

FedDebt Online Functionality

Creating a Case Online

1. Access the Internet.
2. Enter FedDebt Production URL: <https://feddebt.fms.treas.gov/FedDebtWeb>
3. On the FMS Enterprise Single Sign On Screen enter the following:
 - a. User ID
 - b. Password

FMS Enterprise Single Sign On Log In - Windows Internet Explorer

https://ssologin4.fms.treas.gov/esso/smfmsloginesso.fcc?TYPE=33554433&REALMOID=06-bd3bb4fd-2682-1023-b7b

File Edit View Favorites Tools Help

FMS Enterprise Single Sign On Log In

Change Password | Forgot your Password? | Forgot your User Id? | Register

fms
Enterprise Single Sign On

Log In To: <https://feddebt.fms.treas.gov/FedDebtWeb/>

Select an authentication method and enter your credentials

Log In using your FMS:

SSO User ID and Password ▶

SecurID Token

PKI Certificate

To log in using your FMS Single Sign On User ID and Password, please enter your User ID and Password.

User ID:

Password:

[Forgot your User Id?](#)
[Forgot your Password?](#)

WARNING
WARNING
WARNING

You have accessed a United States Government computer. Unauthorized use of this computer is a violation of federal law and may subject you to civil and criminal penalties. This computer and the automated systems, which run on it, are monitored. Individuals are not guaranteed privacy while using government computers and should, therefore, not expect it. Communications made using this system may be disclosed as allowed by federal law.

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U. S. Department of the Treasury - Financial Management Service

Trusted sites 100%

Note: FedDebt Role dictates functional capability. See FedDebt Role Information.

4. Select **“Login”**.

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5. You will be directed to the **Privacy Statement** screen.



6. Select **“agree”**

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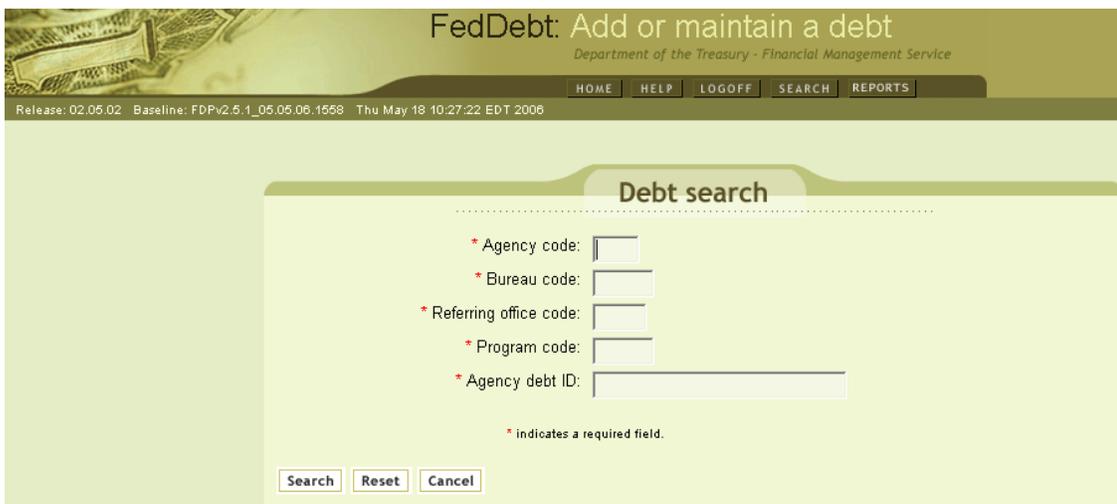
Creating A Case Online

7. You will be directed to the **FedDebt: Main Menu** screen.
8. Under the **Add or maintain a debt** heading, select “**Create a new debt, debtor or case**”.

Main Menu for Creditor Agency Supervisor Role



9. You will be directed to the FedDebt: **Debt search** screen.
10. Complete the fields on the Debt Search Screen.



11. Select “**Search**”.

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12. You will be directed to the **Add a debt** screen.
13. Enter debt information.
Note: If debt has more than one debtor, select "**Joint & Several**" under **Debt liability** so additional debtors may be added to debt later.
14. Asterisks (*) indicate required information.
Note: The debt elements displayed are driven by your agency's profile for the selected program. When debt type is administrative, the **Admin debt class** is required.

Release: 04.13.01 Baseline: FDPR2_03.10.10.1246 2010-12-02 11:39:40 244342

FedDebt: Add or maintain a debt

Department of the Treasury - Financial Management Service

HOME HELP LOGOFF SEARCH REPORTS

Add a debt

Agency Code: **01** Bureau code: **X201** Referring office code: **FDR** Program code: **XZ1T**
Agency debt ID: **Test500**

Program classification: **Fines/Penalties**

* Debt type: Administrative

** Admin debt class:

* Debt description: Consumer

* Date debt incurred: (mm/dd/yyyy)

Debt liability: Individual

* Delinquent date: (mm/dd/yyyy)

* Expiration date: (mm/dd/yyyy)

Debt written off:

Referred to PCA:

Debt in foreclosure:

Judgment type:

Judgment date: (mm/dd/yyyy)

Guarantor exists: Unknown

FedDebt Online Functionality Creating A Case Online

Continuation of **Debt** page.

* Original amount:

As referred by agency:

Principal:

Admin cost:

Interest:

Penalty:

* Balance:

Principal TAS:

Interest TAS:

Penalty TAS:

Admin cost TAS:

Health insurance carrier:

Beneficiary first name:

Beneficiary last name:

Credit bureau report status:

DMS will accrue interest for debts in this agency program:

Interest type:

Interest rate: * Last agency interest calculation date: (m)

DMS will accrue penalty fees for debts in this agency program:

Penalty rate: * Last agency penalty calculation date: (m)

Terms:

* indicates a required field.
** required if debt type is "Administrative."

Note: The values for interest and penalty rates should be entered as whole numbers (e.g. 5.00 for 5%). **Unless your agency has a citation, interest and penalty is mandatory.**

15. When you have completed entering the necessary information, select **"Next"**.

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16. You will be directed to the **Debt summary** screen.

17. Select **“Add a debtor”**.

Note: At this point you must edit the debt elements or add a debtor. The **Save** button on this page is not functional at this time.

The screenshot shows the FedDebt web application interface. At the top, the title is "FedDebt: Add or maintain a debt" with the subtitle "Department of the Treasury - Financial Management Service". A navigation bar contains links for HOME, HELP, LOGOFF, SEARCH, and REPORTS. Below this, a release information string is visible: "Release: 04.13.01 Baseline: FDP2_03.10.10.1248 2010-12-02 12:05:10.594012".

The main content area is titled "Debt summary" and contains the following information:

Agency: FedDebt Training Agency	Original amount of debt: \$5,000.00
Bureau: General Training	Referred administrative costs: \$50.00
Office: FedDebt Training Facility	Referred penalty: \$35.00
Program: FedDebt Accounts Receivable	Referred principal: \$4,000.00
Agency debt ID: Test500	Referred interest: \$25.00
Debt liability: Individual	Referred debt balance: \$4,110.00

Below the summary is a section titled "Debtors associated with this debt" which contains a table with the following columns: Name, Agency debtor ID, TIN, Percent liability, and Select information to edit. Below the table are four buttons: Save, Edit debt, Exit, and Add a debtor.

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18. You will be directed to the **Debtor search** screen, select **"Add an individual debtor"**.

Note: If the debtor has previously been entered in FedDebt by your agency for another debt, search for the debtor by using **only** one of the search fields. A new debt can be entered for an existing debtor. This is dependent on your agency using the same Agency debtor ID. You will be required to review existing debtor information for accuracy.

FedDebt: Add or maintain a debt
Department of the Treasury - Financial Management Service

HOME HELP LOGOFF SEARCH REPORTS

Release: 04.13.01 Baseline: FDPR2_03.10.10.1248 2010-12-02 12:26:05.898129

Debtor search

Agency code: 01 Bureau code: X201

** Agency debtor ID:

** FedDebt debtor ID:

** TIN: TIN type:

** Last name:

First name:

** To search, enter data in at least one of these fields. A search is not required to add a debtor.
Search excludes deceased/dissolved and bankrupt debtors. Search excludes business debtors.

Debtor search results

Feddebt debtor ID	Agency debtor ID	TIN	Business or Last name	First name
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19. You will be directed to the **Add an individual debtor** screen.
20. Enter required information. Asterisks (*) indicate required fields. Once completed select **"Add contact information"**.

The screenshot shows the FedDebt web application in Internet Explorer. The browser address bar displays the URL: <https://feddebt-ppr.fms.treas.gov/FedDebtWeb/debtmanagement/searchDebtor.do>. The page title is "FedDebt: Add or maintain a debtor" and it is part of the "Department of the Treasury - Financial Management Service".

The main content area is titled "Add an individual debtor". On the left, there is a vertical navigation menu with the following items: Individual debtor information (selected), Alias information, Property information, Employment information, Work contact information, Prison contact information, Bankruptcy trustee contact information, Attorney contact information, Third party contact information, and Case information.

The form fields are as follows:

- Agency code: 01 Bureau code: X201
- * Agency debtor ID: Rainey
- * First name: Johnny Middle name: (empty)
- * Last name: Rainey Generation: (dropdown menu)
- Gender: Male (dropdown menu)
- TIN: (empty) TIN type: SSN
- Date of birth: (empty)
- Date of last credit report: (empty)
- Date of last financial stmt: (empty)

At the bottom of the form, there is a button labeled "Add contact information". Below this, there is a section for "PERSONAL & BILLING INFO" with buttons for "Next", "Cancel", and "Reset".

The status bar at the bottom of the browser shows "Done" and "Local intranet | Protected Mode: Off".

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21. Select “Add an address”.

Note: A mailing address is a required field. Phone number and email information are important if available, but optional fields.

The screenshot shows a web browser window displaying the FedDebt website. The page title is "FedDebt: Add or maintain a debtor" and it is part of the "Department of the Treasury - Financial Management Service". The browser address bar shows the URL: <https://feddebt-ppr.fms.treas.gov/FedDebtWeb/debtmanagement/individualDebtor.do>. The page has a navigation menu with "HOME", "HELP", "LOGOFF", "SEARCH", and "REPORTS".

The main content area is titled "Add an individual debtor" and contains a form with the following fields and options:

- Agency code: 01 Bureau code: X201
- Agency debtor ID: Rainey
- * First name: Johnny Middle name: (empty)
- * Last name: Rainey Generation: (dropdown menu)
- Gender: Male (dropdown menu)
- TIN: (input field) TIN type: SSN
- Date of birth: (input field)
- Date of last credit report: (input field)
- Date of last financial stmt: (input field)

Below the form, there is a section for "Self Individual Contact 1" with a "Remove" button. At the bottom of the form, there are three buttons: "Add an address", "Add a phone", and "Add an email".

The browser's status bar at the bottom indicates "Local intranet | Protected Mode: Off" and a zoom level of "150%".

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22. Select “Next Page”.

Note: Selecting next page will move you through each individual tab (**Alias information, Property information, etc.**) located in the shaded area of the screen on the left side. Select an individual tab to go directly to the input screen for that tab. If no other debtor information is to be added to the debt, select the **“Case Information”** tab. **“Reason” selection is only used when an update occurs at a later date.**

FedDebt: Add or maintain a debtor
Department of the Treasury - Financial Management Service

Release: 04/10/2014, Release: FD_DEBT_14.11.10.11.003, 20140410 11:08:14 EDT

HOME HELP LOGOFF SEARCH REPORTS

Individual debtor information

Alias information

Property information

Employment information

Work contact information

Prison contact information

Bankruptcy trustee contact information

Attorney contact information

Third party contact information

Case information

Add an individual debtor

Agency code: 81 Bureau code: X201

* Agency debtor ID: Rainey

* First name: Johnny Middle name: (empty)

* Last name: Rainey Generation: (dropdown)

Gender: Male

TIN: (empty) TIN type: SSN

Date of birth: (empty)

Date of last credit report: (empty)

Date of last financial stmt: (empty)

Self Individual Contact 1 Remove

Add an address Add a phone Add an email

* Address line 1: 200 Stormy Road

Address line 2: (empty)

* City: Climate

State (US only): Wyoming

* Zip code: 52643

* Country: United States of America

Reason: (dropdown)

Remove

Add contact information

Next Cancel Reset

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23. Case information screen.

Note: If you are entering someone other than the primary debtor on a joint & several debt, you must select the “**Relationship to the primary debtor**”.

24. Select “Next”.

The screenshot shows the 'FedDebt: Add or maintain a debtor' web application interface. The header includes the title and 'Department of the Treasury - Financial Management Service'. A navigation bar contains links for HOME, HELP, LOGOFF, SEARCH, and REPORTS. A sidebar on the left lists various information categories, with 'Case information' selected and highlighted. The main content area is titled 'Case information' and contains the following fields:

- Percentage liability: 100%
- Relationship to primary debtor: Self
- Amount of last payment prior to referral: [Text input field]
- Date of last payment prior to referral: [Date input field (mm/dd/yyyy)]
- Date reported to credit bureau by FedDebt: [Text input field]
- Date last reported to credit bureau by agency: [Date input field (mm/dd/yyyy)]
- Credit bureau reporting: Yes No
- Contact to receive demand letter: Self Individual: Brown,Charlie (dropdown menu)
- Debtor disputed debt: [Dropdown menu]
- Debtor disputed amount of debt: [Dropdown menu]
- Disability waiver denied: [Dropdown menu]
- Debt match bypass indicator(s): BEN I SAL AN S TAX []

At the bottom of the form are buttons for Previous, Next, Reset, and Cancel.

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25. You will be directed to the **Debt summary** screen.
Important Note: This is your last opportunity to ensure all debt and debtor elements are correct. Please review all information to ensure its accuracy. Remember, when you select "Save" on this page you are submitting the debt.
26. Select "**Save**".

The screenshot shows the 'FedDebt: Add or maintain a debt' interface. At the top, it identifies the Department of the Treasury - Financial Management Service and includes navigation links for HOME, HELP, LOGOFF, SEARCH, and REPORTS. A status bar shows release and baseline information.

The main content area is titled 'Debt summary' and contains the following information:

- Agency: FedDebt Training Agency
- Bureau: General Training
- Office: FedDebt Training Facility
- Program: FedDebt Accounts Receivable
- Agency debt ID: Test500
- Debt liability: Individual
- Original amount of debt: \$5,000.00
- Referred administrative costs: \$50.00
- Referred penalty: \$35.00
- Referred principal: \$4,000.00
- Referred interest: \$25.00
- Referred debt balance: \$4,110.00

Below the summary is a section for 'Debtors associated with this debt' containing a table:

Name	Agency debtor ID	TIN	Percent liability	Select information to edit	
Brown, Charlie	FeddebtLab		100.0	Debtor Information <input type="button" value="Edit/view"/>	<input type="button" value="Remove"/>

At the bottom of the form are three buttons: Save, Edit debt, and Exit.

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27. You will be directed to the **Debt summary confirmation** screen.
28. The following information is displayed on the screen:
 - FedDebt Debt ID** – System Generated
 - FedDebt Case ID** – System Generated
 - FedDebt Debtor ID** – System Generated
 - Agency Debtor ID** – Agency’s identifying number
 - Agency Debt ID** – Agency’s identifying number
 - TIN** (if available) – Individual debtor’s SSN or Business’s EIN
29. If there is any important information you need to provide regarding this debt or debtor, select “**Debt notes**” or “**Debtor notes**” and enter a note in the box provided.
30. Once you have completed entering the debt and debtor information, and there are no other debts or additional debtors to add to the existing debt, select “**Exit**”.

FedDebt: Add or maintain a debt
Department of the Treasury - Financial Management Service

Release: 04.13.01 Baseline: FDPFR2_03.10.10.1248 2010-12-02 13:00:14.30829

HOME HELP LOGOFF SEARCH REPORTS

Debt summary confirmation

<p>Agency: FedDebt Training Agency Bureau: General Training Office: FedDebt Training Facility Program: FedDebt Accounts Receivable</p> <p>Agency debt ID: Test500 Debt liability: Individual FedDebt debt ID: 2010001702</p> <p style="text-align: center;"><input type="button" value="Debt notes"/></p>	<p>Original amount of debt: \$5,000.00</p> <p>Referred administrative costs: \$50.00 Referred penalty: \$35.00 Referred principal: \$4,000.00 Referred interest: \$25.00 Referred debt balance: \$4,110.00</p> <p>Current administrative costs: \$50.00 Current penalty: \$94.84 Current principal: \$4,000.00 Current interest: \$74.86 Current debt balance: \$4,219.70</p>
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Debtors associated with this debt

Name	Agency debtor ID	TIN	Percent liability	FedDebt debtor ID	FedDebt case ID	
Brown, Charlie	FeddebtLab		100.0	000903301	2010001702A	<input type="button" value="Debtor notes"/>