in **Section II**. *This is the last step for FRB and IRS users; individuals in these areas are now ready to access the TCIS application.*

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Section I. Link or Create Single Sign-on User ID to PIV credentials

Steps to Create an Identity – Single Sign-On (SSO) and PIV linking:

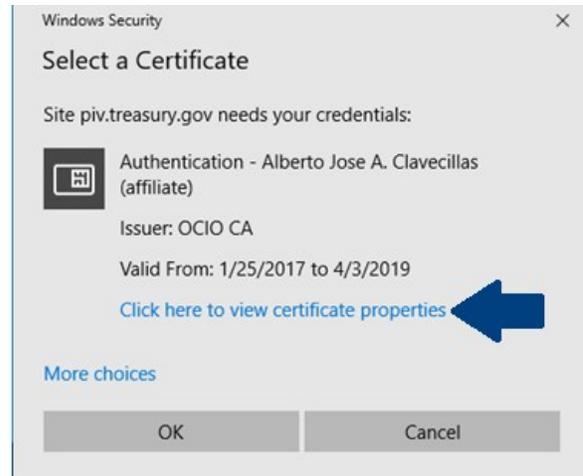
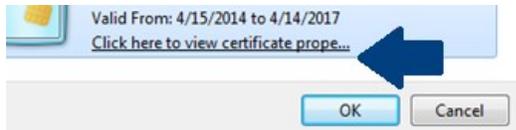
1. Remove all certificate-based credentials from the workstation (e.g. hard tokens, USB-based certificate credentials) and insert your PIV Card in the reader.
2. Navigate to the CASS Home Page: <https://piv.treasury.gov/cass/>
3. A certificate will be requested (choose the certificate you normally use for authentication) and the PIN. Enter the correct PIN for the correct credential.



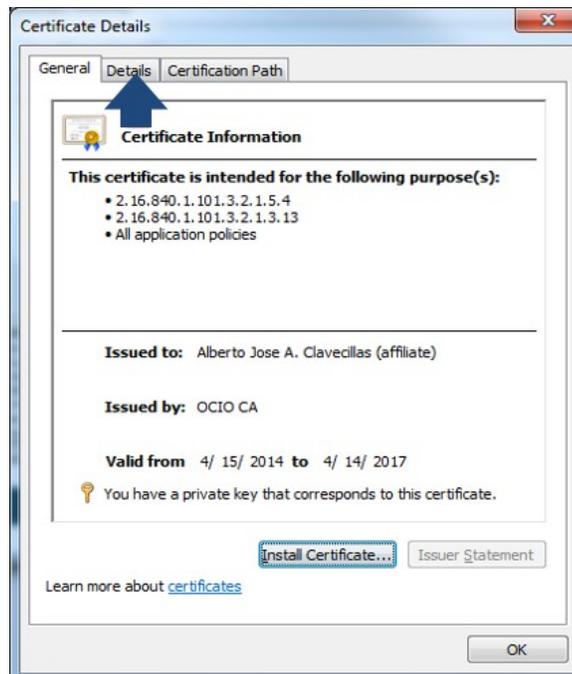
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4. If there are multiple certificates such as shown and the user is unsure about which certificate to choose, click on the label of the certificates “Click here to view certificate properties” or click on “More Choices”.



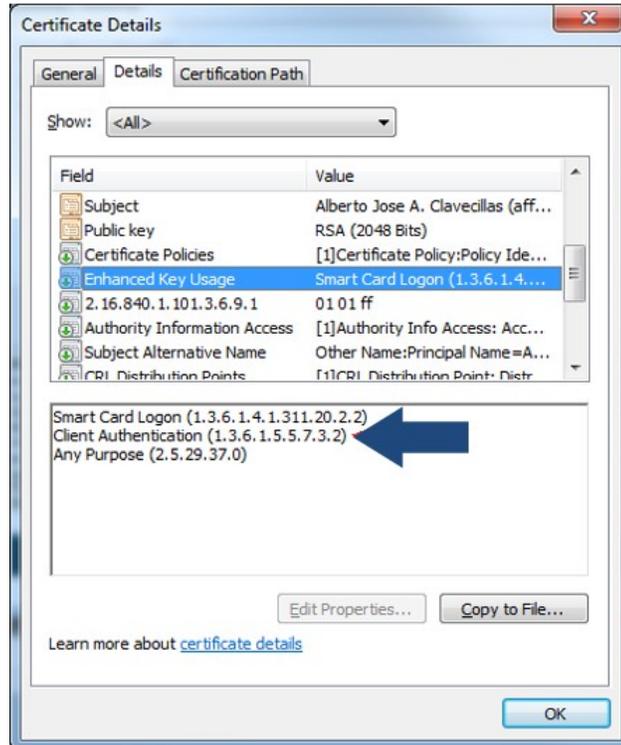
5. The Certificate Properties window will open. Click on details.



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6. Once the Details Tab is displayed, scroll down on the first/top pane until the Enhanced Key Usage is shown. Select this option and check the bottom pane if Client Authentication is one of the Key Usage. If Client Authentication is shown, this is the correct certificate to use.



7. Choose the correct certificate and the PIN may be requested.

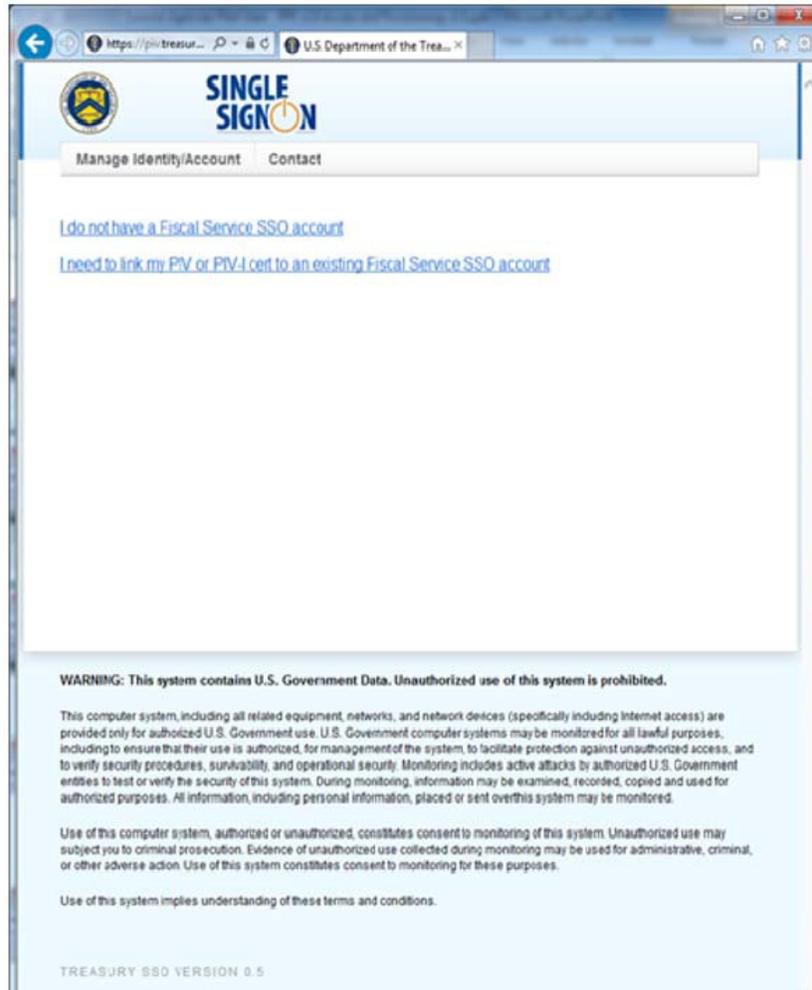


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8. The CASS screen will be shown and choose one of the following options:

- Choose **“I do not have a Fiscal Service SSO Account”** if you have *never* registered for a Fiscal Service Single Sign-on account or UserID
- Choose **“I need to link my PIV or PIV-I cert to an existing Fiscal Service SSO account”** if you already have a Fiscal Service Single Sign-on account or UserID



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9. Depending on the option chosen, CASS may request other information such as First Name, Middle Name, Last Name and official (agency) email address. Please fill out and click Submit.

SINGLE SIGN ON

Manage Identity/Account Contact

Enter your personal information.

*Legal First Name:
 Legal Middle Name:
 *Legal Last Name:
 Legal Generation Qualifier (Jr. Sr. II):
 *Sponsoring Application: Mainframe
 *Office Phone: No Dashes(5552223333)
 Phone Extension:
 Phone Country Code:
 *Office Street Address:
 *Office City:
 *Office State: AL
 *Office Zip/Postal Code:
 *Office Country: Country
 Organization: General Services Administration

Or

SINGLE SIGN ON

Manage Identity/Account Contact

Enter your personal information.

*Legal First Name:
 Legal Middle Name:
 *Legal Last Name:
 *Official Email Address:

WARNING: This system contains U.S. Government Data. Unauthorized use of this system is prohibited.

This computer system, including all related equipment, networks, and network devices (specifically including Internet access) are provided only for authorized U.S. Government use. U.S. Government computer systems may be monitored for all lawful purposes, including to ensure that their use is authorized, for management of the system, to facilitate protection against unauthorized access, and to verify security procedures, survivability, and operational security. Monitoring includes active attacks by authorized U.S. Government entities to test or verify the security of this system. During monitoring, information may be examined, recorded, copied and used for authorized purposes. All information, including personal information, placed or sent over this system may be monitored.

Use of this computer system, authorized or unauthorized, constitutes consent to monitoring of this system. Unauthorized use may subject you to criminal prosecution. Evidence of unauthorized use collected during monitoring may be used for administrative, criminal, or other adverse action. Use of this system constitutes consent to monitoring for these purposes.

10. CASS will send a registration link to the email address on the PIV credentials.



A one time registration link has been sent to the email address you provided. Please use that link to complete your registration within 24 hours.

11. Once you receive the email, click on the link provided, you may be directed to select **three (3)** questions, check the box next to each, and enter/confirm your Responses to each. Click the **Save My Questions and Responses** button when completed.

BUREAU OF THE Fiscal Service
U.S. DEPARTMENT OF THE TREASURY

Change Challenge/Response

Change Challenge/Response - Select and Provide Responses to Questions

If you forget your password or your password expires, you can choose to use our Self-Service Account/Password Reset process to reset it by clicking on the Forget Password link on the login page. This process will ask you to provide the responses to the Challenge/Response questions you set up when you first accessed your account. This screen allows you to provide the responses that the Self-Service Account/Password Reset process requires. Select and provide responses to any 3 of the challenge questions below. Please ensure that each response is unique and at least 3 characters long and then click Save My Responses. Note: Responses are case-insensitive responses to any 3 of the challenges below, ensuring each response is unique and at least 3 characters long, and then click Submit. Note that responses are letter case-insensitive.

Select Question	Response	Confirm Response
<input type="checkbox"/> What was the name of the hospital where you were born?	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> What was the name of the street you lived on when you grew up?	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> What was the name of the company or organization where you held your first job?	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> What was the name of the city where you were born?	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> What was the name of your first pet?	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> What was the model of your first automobile?	<input type="text"/>	<input type="text"/>

Accessibility | Contacts | Privacy Policy
U. S. Department of the Treasury - Bureau of the Fiscal Service

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- Enter information in the **Shared Secret** field (at least three characters) and re-enter it in the **Confirm Shared Secret** field. Click the **Save My Shared Secret** button 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.

Shared Secret	Confirm Shared Secret
<input type="text"/>	<input type="text"/>
<input type="button" value="Save My Shared Secret"/> <input type="button" value="Cancel"/>	

- A successfully saved message will display. Close the browser window.
- Log into ISIM <https://isim.fiscal.treasury.gov/itim/self> with your PIV.
- On the home screen, select “Change Password” to update your ISIM account password. (If you had a Single Sign on before linking your PIV, you can skip this step.)

My Password



- [Change Password](#)
Use this link to change your passwords.
- [Change Forgotten Password Information](#)
Use this link if you need to change the information required to log in when you have forgotten your password.
- [Change Account Password](#)
Use this link to change account password for accounts that are excluded from password synchronization.

- Create a password for your Single Sign on and select “OK”.

Change Password

Select the accounts to be affected by the password change, then review the criteria for the new password, then specify a new password in the fields below and click OK to change your password. Click the Cancel button to cancel without changing your password.

- 1. Select my accounts that will be affected by this password change.**

- 2. Review the criteria for my new password:**

3. Change my password

New password:

New password (confirm):

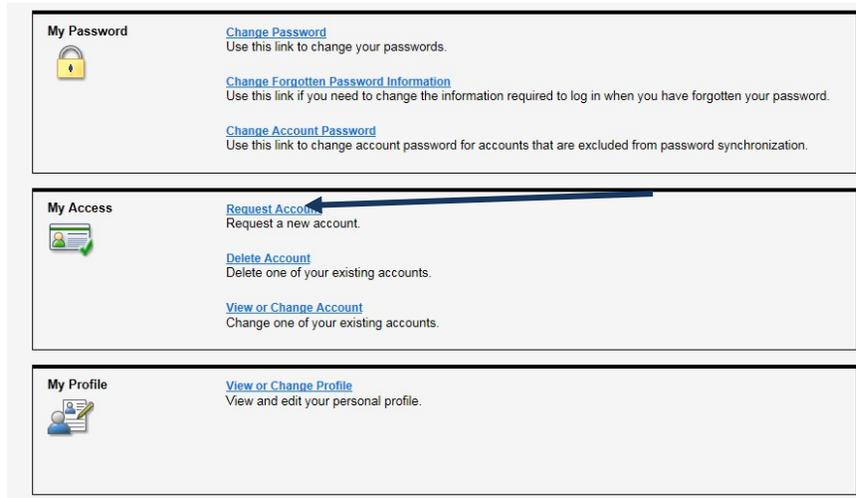
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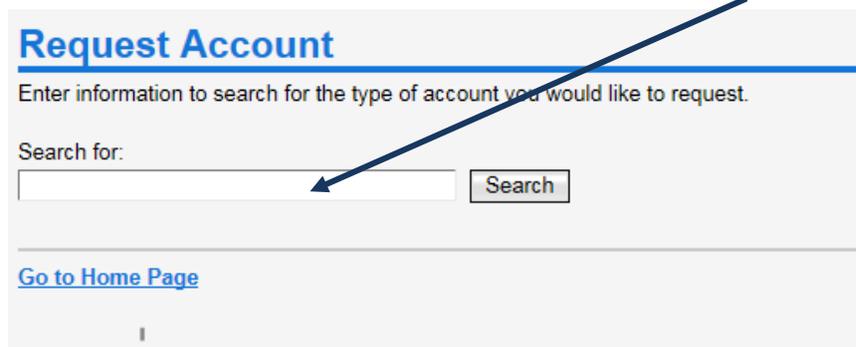
Section II. Request a TCIS Account – External

The following steps outline the process to request a TCIS account. Login to your ISIM Single Sign On Account (<https://isim.fiscal.treasury.gov/itim/self>).

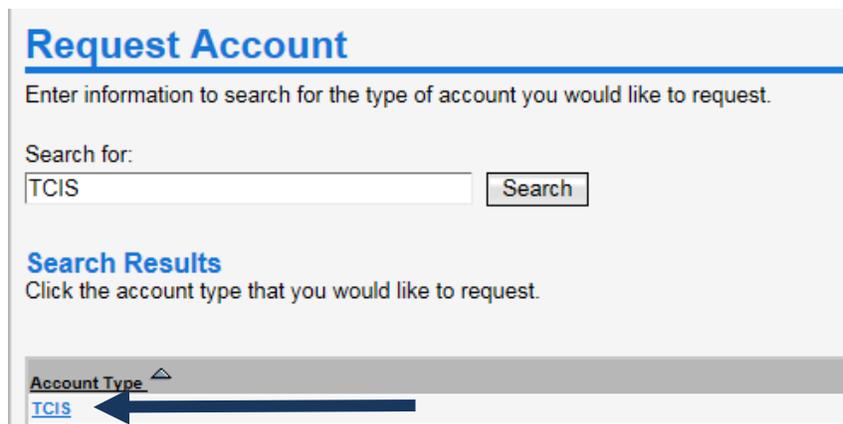
1. Click on **Request Account**.



2. On the **Request Account** page, enter “TCIS” in the **Search for:** field, then click the **Search** button.



3. Select **TCIS** from the **Account Types** list that appears in the Search Results field.



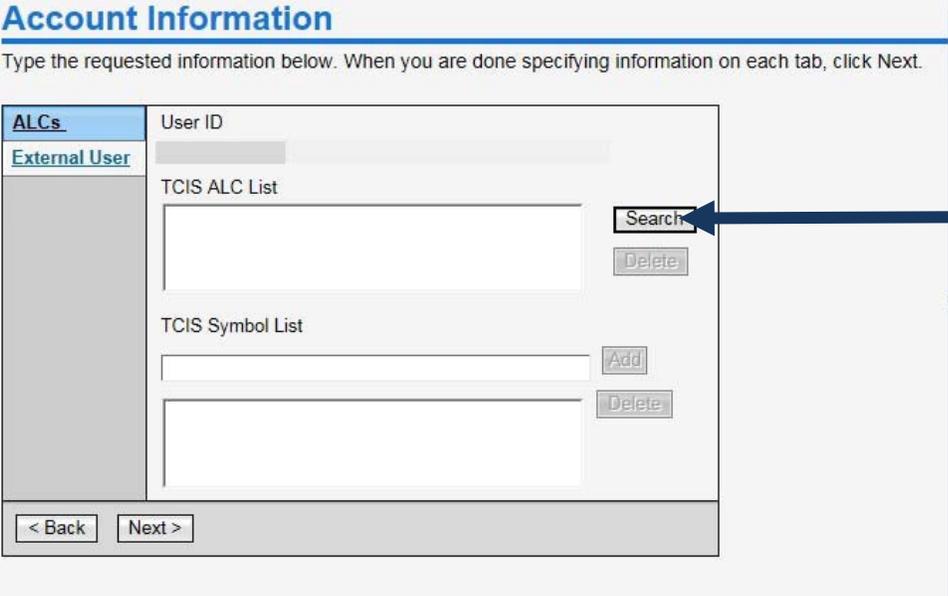
Note: While executing Steps 4 – 12 refrain from clicking the Next button as it will prompt you to submit the request prematurely.

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Note: While executing Steps 4 – 12 refrain from clicking the Next button as it will prompt you to submit the request prematurely.

- On the **Account Information** page, click the **Search** button next to the **TCIS ALC List** to view the selection of valid ALCs.

Note: You cannot type an ALC into the field; you must use the search feature.

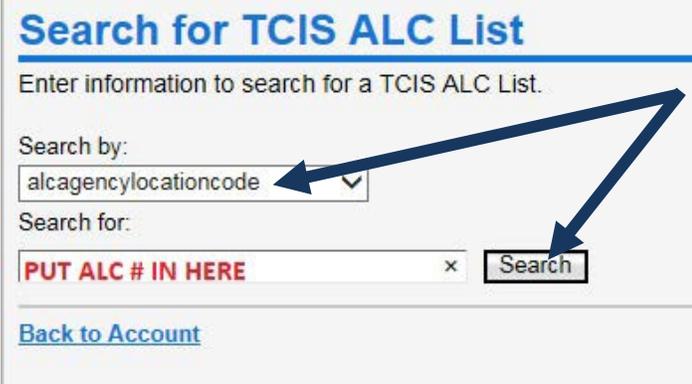


The screenshot shows the 'Account Information' page with a navigation menu on the left containing 'ALCs' and 'External User'. The main content area has a 'User ID' field. Below it are two sections: 'TCIS ALC List' and 'TCIS Symbol List'. The 'TCIS ALC List' section includes a search input field, a 'Search' button, and a 'Delete' button. The 'TCIS Symbol List' section includes an 'Add' button and a 'Delete' button. At the bottom of the page are '< Back' and 'Next >' buttons. A blue arrow points to the 'Search' button in the 'TCIS ALC List' section.

*Note: Agency Location Codes (ALCS) are numeric symbols identifying the agency accounting and/or reporting office. To ensure you are selecting the correct ALCs, please refer to your management and/or accounting department.

- Enter all or part of the desired ALC in the **Search for:** field and click the **Search** button.

Note: If you enter only part of the desired ALC, the search results will include all ALCs that contain that particular string of numbers. The system defaults to the **alcagencylocationcode** in the **Search by:** field; it is recommended that users do not change this default selection.



The screenshot shows the 'Search for TCIS ALC List' page. It has a title bar and a subtitle 'Enter information to search for a TCIS ALC List.'. Below the subtitle are two dropdown menus: 'Search by:' with 'alcagencylocationcode' selected, and 'Search for:' with a red placeholder text 'PUT ALC # IN HERE'. To the right of the 'Search for:' field is a 'Search' button. At the bottom is a blue link 'Back to Account'. Two blue arrows point to the 'Search by:' dropdown and the 'Search' button.

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Note: While executing Steps 4 – 12 refrain from clicking the Next button as it will prompt you to submit the request prematurely.

6. Select the checkbox next to the ALC you want to select from the list that appears in the **Search Results** box and click on the **OK** button.

Note: If you need access to multiple ALCs and they do not appear on any of the pages in your search results, repeat steps 4-6 until all desired ALCs are selected.

Search for TCIS ALC List
Enter information to search for a TCIS ALC List.

Search by:
alagencylocationcode

Search for:
ALC NUMBER WILL BE DISPLAYED Search

Search Results
Click below to select from the search results.

<input checked="" type="checkbox"/> Select All	Name
<input checked="" type="checkbox"/>	ALC NUMBER WILL BE DISPLAYED HERE

Page 1 of 1 Total: 1 Displayed: 1 Selected: 1

OK Cancel

7. The ALC(s) you selected will populate in the **TCIS ALC List** box.

Account Information
Type the requested information below. When you are done specifying information on each tab, click Next.

ALCs User ID

External User

TCIS ALC List

ALC NUMBER WILL BE DISPLAYED HERE Search Delete

TCIS Symbol List

Add Delete

< Back Next >

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Note: While executing Steps 4 – 12 refrain from clicking the Next button as it will prompt you to submit the request prematurely.

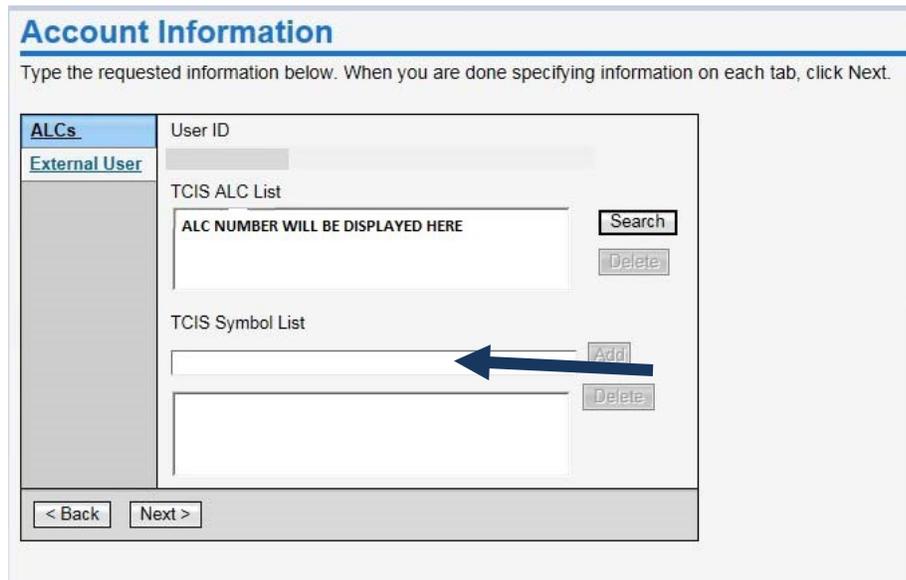
8. Enter information in the **TCIS Symbol List** only if you are requesting a Non-Treasury Disbursing Office (NTDO) Headquarters Office role (i.e., a role starting with “NTDO”).

NOTE: Skip this step if you are not requesting a NTDO Headquarters role. Refer to the list of Headquarter Codes for NTDOs below, then type correct code into field.

Account Information

Type the requested information below. When you are done specifying information on each tab, click Next.

ALCs	User ID
External User	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <input type="text"/> </div> <p>TCIS ALC List</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> ALC NUMBER WILL BE DISPLAYED HERE <input type="button" value="Search"/> <input type="button" value="Delete"/> </div> <p>TCIS Symbol List</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <input type="text"/> <input type="button" value="Add"/> <input type="button" value="Delete"/> </div>
<input type="button" value=" < Back"/> <input type="button" value=" Next >"/>	



Headquarter Codes for NTDOs		
Headquarter Code	Description	Headquarter Criteria
HDOD	Department of Defense	DFAS (Registers 61, 62, 63, 64)
HAF	Air Force	Register 61
HAR	Army	Register 62
HNA	Navy	Register 63
HOE	Corps of Engineers	Register 64
HDOS	Department of State	Register 2
HMAS	U. S. Marshals Service	Register 4
HC	Administrative Office of the U.S. Courts	Register 7

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Note: While executing Steps 4 – 12 refrain from clicking the Next button as it will prompt you to submit the request prematurely.

9. To add roles and a supervisor, select the **External User** tab. Select **Search** to select an external user role. You can type in the complete name of the desired role or a portion of the leading characters such as “FPA” to see a display of the Federal Program Agency roles, or you can leave the **External User Roles** field blank and click **Search** to view all available roles.

Note: Only one role can be selected and assigned to your account. To determine the appropriate role for you, seek guidance from your supervisor and/or view the information available in Appendix A of this guide starting on page 35 or at <http://www.fms.treas.gov/tcis/roles.html>.

The screenshot shows the 'Account Information' page with the 'External User' tab selected. The page contains three main sections: 'External User Roles' with a search and clear button; 'COTS Applications External' with a search and delete button; and 'TCIS Supervisor' with a search and clear button. Navigation buttons for '< Back' and 'Next >' are at the bottom. Blue arrows point to the 'External User' tab and the 'Search' button in the 'External User Roles' section.

10. If you know the exact name of the user role, type in the name and click **Search**, and only roles matching that text will appear.

Example:

The example shows a search input field with the text 'NTDO' and a 'Search' button. A blue arrow points to the 'Search' button.

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Note: While executing Steps 4 – 12 refrain from clicking the Next button as it will prompt you to submit the request prematurely.

Only those roles containing the search criteria of “NTDO” will display (see example below).

Name
NTDO-H-IV
NTDO-H-IV-UCC
NTDO-H-TCDOM
NTDO-H-TCDOM-IV
NTDO-H-TCDOM-IV-UCC
NTDO-IV
NTDO-IV-UCC
NTDO-TCDOM
NTDO-TCDOM-IV
NTDO-TCDOM-IV-UCC

Page 1 of 1 Total: 10 Displayed: 10

[Back to Account](#)

If not, leave the search field blank and click on **Search**, and all available roles will appear.

Search for External User Roles

Enter information to search for a External User Roles.

Search by:

Full name ▼

Search for:

Search Results

Click below to select from the search results.

Name
FPA-Agency-IV
FPA-Agency-IV-UCC
FPA-H-IV
FPA-H-IV-UCC
FPA-Supervisor

11. Select a role by clicking on its name in the **Search Results** pane. The selected role will populate in the External User Roles field.

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Note: Only one External User Role may be assigned to each user. Most command roles for Federal Agencies are "FPA-Agency-IV" or "FPA – Agency-IV-UCC". The External User Role is also required in addition to any COTS Application External role

Note: While executing Steps 4 – 12 refrain from clicking the Next button as it will prompt you to submit the request prematurely.

Account Information

Type the requested information below. When you are done specifying information on each tab, click Next.

ALCs	External User Roles
External User	FPA-Agency-IV <input type="button" value="Search"/> <input type="button" value="Clear"/>
	COTS Applications External
	<input type="text"/> <input type="button" value="Search"/> <input type="button" value="Delete"/>
	TCIS Supervisor
	<input type="text"/> <input type="button" value="Search"/> <input type="button" value="Clear"/>

12. To add a **COTS Application External** role, click **Search** to view all available roles.

Account Information

Type the requested information below. When you are done specifying information on each tab, click Next.

ALCs	External User Roles
External User	FPA-Agency-IV <input type="button" value="Search"/> <input type="button" value="Clear"/>
	COTS Applications External
	<input type="text"/> <input type="button" value="Search"/> <input type="button" value="Delete"/>
	TCIS Supervisor
	<input type="text"/> <input type="button" value="Search"/> <input type="button" value="Clear"/>

13. The available dashboards will display, select by clicking the check box next to the name. The selected role will populate in the **COTS Application External** field, click **OK**.

Search for COTS Applications External

Search Results
Click below to select from the search results.

<input type="checkbox"/> Select All	Name
<input type="checkbox"/>	Dashboard-Cancellations

Page 1 of 1 Total: 2 Displayed: 2 Selected: 0

14. Select the TCIS supervisor who will be responsible for approving your TCIS account request. Select **Search**.

Account Information

Type the requested information below. When you are done specifying information on each tab, click Next.

ALCs	External User Roles	
Internal User	FPA-Agency-IV	<input type="button" value="Search"/> <input type="button" value="Clear"/>
External User	COTS Applications External	
	Dashboard-Cancellations	<input type="button" value="Search"/> <input type="button" value="Delete"/>
	TCIS Supervisor	<input type="button" value="Search"/> <input type="button" value="Clear"/>

< Back Next >

15. Select the TCIS supervisor by clicking on the name in the **Search Results**. The selected TCIS Supervisor name will populate the **TCIS Supervisor** field.

Search for TCIS Supervisor

Enter information to search for a TCIS Supervisor.

Search by:
Full name

Search for:

Results:

Search Results

Click below to select from the search results.

Name
Tamara Issup
Tango Issup
Tania Issup
Tim Issup
Tom Issup
Tracie Issup

Page 1 of 1 Total: 6 Displayed: 6

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Note: The system searches by full name by default. You can type information in the **Search for:** field (e.g., last name or partial information) or leave the field blank to view all supervisors available in the system. If you want to narrow your search further and your supervisor has a common name, change the **Search by** criteria to email address instead, if known.

If your supervisor is not listed in the drop-down box, you must request them to be added as a supervisor for your agency to approve your account request by completing a Supervisor Designation Form at <http://fms.treas.gov/tcis/forms.html>. To access the form, scroll to the bottom of the page and select "Getting Started". Under "Enrolling as a Supervisor", select Supervisor Designation PDF. In this situation, you must abort the partially completed account request, log out of ISIM, and wait until the supervisor has been designated before attempting to reinitiate the request.

Upon completion of the Supervisor Designation Form, please talk with your management and have them submit the form to the Treasury Support Center (TSC) via email at TCIS_TSC@stls.frb.org or by fax to 866-707-6574 as soon as possible. It can take up to 48 hours to complete processing of the form, at which time the newly-designated supervisor will be available for selection in the system.

Account Information

Type the requested information below. When you are done specifying information on each tab, click Next.

ALCs	External User Roles
External User	FPA-Agency-IV <input type="text"/> <input type="button" value="Search"/> <input type="button" value="Clear"/>
	COTS Applications External
	Dashboard-Cancellations <input type="text"/> <input type="button" value="Search"/> <input type="button" value="Delete"/>
	TCIS Supervisor
	Tim Supervisor <input type="text"/> <input type="button" value="Search"/> <input type="button" value="Clear"/>
<input type="button" value=" < Back"/> <input type="button" value=" Next >"/>	

16. Click the **Next** button to proceed with submitting the request.

Account Information

Type the requested information below. When you are done specifying information on each tab, click Next.

ALCs	External User Roles
External User	FPA-Agency-IV <input type="text"/> <input type="button" value="Search"/> <input type="button" value="Clear"/>
	COTS Applications External
	Dashboard-Cancellations <input type="text"/> <input type="button" value="Search"/> <input type="button" value="Delete"/>
	TCIS Supervisor
	Tim Supervisor <input type="text"/> <input type="button" value="Search"/> <input type="button" value="Clear"/>
<input type="button" value=" < Back"/> <input type="button" value=" Next >"/>	

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17. Click on the **Request Account** button to submit the request for the TCIS supervisor approval.

Request Account: TCIS

Click Request Account to submit a request for a new account on TCIS QA.

User ID: tuser09
Account type: TCIS
Ownership type: Individual

< Back Request Account Cancel

After you submit the request, you will receive the **Request Detail** information, including the Request ID. This ID will be used to research your request if you should have questions or issues. To see the status of your request, you can click the **View my Requests** link found under the **Related Tasks** header on this page or on the Self-Service home page.

Request Submitted: Request Account

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

Request Detail

Request ID: 5353103602591669505
Date submitted: May 10, 2018 8:42:36 AM
Request type: Account Add
Account/Access: tuser09 on TCIS
Ownership type: Individual

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 [IBM Security Identity Manager Home](#) page.

Section III. Request a TCIS Account – Internal

The following steps outline the process to request a TCIS account.

1. Click on **Request Account**.

My Password

[Change Password](#)
Use this link to change your passwords.

[Change Forgotten Password Information](#)
Use this link if you need to change the information required to log in when you have forgotten your password.

[Change Account Password](#)
Use this link to change account password for accounts that are excluded from password synchronization.

My Access

[Request Account](#)
Request a new account.

[Delete Account](#)
Delete one of your existing accounts.

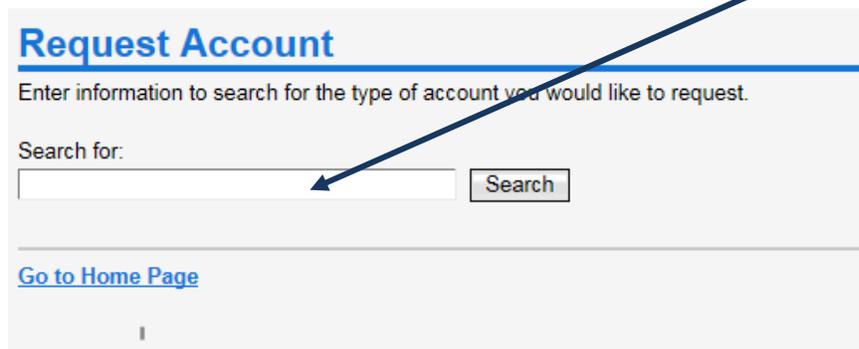
[View or Change Account](#)
Change one of your existing accounts.

My Profile

[View or Change Profile](#)
View and edit your personal profile.

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2. On the **Request Account** page, enter "TCIS" in the **Search for:** field, then click the **Search** button.



Request Account

Enter information to search for the type of account you would like to request.

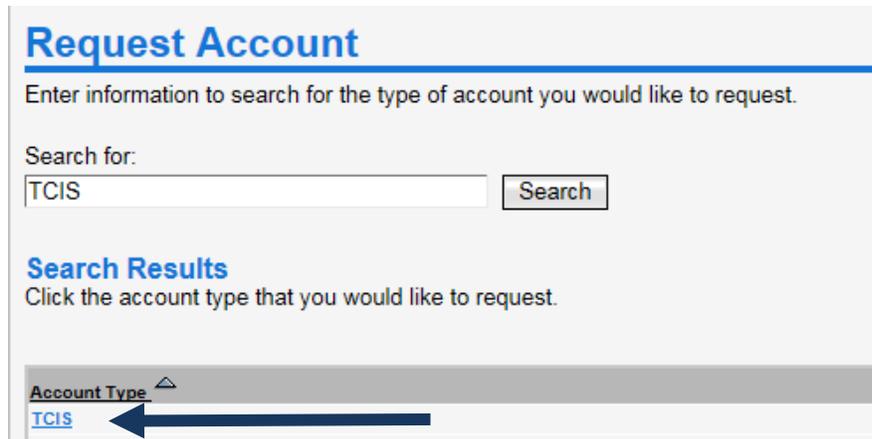
Search for:

[Go to Home Page](#)

|

Detailed description: This screenshot shows the 'Request Account' page. At the top, the title 'Request Account' is displayed in blue. Below it is a subtitle: 'Enter information to search for the type of account you would like to request.' There is a 'Search for:' label followed by a text input field and a 'Search' button. A blue arrow points from the top right towards the input field. At the bottom, there is a link 'Go to Home Page' and a vertical bar '|'.

3. Select **TCIS** from the **Account Types** list that appears in the Search Results field.



Request Account

Enter information to search for the type of account you would like to request.

Search for:

Search Results

Click the account type that you would like to request.

Account Type 

[TCIS](#) 

Detailed description: This screenshot shows the 'Request Account' page after a search. The 'Search for:' field now contains 'TCIS'. Below the search results, there is a section titled 'Search Results' with the instruction 'Click the account type that you would like to request.' A dropdown menu labeled 'Account Type' is shown with 'TCIS' selected. A blue arrow points from the right towards the 'TCIS' link in the dropdown menu.

Note: While executing Steps 4 – 12 refrain from clicking the Next button as it will prompt you to submit the request prematurely.

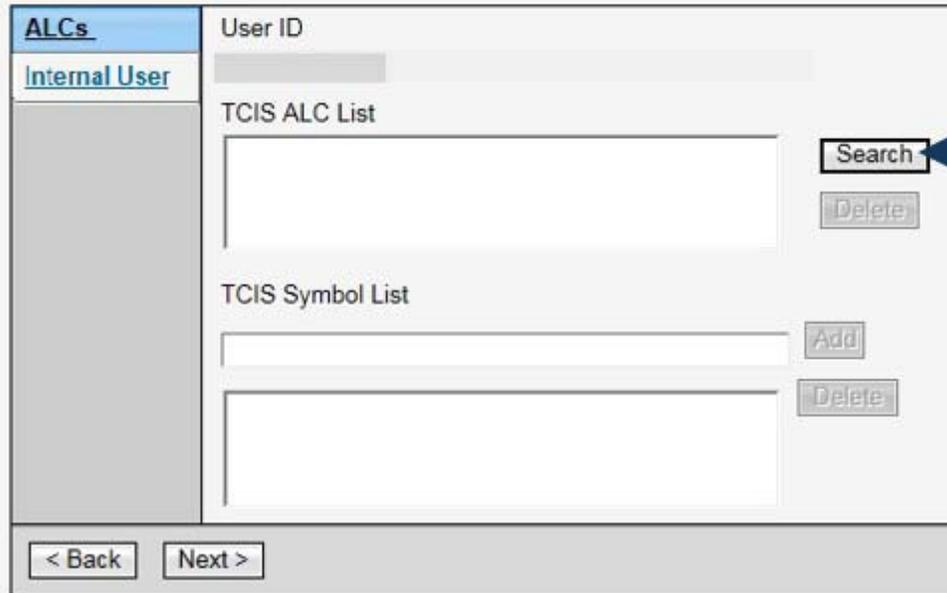
Treasury Check Information System (TCIS)

User Enrollment Guide

4. On the **Account Information** page, click the **Search** button next to the **TCIS ALC List** to view the selection of valid ALCs.

Account Information

Type the requested information below. When you are done specifying information on each tab, click Next.

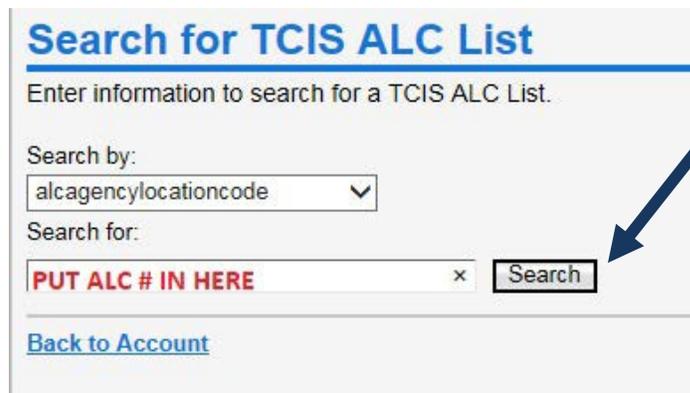


The screenshot shows the 'Account Information' page with a sidebar on the left containing 'ALCs' and 'Internal User' tabs. The main content area has a 'User ID' field, a 'TCIS ALC List' section with a search button (highlighted by a blue arrow), a 'Delete' button, a 'TCIS Symbol List' section with 'Add' and 'Delete' buttons, and a footer with '< Back' and 'Next >' buttons.

Note: You cannot type an ALC into the field; you must use the search feature.

5. Enter all or part of the desired ALC in the **Search for:** field and click the **Search** button.

Note: If you enter only part of the desired ALC, the search results will include all ALCs that contain that particular string of numbers. The system defaults to the **alcagencylocationcode** in the **Search by:** field; it is recommended that users do not change this default selection.



The screenshot shows the 'Search for TCIS ALC List' page. It includes a title, a subtitle 'Enter information to search for a TCIS ALC List.', a 'Search by:' dropdown menu set to 'alcagencylocationcode', a 'Search for:' text input field containing 'PUT ALC # IN HERE' with a red error message and a clear 'x' button, and a 'Search' button (highlighted by a blue arrow). A 'Back to Account' link is at the bottom.

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6. Select the checkbox next to the ALC you want to select from the list that appears in the **Search Results** box and click on the **OK** button.

Note: If you need access to multiple ALCs and they do not appear on any of the pages in your search results, repeat steps 4-6 until all desired ALCs are selected.

Search for TCIS ALC List
Enter information to search for a TCIS ALC List.

Search by:
alagencylocationcode

Search for:
ALC NUMBER WILL BE DISPLAYED HERE

Search Results
Click below to select from the search results.

<input checked="" type="checkbox"/>	Select All	Name
<input checked="" type="checkbox"/>		00003123

Page 1 of 1 Total: 1 Displayed: 1 Selected: 1

7. The ALC(s) you selected will populate in the **TCIS ALC List** box.

Account Information
Type the requested information below. When you are done specifying information on each tab, click Next.

ALCs
Internal User

User ID

TCIS ALC List
ALC NUMBER WILL BE DISPLAYED HERE

TCIS Symbol List

< Back

8. To add roles and a supervisor, select the **Internal User** tab. Select **Search** to select an internal user role. You can type in the complete name of the desired role or a portion of the leading characters, or you can leave the **Internal User Roles** field blank and click **Search** to view all available roles.

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Note: Only one role can be selected and assigned to your account. To determine the appropriate role for you, seek guidance from your supervisor and/or view the information available in Appendix A of this guide starting on Page 35 or at <http://www.fms.treas.gov/tcis/roles.html>.

Account Information

Type the requested information below. When you are done specifying information on each tab, click Next.

ALCs

Internal User

Internal User Roles

Search Clear

COTS Applications

Search Delete

User's Manager/COTR

< Back Next >

Leave the search field blank and click on **Search**, and all available roles will appear.

Treasury Check Information System (TCIS)

User Enrollment Guide

Search for Internal User Roles

Enter information to search for a Internal User Roles.

Search by:

Full name

Search for:

Search Results

Click below to select from the search results.

Name
FMS-Accounts Branch
FMS-Claims
FMS-Claims-ODM
FMS-Claims-UCC
FMS-FPD-Director
FMS-Profiler
FMS-QDB
FMS-Reclamation
FMS-Recon Manager
FMS-Recon Supervisor
FMS-Recon Technician
FPA-Agency-IV
FPA-Agency-IV-UCC
FPA-H-IV
FPA-H-IV-UCC
FPA-Supervisor
FPA-Supervisor-UCC
FRB-CBAF
FRB-CBAF-Fire-Call
TDO-IV
TDO-TCDOM
TDO-TCDOM-IV

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9. Select a role by clicking on its name in the **Search Results** pane. The selected role will populate in the External User Roles field.

Note: Only one User Role may be assigned to each user. The User Role is also required in addition to any COTS Application role

Account Information

Type the requested information below. When you are done specifying information on each tab, click Next.

ALCs	Internal User Roles
Internal User	FMS-Reclamation <input type="text"/> <input type="button" value="Search"/> <input type="button" value="Clear"/>
	COTS Applications
	<input type="text"/> <input type="button" value="Search"/> <input type="button" value="Delete"/>
	User's Manager/COTR
<input type="button" value=" < Back"/> <input type="button" value=" Next >"/>	

10. To add a **COTS Application** role, click **Search** to view all available roles.

Account Information

Type the requested information below. When you are done specifying information on each tab, click Next.

ALCs	Internal User Roles
Internal User	FMS-Reclamation <input type="text"/> <input type="button" value="Search"/> <input type="button" value="Clear"/>
	COTS Applications
	<input type="text"/> <input type="button" value="Search"/> <input type="button" value="Delete"/>
	User's Manager/COTR
<input type="button" value=" < Back"/> <input type="button" value=" Next >"/>	

Treasury Check Information System (TCIS) User Enrollment Guide

11. The available dashboards will display, select by clicking the check box next to the name. The selected role will populate in the **COTS Application** field.

Search for COTS Applications

Search Results
Click below to select from the search results.

<input type="checkbox"/> Select All	Name
<input checked="" type="checkbox"/>	Dashboard-Cancellations
<input type="checkbox"/>	Dashboard-CSB-ACH-Receipt
<input type="checkbox"/>	Dashboard-CSB-Call-Center
<input type="checkbox"/>	Dashboard-CSB-Clerical
<input type="checkbox"/>	Dashboard-CSB-LAS
<input type="checkbox"/>	Dashboard-CSB-Manager
<input type="checkbox"/>	Dashboard-CSB-Senior

Page 1 of 1 Total: 60 Displayed: 60 Selected: 1

Account Information
Type the requested information below. When you are done specifying information on each tab, click Next.

ALCs
Internal User

Internal User Roles
FMS-Reclamation

COTS Applications
Dashboard-Cancellations

User's Manager/COTR

12. Internal Users should see their Manager/COTR displayed automatically. Click the **Next** button to proceed with submitting the request.

12. Internal Users should see their Manager/COTR displayed automatically. Click the **Next** button to proceed with submitting the request.

Treasury Check Information System (TCIS) User Enrollment Guide

13. Click on the **Request Account** button to submit the request for the TCIS supervisor approval.

Request Account: TCIS

Click Request Account to submit a request for a new account on TCIS QA.

User ID: tuser09
Account type: TCIS
Ownership type: Individual

< Back Request Account Cancel

After you submit the request, you will receive the **Request Detail** information, including the Request ID. This ID will be used to research your request if you should have questions or issues. To see the status of your request, you can click the **View my Requests** link found under the **Related Tasks** header on this page or on the Self-Service home page. The status should read **In Process** next step will be pending your Supervisor's approval.

Request Submitted: Request Account

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

Request Detail

Request ID: 5353103602591669505
Date submitted: May 10, 2018 8:42:36 AM
Request type: Account Add
Account/Access: tuser09 on TCIS
Ownership type: Individual

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 [IBM Security Identity Manager Home](#) page.

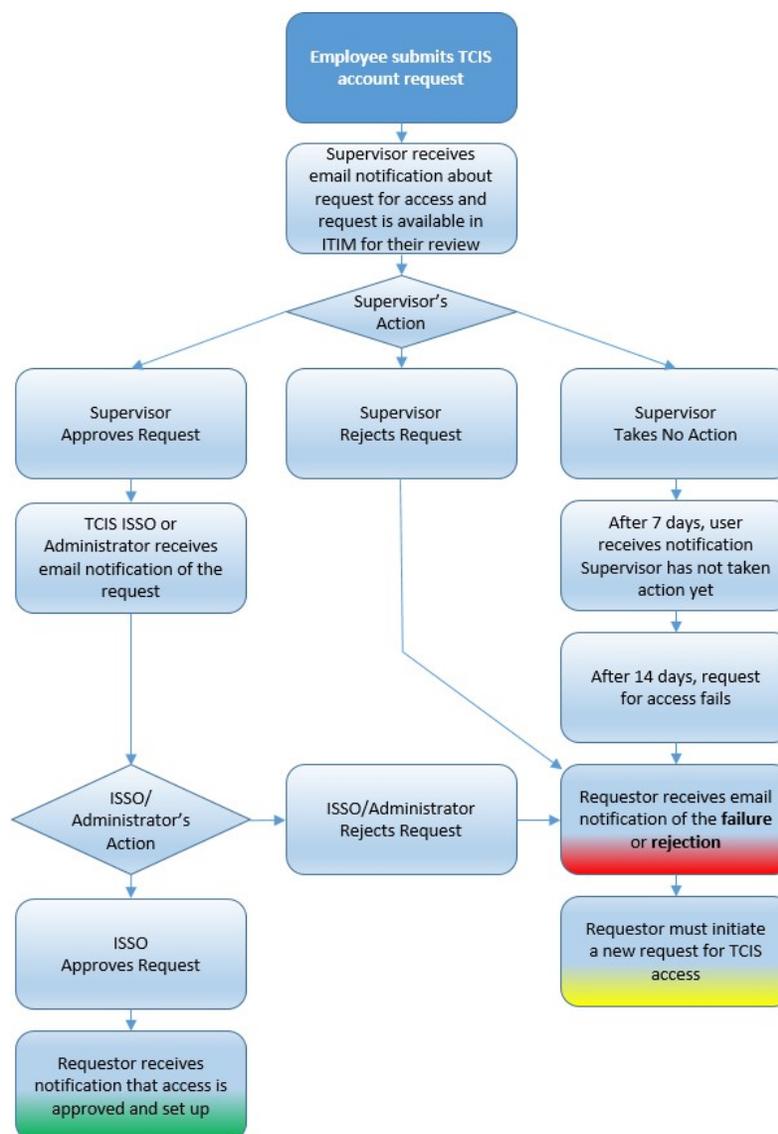
Treasury Check Information System (TCIS) User Enrollment Guide

Obtain approval on request for TCIS Account

Things to consider:

- Remind your Supervisor to approve your TCIS account request after it is submitted. If the request is not approved within seven (7) days, you and the supervisor will receive a reminder and have another seven days to approve. If the request is not approved after fourteen (14) days, the request will fail and you will need to submit a new one.

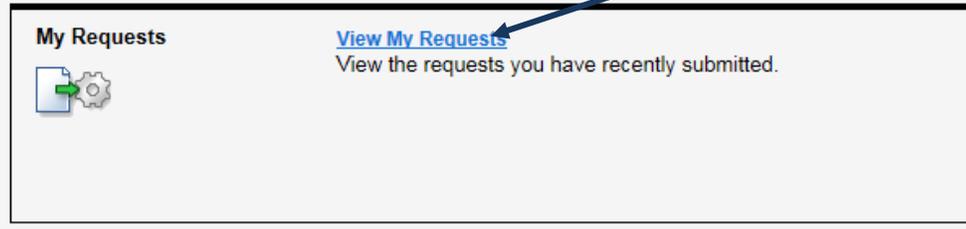
The following illustration depicts the approval process for the request submitted to obtain a TCIS account.



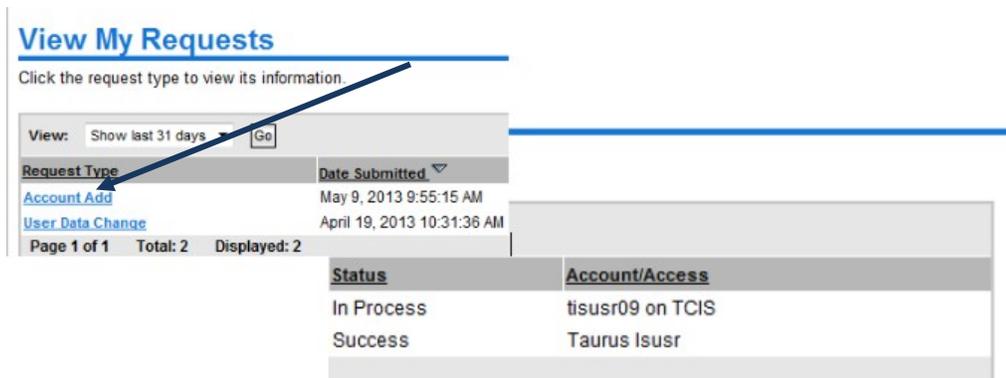
Treasury Check Information System (TCIS) User Enrollment Guide

To confirm that a request for a TCIS account has been approved:

1. Log into ISIM <https://isim.fiscal.treasury.gov/itim/self> Select **View My Requests** from the home



2. If the request has been approved, it will show **Success** in the Status column. If the status is showing as In Process, click the **Account Add** link on the **View My Requests** page to see information about your submitted request.



The **Request Information** page will reflect the **Status Detail** of the request and provide information about pending approvals.

Request Information

Request Detail

Request ID: 705371962937252755
Date submitted: May 9, 2013 9:55:15 AM
Request type: Account Add
Account/Access: tisusr09 on TCIS QA

Status Detail: Pending approval

Due date: May 16, 2013 9:55:21 AM
Approvers:

Full Name
Tim Issup

Page 1 of 1 Total: 1 Displayed: 1

3. When your TCIS account request is approved, you will receive an email confirmation that your account has been set up successfully.

Treasury Check Information System (TCIS) User Enrollment Guide

Section IV. PKI Credentials

The TCIS application additionally requires 2 factor user authentications during logon.

Note: Users with a PKI credential for other Bureau of the Fiscal Service (BFS) application, such as SPS, who already have a token (sometimes referred to as FOB) can use that same token and passphrase to access the TCIS application. **If you already have a token, you can begin using TCIS as soon as your account request is approved.**

1. After the TCIS account is provisioned users will receive a confirmation email confirming access has been granted.
2. Within 12 hours, receive a second auto-generated email that includes the passphrase to use with the token to access the TCIS application.
3. Receive PKI package containing the following:
 - FMS PKI ITRA-TWAI Software CD to be installed
 - ITRA Installation Instruction Sheet
 - Key FOB
 - Authorization Code
4. Receive email with a reference number for use when following instructions received in the PKI package.
5. After completing the instructions and setting up the PKI credential for TCIS, log into the application at <https://tcis.fiscal.treasury.gov>.

Things to consider if you will be accessing TCIS with a PKI token:

- You must burn the PKI token within 45 days of receipt of the email with your reference number. If you fail to do so, you must contact the Treasury Support Center (TSC) at 855-838-0743 for key recovery.
- To activate your PKI token, you must put in your reference number (received in a separate email) and authorization code (included in the ITRA Installation Instruction Sheet) to create the **passphrase** you will use when accessing TCIS with your PKI token going forward.
- You must have the token in your PC and use your passphrase when logging into TCIS.
- Your token certificate will expire in three years. You will receive email notification about actions needed to maintain an active certificate.

Note: You will use your token password to access TCIS, but you must maintain an active TCIS account in ISIM. The ISIM password becomes inactive after 120 days. Please log into ISIM at <https://isim.fiscal.treasury.gov/itim/self> using your ISIM user ID and password to maintain an active account.

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Section V. Logon to TCIS.

Now that you have completed the necessary steps to create an ISIM account with Treasury and received your TCIS approval from your supervisor/approver and Treasury's ISSO, and successfully linked ISIM account and your PIV using CASS, follow the below steps to access TCIS via your PIV.

1. Access <https://tcis.fiscal.treasury.gov>.
2. The certificate screen will pop up, and you will be prompted to pick your certificate.

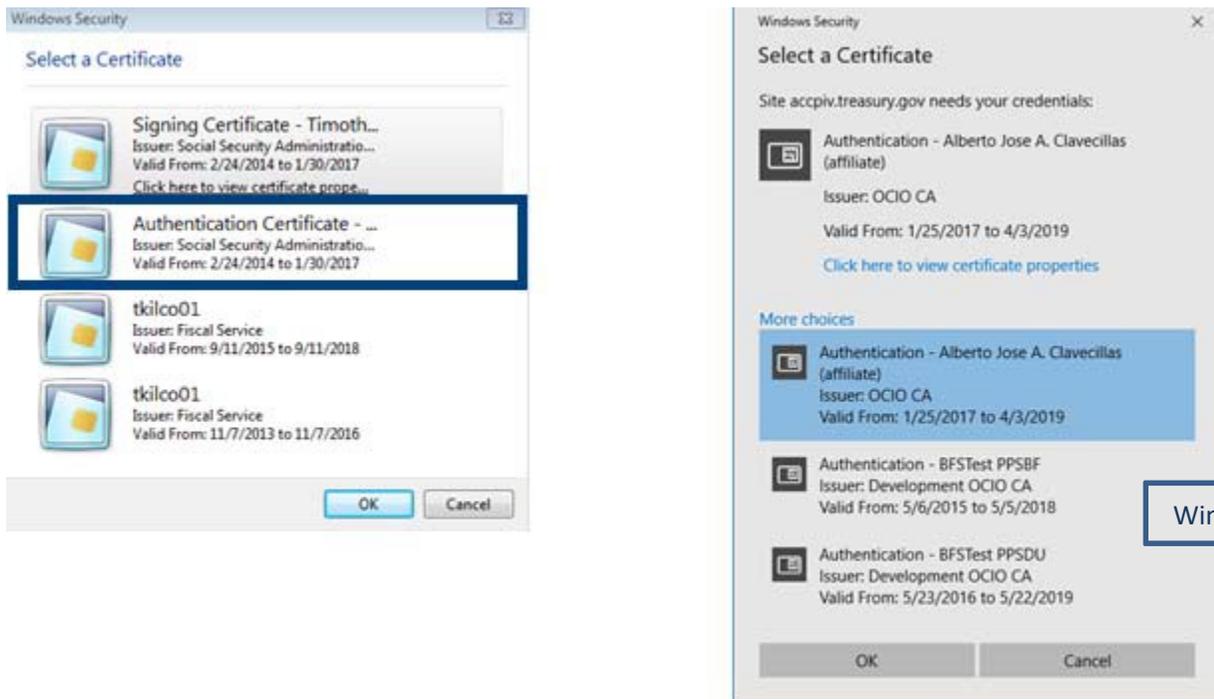


Figure 1: Certificate prompt will appear

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3. Click “More choices” to display certificates. Click “Authentication Certificate,” then “OK.”

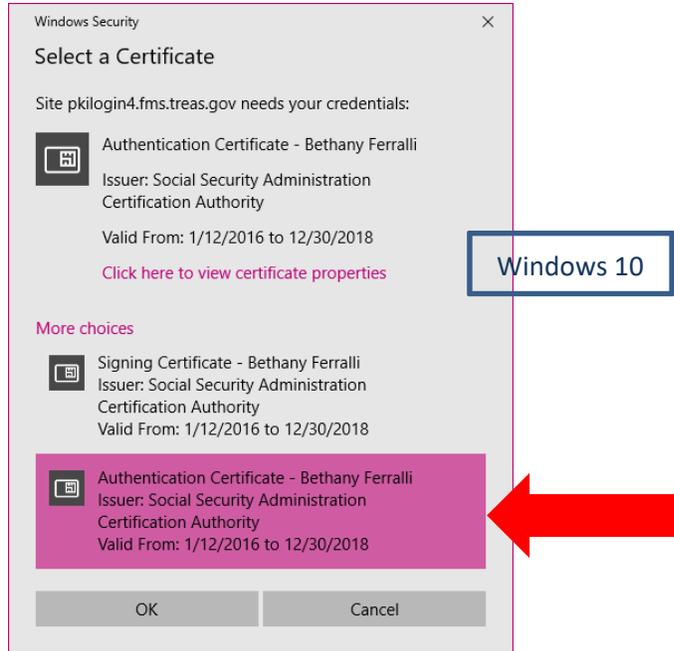


Figure 2: Choose correct certificate for authentication

4. When the Smart Card pops up, enter your six-digit PIN, then click “OK.”

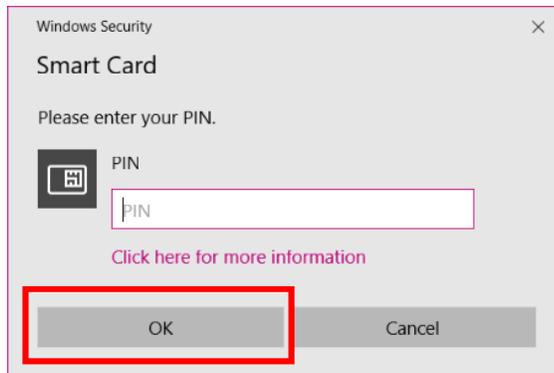


Figure 3: Enter PIN for the appropriate certificate

Treasury Check Information System (TCIS)

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5. The TCIS home page should appear. Verify your name, address, and ALCs are correct.



Figure 4: Verify information if correct

For questions or assistance contact the Treasury Support Center at 855-838-0743 or TCIS_TSC@stls.frb.org

Treasury Check Information System (TCIS) User Enrollment Guide

Section VI. Frequently Asked Question (FAQ's).

How do I enroll in TCIS?

If you do not have a Single Sign-on (SSO) ID - Navigate to the CASS Home Page: <https://piv.treasury.gov/cass/> click on "I do not have a Fiscal Service SSO account" link and follow the instructions. (See page 3 of this guide)

If you already have a SSO ID log into ISIM at <https://isim.fiscal.treasury.gov/itim/self> with your PIV. Follow the instruction on page 8 of the guide.

How can I designate a Supervisor if no Supervisor is listed?

Go to the **Supervisor Designation Form** under **Enrolling as a Supervisor** at [Supervisor Designation Form](#)

follow the instructions at the bottom of the form. See page 16 of this guide for further instructions.

For support contact the St. Louis FRB at (855) 838-0743, Option 1 to speak to a person.

Who should I contact if my TCIS account is *Inactive*?

For an "Inactive SSO ID" contact IT Fiscal Support at 1-304-480-7777, Option 1. For an "Inactive TCIS Account" contact Treasury Support Center (TSC) at 1-855-868-0743, Option 1 to get reset.

Who should I contact if my TCIS account is *Suspended*?

Contact Treasury Support Center (TSC) at 1-855-868-0743, Option 1 to get reset.

Why is my account *Revoked* and how can I get it reinstated?

A revoke mostly occurs during the recertification period. If the access is denied by the approver, your ID will be revoked. Contact the Treasury Support Center (TSC) at 1-855-868-0743, Option 1 for instructions.

How can I get access to the RFC Cancellation Summary/Detail Report via TCIS Dashboard Support?

Log into ISIM <https://isim.fiscal.treasury.gov/itim/self> with your SSO ID. Under the "My Access" box, select "View or Change Account", click on **TCIS** this will open an "Account Information" box.

Go to add a **COTS Application External** role, click **Search** to view all available roles.

Click on "**External User**" on the left side of the window. You will see *External User Roles, COTS Application External* and *TCIS Supervisor*. Click on the **Search** box to the right of "*COTS Application External*", you will see an option to select Dashboard-Cancellation, click the box next to "Dashboard Cancellation" and click **OK**. Make sure you have a TCIS Supervisor listed, if not click on the **Search** button to type in the first or the last name of the Supervisor on file.

Treasury Check Information System (TCIS) User Enrollment Guide

Click the “**Next**” button to proceed with submitting the request.

Click the “**Request Account**” button to submit the request for the TCIS supervisor approval.

To see the status of your request, you can click the **View my Requests** link found under the **Related Tasks** header on this page or on the Self-Service home page.

What type of training is available?

There is a Quick Reference Guide at click on [TCIS Quick Reference Guide](#)

What number do I call for TCIS Helpdesk Support?

POINTS OF CONTACT							
Title	Fiscal Service IT Service Desk	Treasury Support Center St. Louis FRB	NPIRC Customer Engagement Center	NPIRC Customer Service Liaison - Deborah Jackson	NPIRC TCIS Project Manager - Jean Stevens	User's Designated TCIS Supervisor	NPIRC ISSO - John McNicholas
Phone Number	(304) 480-7777	(855) 838-0743 Option 0	(855) 868-0151 Option 0	(215) 516-8027			
Email Address	itservicedesk@fiscal.treasury.gov	TCIS_TSC@stls.frb.org		Debbie.Jackson@fiscal.treasury.gov	jean.stevens@fiscal.treasury.gov		PFC-OSB-ISSO@fiscal.treasury.gov
ENROLLMENT							
Assistance with Self-Service Enrollment		X		X			
Assistance with Linking PIV Card	X	X		X			
Assistance with User Re-certification		X					X
APPLICATION FUNCTIONALITY / TRAINING							
Assistance with Integrated View			X	X			
Assistance with Retrieving RFC Agency Cancellation Reports				X			
Reporting Unavailability of the Application	X	X		X	X		
Technical Support	X	X					
CREDENTIALING							
Reset ISIM Password	X	X					
Reset IKEY Token Password	X						
Re-Activate TCIS Account		X				X	X

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(Appendix A)

TCIS ROLES AND FUNCTIONS

Federal Program Agency

Federal Program Agency

Integrated View (IV) – Provides a single access point to the TCIS, and PACER databases to query and view check and ACH data and view images of paid checks. Access roles to this module are indicated by IV in the roles. Access roles with IV-UCC additionally provide the ability to submit a stop code against a particular check symbol/serial number.

Federal Program Agency Roles

FPA-Agency-IV – Can inquire and view images on check for the 8-digit Agency Location Codes (ALCs) listed for their agency.

FPA-Agency-IV-UCC – Can inquire and view images on checks for the 8- digit Agency Location Codes (ALCs) listed for their agency and have the ability to submit a stop code against a particular check symbol/serial number.

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Federal Reserve Bank

Federal Reserve Bank

Integrated View (IV) – Provides a single access point to the TCIS, and PACER databases to query and view check and ACH data and view images of paid checks. Access roles to this module are indicated by IV in the roles. Access roles with IV-UCC additionally provide the ability to submit a stop code against a particular check symbol/serial number.

Transmittal Control and Disbursing Office Maintenance Subsystem (TCDOMS) – Provides Disbursing Offices on-line access to monitor and track the status of transmittals that they have submitted, providing a complete history of each transmittal received and detail information concerning rejected transmittals. User can view all authorized ranges established for their Disbursing Office Symbol and display all issue transmittals received and accepted by TCIS for a particular authorized range by viewing the Processed Ranges screen.

Federal Reserve Bank Roles

FRB-TCORE – Can inquire and view images on all checks in Integrated View. Can view and track transmittal status in TCDOMS.

FRB-IV – Can inquire and view images on all checks.

Treasury Check Information System (TCIS)

User Enrollment Guide

Non-Treasury Disbursing Office

Non-Treasury Disbursing Office

Integrated View (IV) – Provides a single access point to the TCIS, and PACER databases to query and view check and ACH data and view images of paid checks. Access roles to this module are indicated by IV in the roles. Access roles with IV-UCC additionally provide the ability to submit a stop code against a particular check symbol/serial number.

Transmittal Control and Disbursing Office Maintenance Subsystem (TCDOMS) – Provides Disbursing Offices on-line access to monitor and track the status of transmittals that they have submitted, providing a complete history of each transmittal received and detail information concerning rejected transmittals. User can view all authorized ranges established for their Disbursing Office Symbol and display all issue transmittals received and accepted by TCIS for a particular authorized range by viewing the Processed Ranges screen.

Non-Treasury Disbursing Office Roles

NTDO-IV – Can inquire and view images on checks for one or more 4-digit Disbursing Office (DO) symbols in Integrated View.

NTDO-IV-UCC – Can inquire and view images on checks for one or more 4-digit Disbursing Office (DO) symbols in Integrated View. Can submit a stop code against a particular check symbol/serial number.

NTDO-TCDOM – Can inquire on check symbols, check ranges and transmittals associated with the specified Disbursing Office Symbols in TCDOMS.

NTDO-TCDOM-IV – Can inquire and view images on checks for their DO symbols in IV. Can inquire on check symbols, check ranges and transmittals associated with the specified Disbursing Office Symbol in TCDOMS.

NTDO-TCDOM-IV-UCC – Can inquire and view images on checks for their DO symbols in IV. Can submit a stop code against a particular check symbol/serial number. Can inquire on check symbols, check ranges and transmittals associated with the specified Disbursing Office Symbol in TCDOMS.

Treasury Check Information System (TCIS)

User Enrollment Guide

Non-Treasury Disbursing Office Headquarters

Non-Treasury Disbursing Office Headquarters

Integrated View (IV) – Provides a single access point to the TCIS, and PACER databases to query and view check and ACH data and view images of paid checks. Access roles to this module are indicated by IV in the roles. Access roles with IV-UCC additionally provide the ability to submit a stop code against a particular check symbol/serial number.

Transmittal Control and Disbursing Office Maintenance Subsystem (TCDOMS) – Provides Disbursing Offices on-line access to monitor and track the status of transmittals that they have submitted, providing a complete history of each transmittal received and detail information concerning rejected transmittals. User can view all authorized ranges established for their Disbursing Office Symbol and display all issue transmittals received and accepted by TCIS for a particular authorized range by viewing the Processed Ranges screen.

Non-Treasury Disbursing Office Headquarters Office Roles

NTDO-H-IV – Can inquire and view images on checks for multiple symbols in IV. Headquarters can have access to multiple symbols.

NTDO-H-IV-UCC – Can inquire and view images on checks for multiple symbols in IV and have the ability to submit a stop code against a particular check symbol/serial number.

NTDO-H-TCDOM – Can inquire on check symbols; check ranges and transmittals associated with the specified Disbursing Office Symbols in TCDOMS. Headquarters can have access to multiple symbols.

NTDO-H-TCDOM-IV – Can inquire and view images on checks for multiple symbols in IV. Can inquire on check symbols, check ranges and transmittals associated with the specified Disbursing Office Symbols in TCDOMS. Headquarters can have access to multiple symbols.

NTDO-H-TCDOM-IV-UCC - Can inquire and view images on checks for multiple symbols in IV and have the ability to submit a stop code against a particular check symbol/serial number. Can inquire on check symbols, check ranges and transmittals associated with the specified Disbursing Office Symbol in TCDOMS.