Treasury Check Information System
Supervisor Guide

This guide is intended to instruct supervisors of external users – (Agency, Internal Revenue Service [IRS] and Federal Reserve Bank [FRB] users) in the enrollment process and management of access to the TCIS application by users in their purview. The guide instructs supervisors in the following actions:

➢ Establishing required Single Sign-On Account (User ID and password), if needed
➢ Approving online requests submitted by end user for access to TCIS
➢ Temporarily suspending a user's TCIS account
➢ Deleting a user's TCIS account when access to the system is no longer needed

Section I of the guide outlines the steps supervisors must take if they do not have an existing Single Sign-On (SSO) user ID and password to access Treasury applications. Supervisors must be able to access the IBM Security Identity Management (ISIM) system, used to provision Treasury applications, and complete the TCIS Supervisor Designation form to perform the last three actions outlined in the bulleted list above. The Supervisor Designation form is available at https://fiscal.treasury.gov/tcis/getting-started.html. Scroll down to "Enrolling as a Supervisor", click on Supervisor Designation to retrieve the Supervisor Request Form.

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.

✓ Submit the TCIS Supervisor Designation form, so users can select you as the supervisor for the TCIS account.

✓ TCIS access should be limited to the functionalities that are necessary for the user to successfully conduct business processes associated with his/her position. When approving a TCIS access request, look over the request carefully to confirm that the selected role and ALC(s) are appropriate for the end user. For information about TCIS Roles and Functions refer to Appendix A of this guide or access the Roles and Functions page of the TCIS website at https://fiscal.treasury.gov/tcis/roles-functions.html.

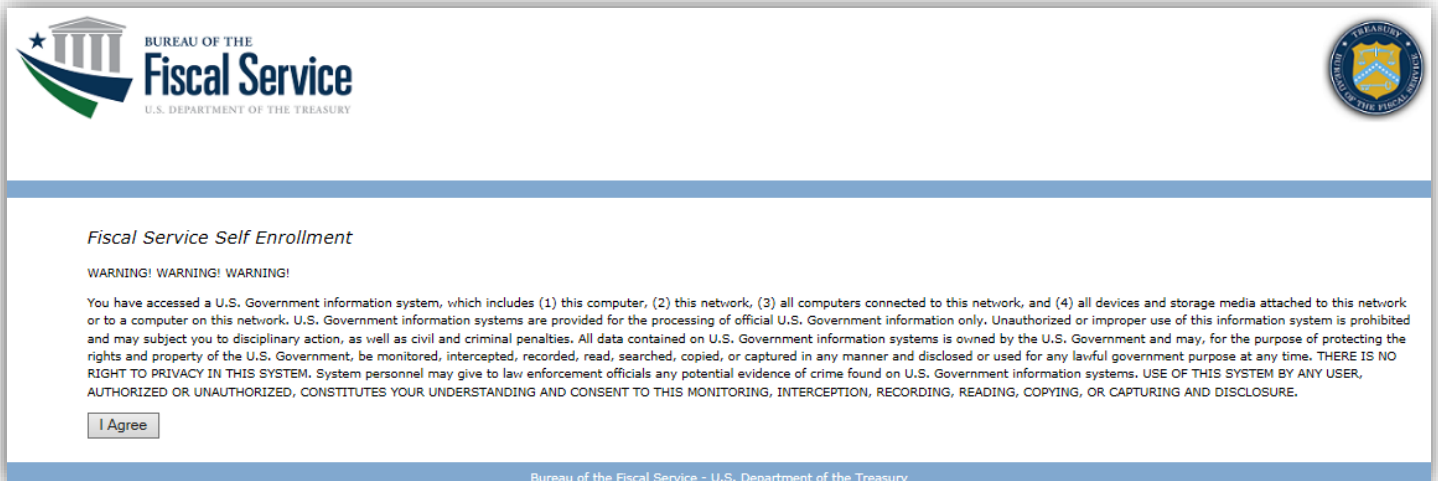# Treasury Check Information System

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I. Steps to Establish a Single Sign-On (SSO) Account:

If you already have a user ID and password established to access other Treasury applications via ISIM, please bypass this section of the guide.

Steps to Create an Identity (Single Sign-On (SSO) User ID and Password):

1. Access https://isim.fiscal.treasury.gov/selfenroll/register to view the **Fiscal Service Self Enrollment** screen. Read the terms and click the I Agree button to continue.

2. Enter information in all required fields (annotated with an asterisk), enter the text image displayed in the corresponding field, and click the **Submit** button.

Fiscal Service Self Enrollment

Fields with (*) are required

Legal Prefix	
Legal First Name *	
Legal Middle Name	
Legal Last Name *	
Generational Identifiers / Suffix	
Title	
Email *	
Re-Enter Email *	
Sponsoring Application *	-- Select --
Organization *	[Search]
External Supervisors	[Search]
Mobile Phone	
Office Phone *	
Office Extension	
Pager Number	
Office Fax	
Office Room Number	
Office Street Address *	
Office Street Address 2	
Office City *	
Office State *	-- Select --
Office Zip *	
Office Country *	UNITED STATES

Please type the text from the image below.

mixched

[Submit]

> Click the search button next to organization and search for your agency name.

Search:

Where	fmsorgname	Contains ∨	department of

[Search]

	Name
⦿	FA_Department of Agriculture

[Add] [Done]

3. A confirmation message will display the identity was established successfully, click Close Window button.

Success!

Your request submitted successfully. You should receive an email shortly with your credentials.

[Close Window]

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

4. Two separate emails will be received from ISIM: one email will contain your User ID, and the other will contain your temporary password.

(The auto-generated emails are marked from *donotreply@fiscal.treasury.gov* email systems may deliver the emails to junk or spam folders.)

(Example)
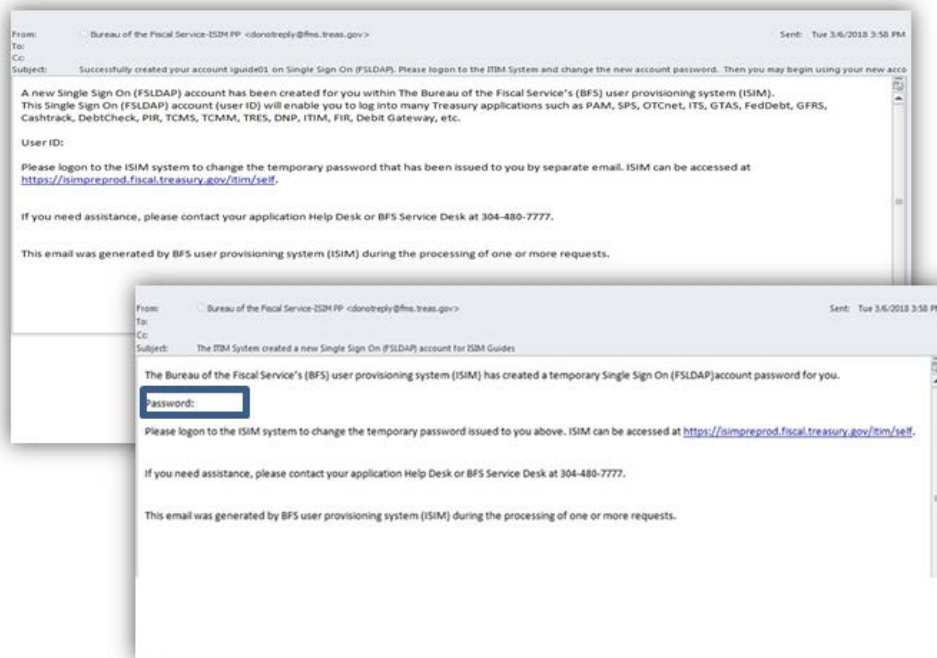
5. Log into ISIM https://isim.fiscal.treasury.gov/itim/self enter the User ID and temporary password received in the emails and click **LOGIN**.

![Treasury Check Information System logo - TCIS] **Treasury Check Information System**

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6. Retype your User ID and temporary password in the corresponding **User ID** and **Password** fields, respectively. In the **New Password** and **Confirm New Password** fields, enter a new password that meets the **requirements** presented on the page. After completing this information, click the **Change Password** button.

7. Click the **Continue** button to be directed to Challenge Response questions.

8. 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.

Note: Make sure to read the information on the page, so you understand how you can use the information entered on this page to reset your password. Try to enter information you can easily recall later.

9. 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.

Note: Read the information on the page that conveys how this information is used. Make sure to enter information you can easily recall if needed, but is unique and random so others cannot guess it.

Your Shared Secret is used by the Help Desk personnel to verify your identity when you call them. At that time, you need to 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

Save My Shared Secret   Cancel

10. Click the **Logout** button.

Note: You must wait 15 minutes before using your User ID and password to log into ISIM to request access to TCIS.

Your new challenge questions and responses, as well as your new shared secret have been successfully saved.

⚠ Please wait 15 minutes prior to accessing your application.

Logout

11. Click the **Close Browser** button.
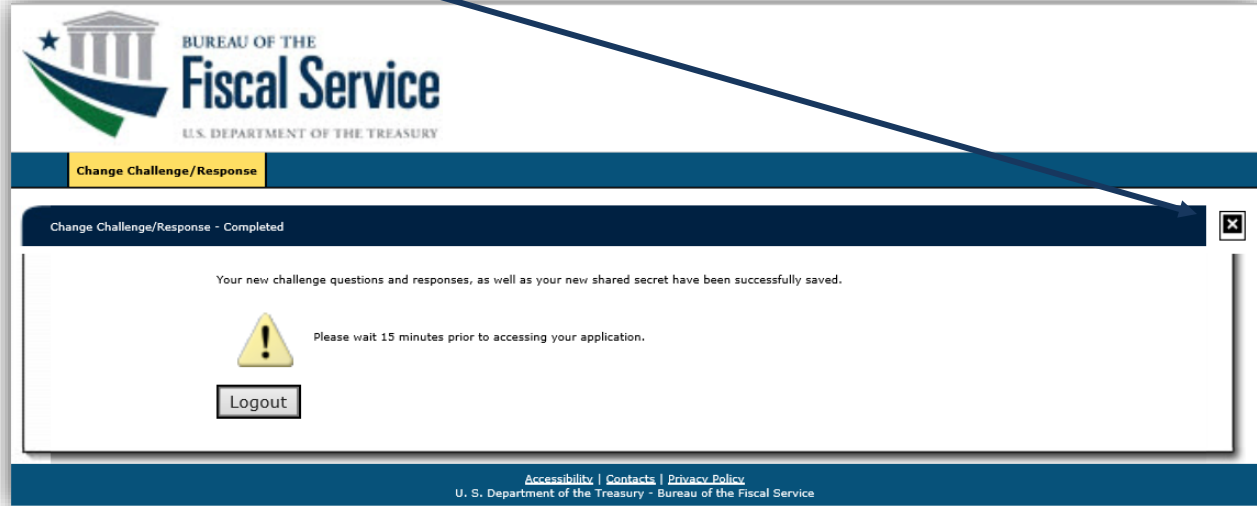
After receiving your User ID, you will need to complete the TCIS Supervisor Designation Form to have access as a Supervisor for TCIS granted. This process can take up to 5-7 business days after submitting the form.

II. Approving TCIS Account Requests

The following workflow diagram depicts the TCIS Approval Process. Please note the role of the supervisor in the process.

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The following outlines the steps a TCIS supervisor must take to act on a TCIS access request.

1. Email notification will be received stating a request requires your approval.

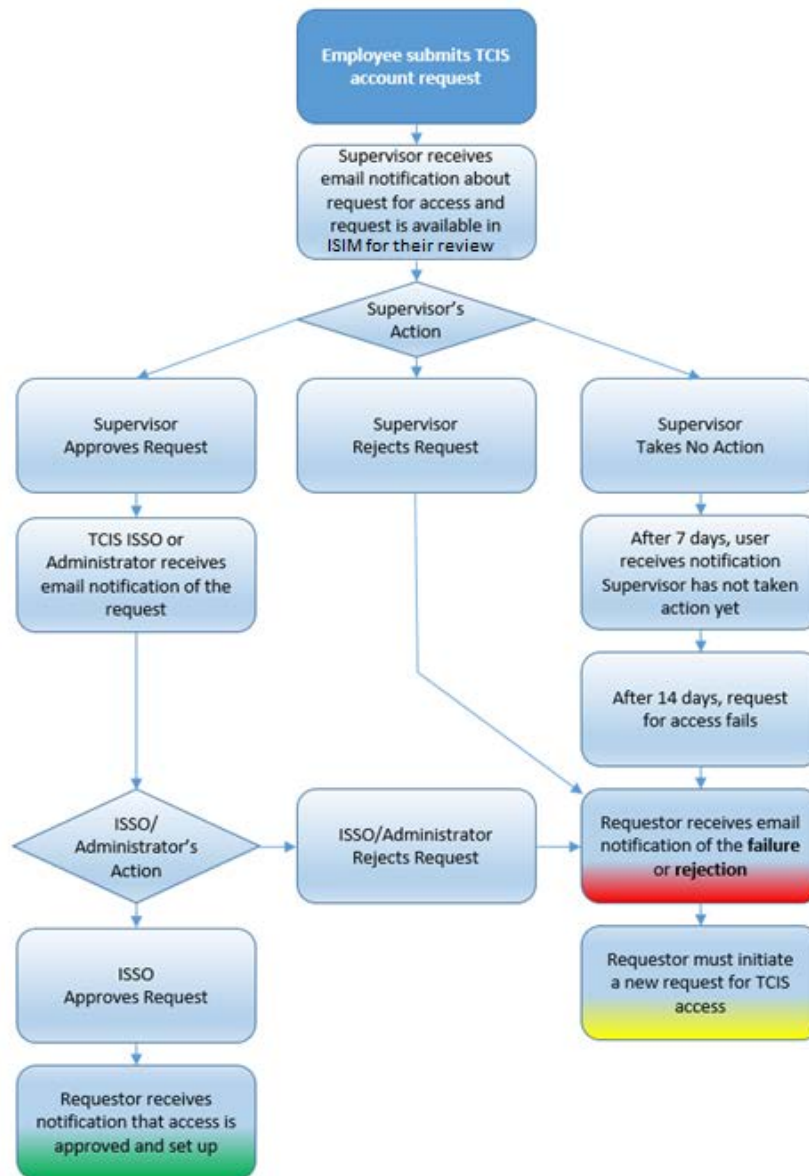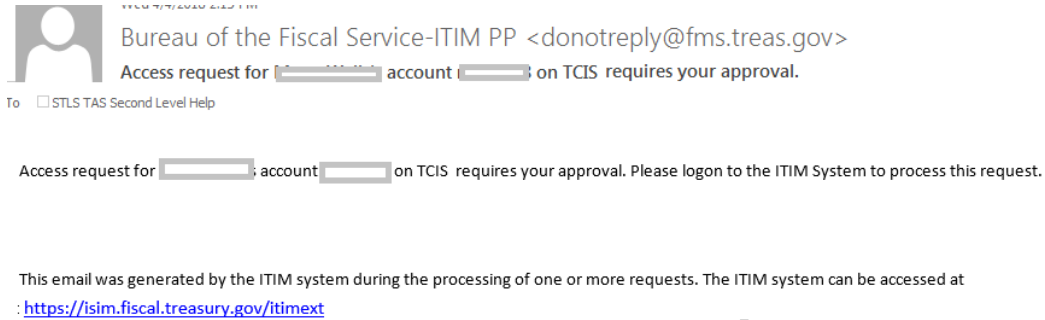Bureau of the Fiscal Service-ITIM PP <donotreply@fms.treas.gov>

Access request for [   ] account [   ] on TCIS requires your approval.

To ☐ STLS TAS Second Level Help

Access request for [   ] account [   ] on TCIS requires your approval. Please logon to the ITIM System to process this request.

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/itimext

2. Log into the ISIM External Interface at https://isim.fiscal.treasury.gov/itimext .

3. View requests pending your action on the **Request Management – Your To-Do List** page. Click on the **Supervisor Account Approval** link to the request under the **Activity** column.

Request Management	Organization	Search	Reports	

Request Management - Your To-Do List

Locked	Activity	Time Due	Requestee	Subje
	Supervisor_Account_Approval	Jun 04, 2013 12:37 PM EDT	Darryl Walker	BSZOO00
	Supervisor_Account_Approval	Jun 04, 2013 12:35 PM EDT	Talon Isusr	tisusr08

Note: If there are requests requiring your action, this page will appear when you log into the ISIM external interface. You will not see this page when logging in if no requests require your action.

4. View the high-level details of the request presented on the **Approve/Reject the Request** page. Right click on the **View Request Data** and select **Open in new window** to see more details about the request. If the right mouse click does not open a new window, click the View Request Data link to view.

Approve / Reject the Request

Description	Access request for Trinidad Lstsc's account tlstsc01 on TCIS QA requires your approval.
Request ID	6735645010407721018
Requestor	Trinidad Lstsc
Requestee	Trinidad Lstsc
Subject	tlstsc01
Time Submitted	Aug 29, 2019 09:04 AM EDT
Time Due	Sep 05, 2019 09:04 AM EDT
	View Request Data

Open
Open in new tab
Open in new window
Save target as...
Print target

Cut
Copy
Copy shortcut
Paste

Explanation

Approve Reject Cancel

BFS Identity Management

5. When the new window opens, view the user's requests for access to **ALCs** and/or **TCIS Symbols** (which are only populated if an NTDO role is being requested).

ALCs		
Internal User	User ID *	tisusr08
External User	TCIS ALC List	00006684 00008333
		Search Delete
	TCIS Symbol List	
		Add Delete

6. Click on the **External User** tab to view more information.

7. Review the TCIS Role being requested by the user. If you opened the Request Data in a new window, close the open browser or click the **Back** button.

- If you receive a Webpage has expired message, click the refresh button or select the F5 key on your keyboard
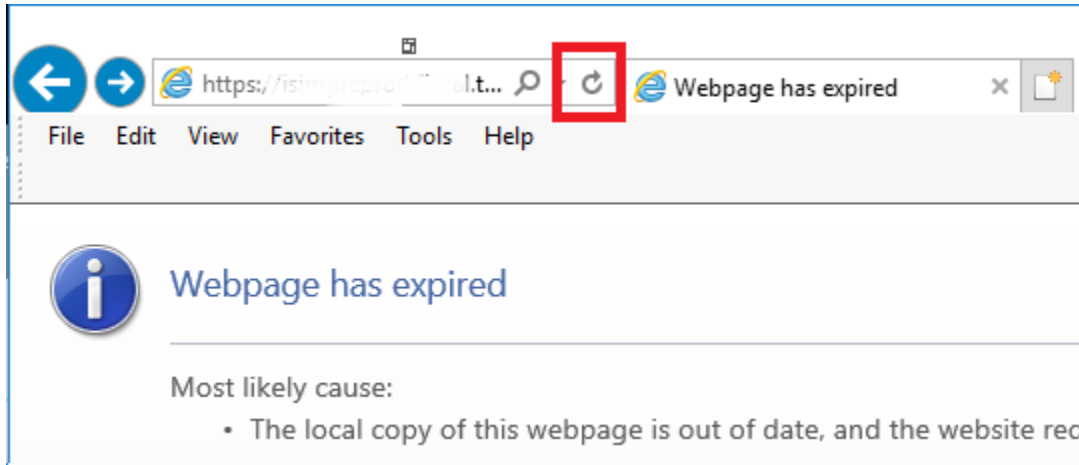
Consider the following before taking action:
- ✓ Is the role and ALC(s) being requested appropriate for the user?
- ✓ If anything is questionable, click **Cancel** so you can investigate further.
- ✓ You cannot modify the request if the role or ALC(s) being requested are not appropriate; instead, you will need to **Reject** the request. You have the ability to input comments if you are rejecting the request that will show in the rejection email the user receives, but you are also encouraged to follow up with the end user before he/she submits a new account request.
- ✓ Recognize that you initially have seven calendar days to act on the request, but should take action as soon as possible so the user can gain access to TCIS. After seven days, you will receive a reminder to approve. After 14 days, the request fails and the end user has to submit a new request.

Note the results of your action:
- ✓ Access to TCIS (based on the role and ALCs outlined in the request) will be granted to the end user following the successful completion of further approvals. After you click **Approve**, the request flows to a TCIS Information System Security Officer (ISSO) or administrator for final approval.
- ✓ If you click **Reject**, access will not be granted to the user and the request will fail.
- ✓ If you click **Cancel**, no action will be taken on the request at this time.

8. Click the **Approve**, **Reject** or **Cancel** link as appropriate to take the desired action on the request. After you select the action, the request will no longer show in your To-Do List.

Approve / Reject the Request

Description	Access request for Talon Isusr's account tisusr08 on TCIS QA requires your approval.
Request ID	115227 6359821244900
Requestor	Talon Isusr
Requestee	Talon Isusr
Subject	tisusr08
Time Submitted	Jun 04, 2013 12:20 PM EDT
Time Due	Jun 04, 2013 12:35 PM EDT
	View Request Data
Explanation	

Approve Reject Cancel

III. Suspending and Deleting a User's TCIS Account

1. Log on to the ISIM External Interface at https://isim.fiscal.treasury.gov/itimext/.

2. Click on **Search** in the toolbar and select the "Person" option.

t Management	Organization	Search	Reports

Request Management - Your To-Do List

Locked	Activity	Time Due	Requeste

3. Enter information to search for the desired user and click on the **Search** button.

Search Person

Select	External ▼		
Where	Full Name ▼	Contains ▼	harry

Search

4. When the search results appear, click the **Select** link next to the name of the user requiring action.

Search Person

Select	External ▼		
Where	Full Name ▼	Contains ▼	harry

[Search]

	Name	E-Mail	Status	Organization
Select	Harry Truman	gtas.user.2012@gmail.com		
Select	Harry User	carsuser8@yahoo.com	Active	
Select	harry green	h.green@das.com	Active	

5. Click the **Manage Accounts** link on the **Manage User** page.

Manage User: Harry User

- Manage Personal Info
- Manage Accounts
- Manage Passwords

6. Select the checkbox corresponding to the TCIS account of the user, and then click **Suspend** or **De-Provision** (Delete) as applicable.

Consider the following before taking action on the account:
- ✓ **Suspend** should be used if access to TCIS should be temporarily halted.
- ✓ Contact the Treasury Support Center at 855-838-0743 to restore access for a suspended user, as the Restore function is not permitted for the supervisor function.
- ✓ **De-Provision** should be selected if access to TCIS should be permanently removed.
- ✓ A user will need to re-enroll to regain his/her TCIS system access.
- ✓ Select **Cancel** if you do not want to proceed with any action.

Manage Accounts: Harry User

Select	User ID	Service	Status
☐	huser001	TCIS QA	Active

[New] [Suspend] [Restore] [De-Provision] [Cancel]

7. Finalize your selected action by clicking the **Submit** button.

> **Things to consider before finalizing the action:**
> ✓ Do you want access deleted or suspended immediately?
> ✓ Do you want to schedule action for a later date/time? If yes, click the radio button next to **Schedule for Later** and enter a future date and time before clicking **Submit**. Keep in mind that the system utilizes Eastern Standard Time.
> ✓ Did you change your mind about processing the request? If yes, click **Cancel**.

Manage Accounts: Harry User

⦿ Schedule for Now
◯ Schedule for Later 6/5/2013   Time: 00:00 ▾
Confirm suspend of the following accounts:

User ID	Service	Status
huser001	TCIS QA	Active

[Submit] [Cancel]

8. To view your action request or check its status, click on the **Details** link. Suspend and Delete requests do not require approval and are processed very quickly (generally within minutes, unless scheduled for a later date/time).

Request Management - Your Pending Requests

Select	View Details	Request ID	Time Submitted	Process Type	Requestee	Subject	Status
☐	Details	1566514642378820147	Jun 05, 2013 03:08 PM EDT	Suspend Account	Harry User	huser001	In Process

[Abort] [Reset]

Note: If you have questions or problems with actions outlined in the guide, please contact the Treasury Support Center at 855-838-0743 or TCIS_TSC@stls.frb.org

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TCIS ROLES AND FUNCTIONS (Appendix A)

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.

Federal Reserve Banks

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.

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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.

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.