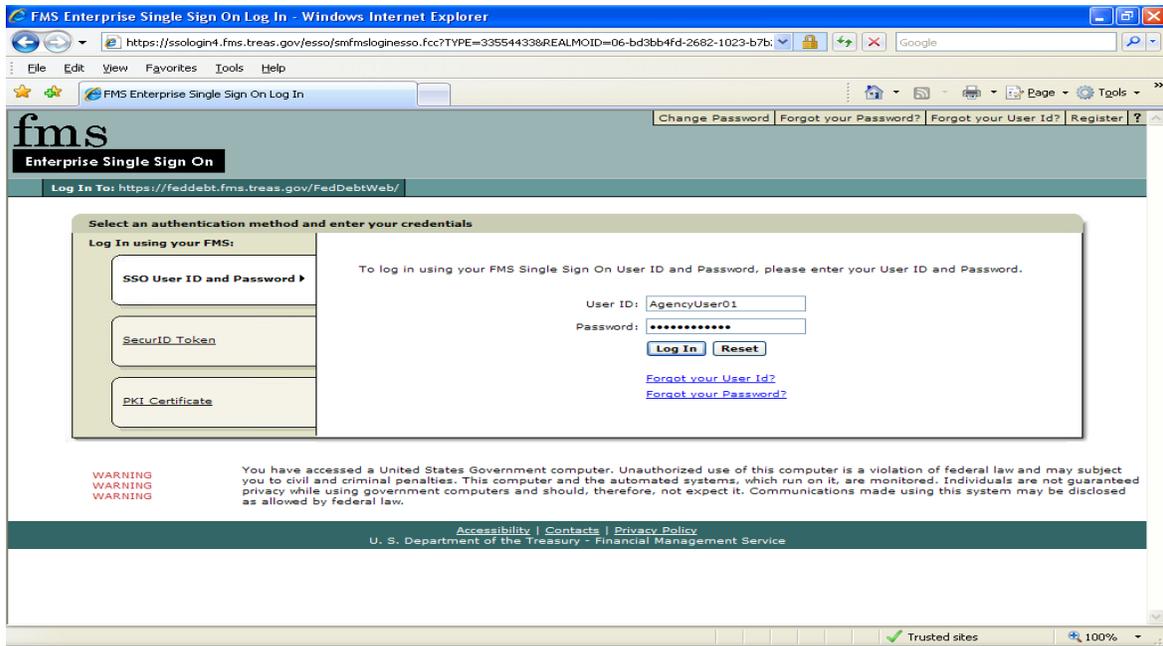


FedDebt Online Functionality Manually Posting Payments

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



4. Select “Log In”
5. You will be directed to the **Privacy Statement** screen.



6. Select “agree”

FedDebt Online Functionality Manually Posting Payments

7. You will be directed to the **FedDebt: menu** screen.

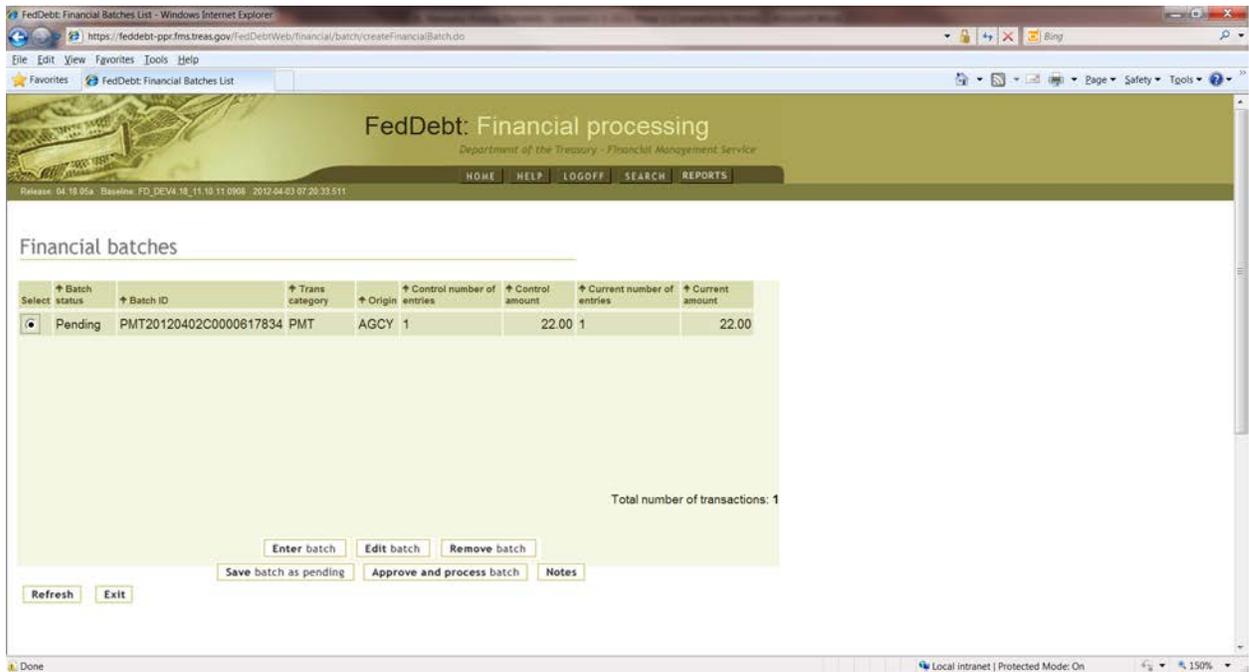


8. Select **Financial transactions** under the **Financial processing** heading.

Note: The Creditor Agency Financial Supervisor role is the only agency user who can perform this function. **The Creditor Agency Financial Supervisor who entered the payment cannot post the payment. This is due to a system of checks and balances.**

FedDebt Online Functionality Manually Posting Payments

9. You will be directed to the **Financial batches** page.

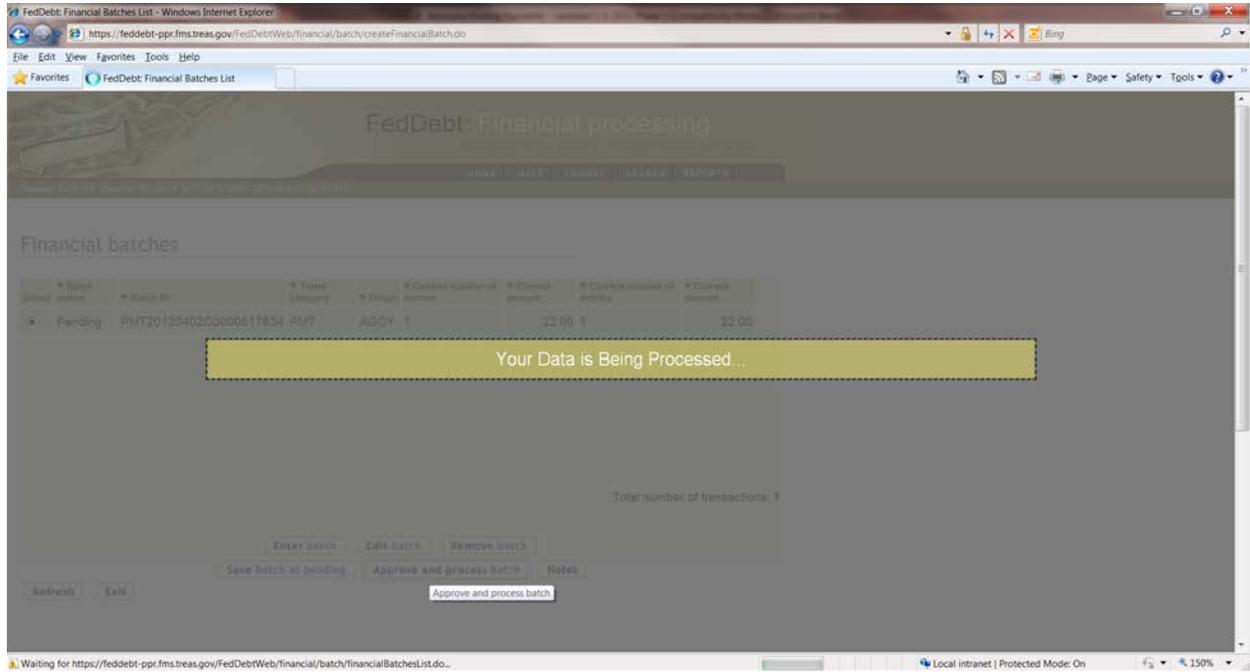


10. Select the radio button under the **select** heading box.

11. Select **“Approve and process batch”**

FedDebt Online Functionality Manually Posting Payments

12. “Your Data is Being Processed” message will appear.



13. Select “Exit” to return to the FedDebt menu.

