



TCIS External User Enrollment Guide

This guide is intended to instruct external TCIS users (Agency, Internal Revenue Service [IRS] and Federal Reserve Bank [FRB] users) on the steps that must be executed in order to establish a TCIS account and access the system.

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 (starting on page 27) and on the Roles and Functions page of the TCIS website at <http://www.fms.treas.gov/tcis/roles.html>.
- ✓ 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 ITIM 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 III**. *This is the last step for FRB and IRS users; individuals in these areas are now ready to access the TCIS application.*
4. **Federal Program Agency (FPA) USERS ONLY:** Receive a PKI packet with instructions for setting up your token or a notice that TCIS access has been added to your existing token, as outlined in **Section IV**.

Note: Step 4 is only applicable to FPA users. Internal Revenue Service (IRS) and Federal Reserve Bank (FRB) users do not need a PKI token to access TCIS and can bypass this step.

I. Instructions for New Users

The term “new user” refers to an individual who does not currently have an Identity (user ID and password) established to access Treasury applications via the UPS or ITIM provisioning services.

If you already have an Identity and use that user ID and password to access other Treasury applications via UPS or ITIM, proceed to **Section II** of this guide.

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

1. Access <https://reg.fms.treas.gov/selfenroll/register> and the **FMS Self Enrollment** screen will display.

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

FMS Self Enrollment

Fields with (*) are required

Legal Prefix	<input type="text"/>
Legal First Name *	<input type="text"/>
Legal Middle Name	<input type="text"/>
Legal Last Name *	<input type="text"/>
Generational Identifiers / Suffix	<input type="text"/>
Title	<input type="text"/>
Email *	<input type="text"/>
Re-Enter Email *	<input type="text"/>
Sponsoring Application *	-- Select --
Organization *	<input type="text"/> <input type="button" value="Search"/>
External Supervisors	<input type="text"/> <input type="button" value="Search"/>
Mobile Phone	<input type="text"/>
Office Phone *	<input type="text"/>
Office Extension	<input type="text"/>
Pager Number	<input type="text"/>
Office Fax	<input type="text"/>
Office Room Number	<input type="text"/>
Office Street Address *	<input type="text"/>
Office Street Address 2	<input type="text"/>
Office City *	<input type="text"/>
Office State *	-- Select --
Office Zip *	<input type="text"/>
Office Country *	UNITED STATES

Please type the text from the image below.

facwing

5. 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.

NOTE: The new password must satisfy the following requirements:

- Must be at least 8 characters long.
- Must contain at least one uppercase letter.
- Must contain at least one lowercase letter.
- Must contain at least one numeric character.
- Must not repeat any of your last ten passwords.
- Must not have been your password in during the last ten days.
- Must not be a word in a language, slang, dialect, or jargon.
- Must not be related to personal identity, history, environment, or other personal
- Must not be shared or displayed in plain view.

User ID:

Password:

New Password:

Confirm New Password:

[Forgot your User Id?](#)

[Forgot your Password?](#)

6. Click the **Continue** button to be directed to accept the GSS Rules of Behavior.

ftesti01, your new password has been set. Use this new password the next time you log into your account.

- Accept the GSS Rules of Behavior by clicking the checkbox associated with each, then click the **Accept** button.

Note: The **Accept** button will not be accessible until all boxes are checked.

Rules of Behavior - You must read and accept the following GSS Rules of Behavior before you can access an FMS application

be reported as such. If password disclosure is necessary for problem resolution, immediately select a new password once the problem has been resolved.

- 24. USERS must not program login IDs or passwords into automatic script routines or programs.
- 25. USERS must not share passwords with anyone else or use another person's password.
- 26. USERS must not write passwords down.
- 27. USERS must change passwords at least every 90 days.

I have read the Financial Management Service (FMS) information technology Rules of Behavior and fully understand the security requirements. I further understand that violation administrative and/or disciplinary action by the FMS and may result in actions up to and including termination or prosecution under federal law.

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



You have been re-directed to this page because you need to change your password challenge response data. This is a mandatory one-time security measure designed to assist users in resetting forgotten passwords.

- Select checkboxes for **three** questions and enter and confirm a response for those three questions. 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.

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 Forgot Password link on the 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 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. Provide 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 checked="" type="checkbox"/> What was the name of the city where you were born?	*****	*****
<input type="checkbox"/> What was the model of your first automobile?		
<input type="checkbox"/> What was the name of the hospital where you were born?		
<input checked="" type="checkbox"/> What was the name of the company or organization where you held your first job?	*****	*****
<input checked="" type="checkbox"/> What was the name of your first pet?	*****	*****
<input type="checkbox"/> What was the name of the street you lived on when you grew up?		

10. 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 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"/>

11. Click the **Logout** button.

Note: You must wait 15 minutes before using your User ID and password to log into ITIM 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.

12. Click the **Close Browser** button.

Note: You now have an identity (user ID and Password) and can proceed to **Section II** for instructions on requesting a TCIS account.



You have successfully logged out. To end your session securely, please close your browser.

II. Request a TCIS Account

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 forgott
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

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:

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

Note: The screen below does not match the screen that appears in the production environment, as this guide was produced in a test environment. Users should select the "TCIS" account type option in the production environment; "TCIS QA" will not appear in the search results in that environment.

Request Account

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

Search for:

TCIS

Search Results

Click the account type that you would like to request.

<u>Account Type</u> ▲
TCIS (TWAI FT)
TCIS (TWAI IT)
TCIS QA

Page 1 of 1 Total: 3 Displayed: 3

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

4. 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.

Account Information

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

ALCs	User ID
External User	tisusr09
	TCIS ALC List
	<input type="text"/>
	<input type="button" value="Search"/>
	<input type="button" value="Delete"/>
	TCIS Symbol List
	<input type="text"/>
	<input type="button" value="Add"/>
	<input type="button" value="Delete"/>
<input type="button" value=" < Back"/> <input type="button" value=" Next >"/>	

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.

Search for TCIS ALC List

Enter information to search for a TCIS ALC List.

Search by:

alcagencylocationcode ▼

Search for:

123

Search

6. Click 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:

alcagencylocationcode

Search for:

123

Search

Search Results

Click below to select from the search results.

<input type="checkbox"/> Select All	Name
<input type="checkbox"/>	00003123
<input type="checkbox"/>	00005123
<input type="checkbox"/>	00008123
<input type="checkbox"/>	12310100
<input type="checkbox"/>	12310200
<input type="checkbox"/>	12330002
<input type="checkbox"/>	12340001
<input type="checkbox"/>	12350001
<input type="checkbox"/>	12350041
<input type="checkbox"/>	12350042

Page 1 of 4 > Page Number: 1 Go Total: 39 Displayed: 10 Selected: 0

OK

Cancel

The ALC(s) you selected will appear 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	tisusr09
	TCIS ALC List
	<input type="text" value="00008123"/>
	<input type="button" value="Search"/>
	<input type="button" value="Delete"/>
	TCIS Symbol List
	<input type="text"/>
	<input type="button" value="Add"/>
	<input type="button" value="Delete"/>
<input type="button" value=" < Back"/> <input type="button" value=" Next >"/>	

- 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 an 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	tisusr09
	TCIS ALC List
	<input type="text" value="00008123"/> <input type="button" value="Search"/> <input type="button" value="Delete"/>
	TCIS Symbol List
	<input type="text"/> <input type="button" value="Add"/>
	<input type="text"/> <input type="button" value="Delete"/>
<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

8. To add roles and a supervisor, click the **External User** tab.

Account Information

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

ALCs	User ID
External User	tisusr09
	TCIS ALC List
	<input type="text" value="00008123"/>
	<input type="button" value="Search"/>
	<input type="button" value="Delete"/>
	TCIS Symbol List
	<input type="text"/>
	<input type="button" value="Add"/>
	<input type="button" value="Delete"/>
<input type="button" value=" < Back"/> <input type="button" value=" Next >"/>	

9. 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, 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 28 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	External User Roles
External User	<input type="text"/> <input type="button" value="Search"/> <input type="button" value="Clear"/>
	TCIS Supervisor
	<input type="text"/> <input type="button" value="Search"/> <input type="button" value="Clear"/>
<input type="button" value=" < Back"/> <input type="button" value=" Next >"/>	

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:

Search for:

<input type="text" value="NTDO"/>	<input type="button" value="Search"/>
-----------------------------------	---------------------------------------

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

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[Back to Account](#)

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

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

10. 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 role can be assigned to each user.

Account Information

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

ALCs	External User Roles
External User	NTDO-IV <input type="text"/> <input type="button" value="Search"/> <input type="button" value="Clear"/>
	TCIS Supervisor <input type="text"/> <input type="button" value="Search"/> <input type="button" value="Clear"/>
<input type="button" value=" < Back"/> <input type="button" value=" Next >"/>	

11. Select the supervisor who will be responsible for approving your TCIS account request.

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>. In this situation, you must abort the partially completed account request, log out of ITIM, 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.

Leave the **Search for:** field blank and click the **Search** button, and all TCIS supervisors will appear.

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

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To narrow your search, enter your supervisor's first or last name in the **Search for:** field before clicking **Search**.

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
Tim Issup

Page 1 of 1 Total: 1 Displayed: 1

12. Select the supervisor by clicking on the name in the **Search Results**.

Your supervisor's name now shows in the **TCIS Supervisor** field.

Account Information

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

ALCs	External User Roles
External User	NTDO-IV <input type="text"/> <input type="button" value="Search"/> <input type="button" value="Clear"/>
	TCIS Supervisor
	Tim Issup <input type="text"/> <input type="button" value="Search"/> <input type="button" value="Clear"/>
<input type="button" value=" < Back"/> <input type="button" value=" Next >"/>	

13. 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	NTDO-IV <input type="text"/> <input type="button" value="Search"/> <input type="button" value="Clear"/>
	TCIS Supervisor
	Tim Issup <input type="text"/> <input type="button" value="Search"/> <input type="button" value="Clear"/>
<input type="button" value=" < Back"/> <input type="button" value=" Next >"/>	

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

Request Account: TCIS QA

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

User ID: tisusr09

Account type: TCIS QA

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: 705371962937252755
Date submitted: May 9, 2013 9:55:16 AM
Request type: Account Add
Account/Access: tisusr09 on TCIS QA

Related Tasks

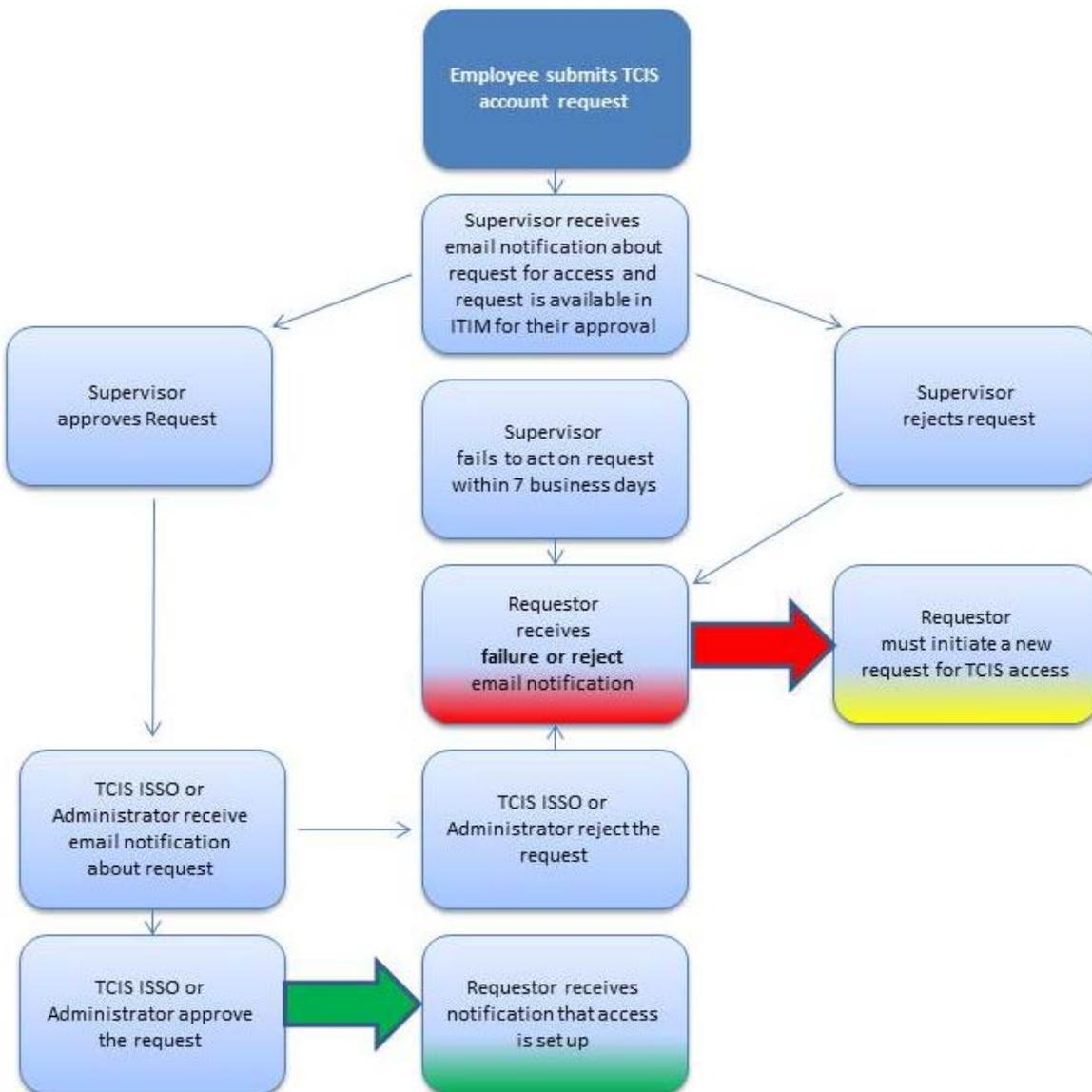
- ◆ To check on the status of your request, refer to the [View My Requests](#) page.
- ◆ To create another request, click on [Request Account](#).
- ◆ To perform other tasks go to the [Tivoli Identity Manager Home](#) page.

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 7 days, you and the supervisor will receive a reminder and have another seven days to approve. If the request is not approved after 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.



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

1. 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.

View My Requests

Click the request type to view its information.

View: Show last 31 days

Request Type

[Account Add](#)

[User Data Change](#)

Page 1 of 1 Total: 2

Status	Account/Access
In Process	tisusr09 on TCIS QA
Success	Taurus Isusr

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

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2. When your request is approved, you will receive an email confirmation that your account has been set up successfully.
3. **IRS and FRB Users:** Log into TCIS at <https://tcis.fms.treas.gov> and confirm that access has been established.
4. **Federal Program Agency Users:** Proceed to **Section IV** to view additional steps that must occur in order to establish access to TCIS.

Note:

IRS and FRS Users

Contact the Treasury Support Center at 855-838-0746 or TCIS_TSC@stls.frb.org if you have problems accessing TCIS or cannot use needed functions in the system.

Federal Program Agency Users

Review Section IV for information concerning additional activities related to establishing a PKI credential for TCIS system access. ***If you already have a token you can begin using TCIS as soon as your account request is approved.***

III. Establishing a PKI Credential for Federal Program Agency Users

All Federal Program Agency (FPA) users must have a PKI credential to access the TCIS system.

Note: Users with a PKI credential for other Bureau of the Fiscal Service (BFS) applications, 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.**

After the TCIS account is provisioned in ITIM, users who do not currently have a PKI token to access other applications can expect the following:

1. Receive email with the following information:

“You have been granted access to the TCIS application. However, your request to access TCIS via the public internet is pending issuance of a certificate. For information on this please contact the FMS Help Desk at 202-874-4357.

This email has been generated by an automated notification system. PLEASE DO NOT REPLY TO THE EMAIL.”

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:
 - Training CBT
 - FMS PKI ITRA-TWAI Software CD to be installed
 - ITRA Installation Instruction Sheet
 - Key FOB
 - Key Ring
 - Extension Cord
 - Authorization Code
 - Non-Disclosure Agreement – to be signed and returned to BFS within 21 business days
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.fms.treas.gov>.

Things to consider...

- ✓ 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 ITIM. The ITIM password becomes inactive after 120 days. Please log into ITIM at <https://reg.fms.treas.gov/itim/self> using your ITIM user ID and password to maintain an active account.

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 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.

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.

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.

Treasury Disbursing Office Roles

TDO-IV - Can inquire and view images on all checks in Integrated View (IV).

TDO-TCDOM - Can view and track transmittal status in TCDOMS.

TDO-TCDOM-IV – Can inquire and view images on all checks in IV and inquire on check symbols, check ranges and transmittals used by Treasury Disbursing Office in TCDOMS.