

Enrolling in PIR

August 2012
V4



PIR Security Administration

PIR is secured in accordance with Federal Information Security Management Act of 2002 (FISMA) and other federal laws and regulations for IT systems security that apply. Access to PIR data is constrained by the Agency Location Code. The ALC is a unique identifier assigned to every agency for reporting receipts and disbursements.

A PIR user must request and be granted access to view ALC data by an ALC approver. ALC approvers are assigned to each agency and have the responsibility of ensuring that PIR users have a business justification and “need to know” for accessing ALC data.

PIR Enrollment Process

Agency Approvers

- Agency designates at least two ALC approvers for PIR
- Agency Approver self enrolls to gain access to the Agency ALCs
- The PIR Help Desk adds agency approvers

Agency Users

- Agency approver grants access to their agency users under their disbursing authority per ALCs

Enrollment Requirements

- Enterprise ID and password is required for single sign on
- Individual self enrolls in the application
- PKI token credential is required*

Agency Approver

Agency ALC Approver

Overview

- Access to PIR data is constrained by the Agency Location Code
 - The ALC is a unique identifier assigned to every agency for reporting receipts and disbursements
- A PIR user must request and be granted access to view ALC data by an ALC approver

ALC Approver Responsibility

- Gives an individual the ability to grant other agency user's access to the agencies ALCs within the PIR application to review payment data related to that ALC
- ALC approvers are assigned to each agency and have the responsibility of ensuring that PIR users have a business justification and “need to know” for accessing ALC data

PIR Enrollment Process - ALC Approvers

Agency

1. Completes Approving Official Letter and ALC Approver forms found on the **PIR Getting Started** page at... <http://www.fms.treas.gov/pir/getting-started.html>
2. Sends the completed forms to the PIR Help Desk for processing.

Note: Each Agency is should identify a minimum of two PIR ALC Approvers

PIR Help Desk

1. Validates Approving Official
2. Sets up the designated individuals as ALC Approvers

Approving Official - Sample

From: John D. Doe
Director

Subject: Approving Official Self-delegation.

In accordance with the authority vested in me as Director, Office of Personnel Management, Washington, DC, I hereby self-designate myself as Approving Official. As head of agency, I reserve the right to relegate this authority.

The following Agency Location Code is applicable: 2018 1001.

If you should have any questions, please contact Jane D. Doe, at (816) 414-2340.

----- / S / -----
John D. Doe
Director

ALC Approver Form

This is to advise that _____ (Non Treasury Disbursed Office name) _____ has designated the following individuals to be ALC approvers:

ALC	Last Name	First Name	Email Address

Having approver status gives the individual the ability to grant other agency user's access to the agencies ALCs within the PIR application to review payment data related to that ALC. Please note that PIR is secured in accordance with Federal Information Security Management Act of 2002 (FISMA) and other federal laws and regulations for IT systems security that apply. Access to PIR data is constrained by the Agency Location Code. The ALC is a unique identifier assigned to every agency for reporting receipts and disbursements.

A PIR user must request and be granted access to view ALC data by an ALC approver. ALC approvers are assigned to each agency and have the responsibility of ensuring that PIR users have a business justification and "need to know" for accessing ALC data.

Please sign and date:

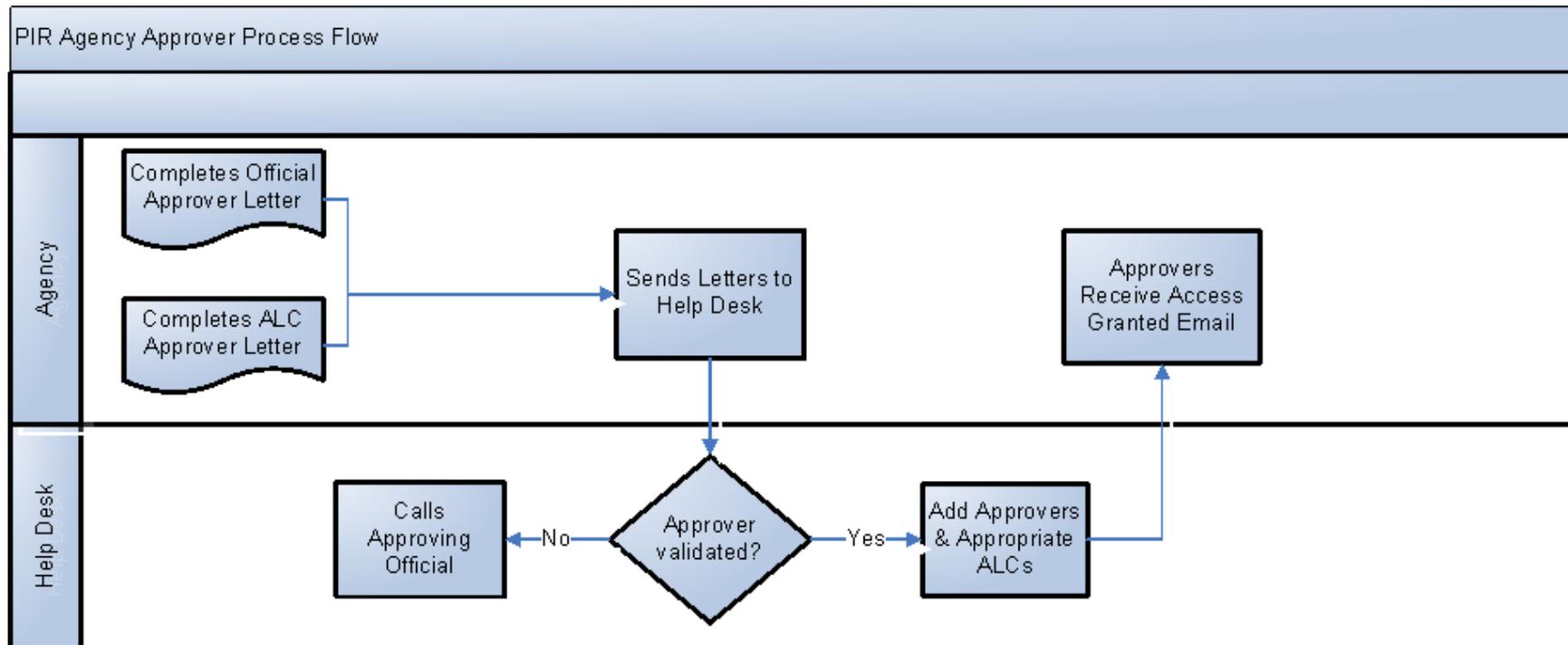
(Name) _____
 (Title) _____
 (Signature) _____ Date _____
 (Address) _____
 (Phone) _____
 (Email Address) _____

Send the completed form to:

Department of the Treasury
 Financial Management Service
 Kansas City Financial Center
 4241 NE 34th Street



Agency Approver Flow



Establish
SSO
Account

Request
PIR
Account

Request
PKI
Token

Agency User

Step 1 – Establish SSO

- Agency User establishes a Single Sign On (SSO) account
 - *Note: Agency Users that access other applications with an SSO account (i.e., OTCnet, Debit Gateway, FedDebt, FIRST(SID) GWA, JFICS, SAM, SIMS IV, TCIS) can skip Step 1 and proceed to Step 1 – Existing SSO Account.*
- Click on the following to request a user id & password
<https://reg.fms.treas.gov/selfenroll/register>

FMS Self Enrollment

<https://reg.fms.treas.gov/selfenroll/register>

Establish
SSO
Account

Approval

Create
Password

Internet Explorer window showing the FMS Self Enrollment registration page. The browser address bar displays <https://reg-pps.fms.treas.gov/selfenroll/register>. The page title is "FMS Self Enrollment". A red asterisk (*) indicates required fields.

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 *
PIR (SSO)

Organization *
FA_Federal Reserve System

External Supervisors

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.

nearacs

Done Trusted sites | Protected Mode: Off

Fields with red asterisk * are required

Internet Explorer window showing the search filter page. The browser address bar displays <https://reg-pps.fms.treas.gov/selfenroll/searchfilter>.

Search:

Where: fmsorgname Contains Reserve System

Search

Name
FA_Federal Reserve System

Add Done

When searching enter a part of your agency name (e.g. Defense)

Warning message: "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."

Success!

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

Close Window

Establish
SSO
Account

Approval

Create
Password

Email Approval Notification



Successfully created your account **kgille01** on Single Sign On (FSLDAP).

ITIM to: kent.gillespie

02/27/2012 11:50 AM

[Show Details](#)

Successfully created your account kgille01 on Single Sign On (FSLDAP).

Please logon to the ITIM System and change the new account password. Then you may begin using your new account.

This email was generated by the ITIM system during the processing of one or more requests. The ITIM system can be accessed at <https://regs.fms.treas.gov/itim/self>.

Establish
SSO
Account

Approval

Create
Password

Email Approval Notification



The ITIM System created a new Single Sign On (FSLDAP) account for Kent Gillespie

ITIM to: kent.gillespie

02/27/2012 11:50 AM

[Show Details](#)

The ITIM System created a new Single Sign On (FSLDAP) account for Kent Gillespie
Kent Gillespies Single Sign On (FSLDAP) initial password is: *****
Please logon to change your password.

This email was generated by the ITIM system during the processing of one or more requests. The ITIM system can be accessed at <https://regs.fms.treas.gov/itim/self>.

Note: Time is of the essence as the temporary password is only valid for 30 days

Establish
SSO
Account

Approval

Create
Password

Initial Sign In

<https://reg.fms.treas.gov/itim/self>

1. Sign on using ITIM Self Service URL
2. Use your SSO User ID and Temporary Password
3. Follow Instructions to Change Password*

*If additional SSO assistance is needed:

<http://fmsitimselfservicetraining.fms.treas.gov/>

FMS Enterprise Single Sign On Log In - Windows Internet Explorer

<https://ssologin-pp.fms.treas.gov/esso/smfmsloginesso.fcc?TYPE=33554433&REALM> Certificate Error Bing

File Edit View Favorites Tools Help

Favorites 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://reg-pps.fms.treas.gov/itim/self>

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:

Log In Reset

[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.

Accessibility | Contacts | Privacy Policy
U. S. Department of the Treasury - Financial Management Service

Done Trusted sites | Protected Mode: Off 100%

Step 1 – Existing SSO Account

- Scenario A – Forgot you had an account
 - If you receive an error instead of a “Success” message indicating the email address is a duplicate, you may already have an SSO account
 - Contact PIR.Help.Desk@fms.treas.gov or 816-414-2340
- Scenario B – Forgot your user id
 - Contact PIR.Help.Desk@fms.treas.gov or 816-414-2340

Establish
SSO
Account

Request
PIR
Account

Request
PKI
Token

Step 2 – Create PIR Account

- Agency User requests a PIR account through ITIM noting the ALCs for which they will require access

Note: Request requires approval by a designated Agency Approver



Request
PIR
Account

PIR ALC
Permission

Verify
Account

Create PIR Account

IBM Tivoli Identity Manager - Home - Windows Internet Explorer

https://reg-pps.fms.treas.gov/itim/self/Home.do

File Edit View Favorites Tools Help

IBM Identity Manager

Welcome, Kent G

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.

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.

My Requests
View My Requests
View the requests you have recently submitted.

My Activities
Approve and Review Requests
View and take action on activities that are assigned to you.
Delegate Activities
Delegate your activities to another person or stop delegating your activities.

Done Trusted sites | Protected Mode: Off 100%

1. Go to the ITIM Home Page
2. Click on the Request Account Link

Select Application

Request PIR
Account

PIR ALC
Permission

Verify
Account

The screenshot shows the Tivoli Identity Manager interface. At the top, there is a navigation bar with the Tivoli logo and 'Identity Manager' text. Below this, a breadcrumb trail reads 'Home > Request account'. The main heading is 'Request Account'. A search instruction says 'Enter information to search for the type of account you would like to request.' Below this is a search form with a text input field containing 'PIR' and a 'Search' button. A blue box with two numbered steps is positioned to the right of the search form: '1. Enter PIR in the Search for field' and '2. Click on PIR'. Below the search form is a 'Search Results' section with the instruction 'Click the account type that you would like to request.' A table with two columns, 'Account Type' and 'Description', is shown. The 'Account Type' column contains a link for 'PIR'. At the bottom of the table, it says 'Page 1 of 1 Total: 1 Displayed: 1'. A 'Go to Home Page' link is at the bottom left of the page.

Tivoli Identity Manager

Welcome, Kent G [Help](#) [Logoff](#)

[Home](#) > Request account

Request Account

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

Search for:

PIR

1. Enter PIR in the Search for field
2. Click on PIR

Search Results

Click the account type that you would like to request.

<u>Account Type</u>	<u>Description</u>
PIR	

Page 1 of 1 Total: 1 Displayed: 1

[Go to Home Page](#)

Request
AccountPIR ALC
PermissionVerify
Account

Role & ALC selection

1. Select PIR Agency Users as your role

Tivoli Identity Manager

Welcome, Kent G IBM. Help Logoff

[Home](#) > [Request account](#) > Account information

Account Information

Type the requested information below. When you are done specifying information, click Next. All required fields are marked with (+).

User ID
kgille01

+ PIR Application Role

Assigned ALCs

Cross-Servicing ALCs

Agency ALC Approver
NO

Account Status
Active

1. Search by `alcagencylocationcode`
2. Search for ALC(s) you need
3. Select the ALC
4. Click OK

[Home](#) > [Request account](#) > Account information > Search

Search for Assigned ALCs

Enter information to search for a Assigned ALCs.

Search by:

Search for:

Search Results
 Click below to select from the search results.

<input type="checkbox"/> Select All	Name
<input type="checkbox"/>	00003030

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

Request
AccountPIR ALC
PermissionVerify
Account

Submit Request

Click the “Request Account” link to submit your request for a PIR account

[Home](#) > [Request account](#) > [Account information](#) > Request account confirmation

Request Account: PIR

Click Request Account to submit a request for a new account on PIR

User ID: kgille01
Account type: PIR

After the request is submitted, this page will appear

[Home](#) > [Request account](#) > Request submitted

Request Submitted: Request Account

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

Request Detail

Request ID: 6999705029573893549
Date submitted: May 18, 2012 1:09:34 PM
Request type: Account Add
Account/Access: kgille01 on PIR

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.

PIR Account Request Process

- PIR ALC Approver processes the request for a PIR account in ITIM
 - Approvers defined for your ALC receive a notification about your request for a PIR account
 - Approver signs into ITIM and approves or rejects your request



Account
RequestsApprove/
RejectRequest
History

View My Requests

1. Click on "View My Requests" link
2. Screen appears with Requests

IBM Tivoli Identity Manager - Home - Windows Internet Explorer
<https://reg-pps.fms.treas.gov/ibm/self/Home.do>
 File Edit View Favorites Tools Help
 IBM Tivoli Identity Manager
 Welcome, Kent G
 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.)
 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.)
 My Requests: [View My Requests](#) (View the requests you have recently submitted.)
 My Activities: [Approve and Review Requests](#) (View and take action on activities that are assigned to you.)
[Delegate Activities](#) (Delegate your activities to another person or stop delegating your activities.)

Welcome, Kent G
[Home](#) > [View my requests](#)
View My Requests
 Click the request type to view its information.
 View: Show last 31 days

Request Type	Date Submitted	Status	Account/Access
Account Add	May 18, 2012 1:09:34 PM	Success	kgille01 on PIR
User Data Change	May 16, 2012 12:17:25 PM	Success	Kent G

 Page 1 of 1 Total: 2 Displayed: 2
[Go to Home Page](#)

3. Click on one and detail page appears

Welcome, Kent G
[Home](#) > [View my requests](#) > Request information
Request Information
 Request Detail
 Request ID: 6999705029573893549
 Date submitted: May 18, 2012 1:09:34 PM
 Request type: Account Add
 Account/Access: kgille01 on PIR
 Date completed: May 18, 2012 1:34:21 PM
 Status Detail: **Success**
[Go to View My Requests](#)

Establish
SSO
Account

Request
PIR
Account

Request
PKI
Token

Submit
PKI Form

Token Set
Up

Access
PIR

Do you have a token?

- If you have an active FMS issued PKI Certificate, a new token is not required.
- Once PIR access is provisioned (Step 2), you should be able to authenticate to the application with the existing PKI credential.
- If the user can not login to the application with the existing PKI credentials, submit a ticket to the Help Desk for further troubleshooting at:
 - PIR.Help.Desk@fms.treas.gov or 816-414-2340

Submit
PKI Form

Token Set
Up

Access
PIR

Completing PKI Form

- Use the PKI form found on the **PIR Getting Started** page at...
<http://www.fms.treas.gov/pir/getting-started.html>
- Enter information in the following sections
 - Check the **New Subscriber** Box in Block 1 and complete associated fields.
 - Check the box for **Enterprise Certificate**
 - Check the box for **Rudimentary**
 - Enter **PIR** in the “Business System Requiring Certificate section
 - Complete Block 2 section of form by inputting Subscriber information
- Email the form to **pir.pki@fms.treas.gov**

- Allow two weeks for processing



Token Set Up

Submit
PKI Form

Token Set
Up

Verify
Account

- Review information in the PKI Packet and do the following...
 - Contact your agency's workstation administrator to install the software and hardware included in packet
 - The administrator should ensure your workstation meets hardware and software requirements and use the instructions for set up that are outlined in the FMS PKI Agency Workstation Requirements, Recommendations & Guidelines document

Note: Individuals have 25 days to follow instruction to burn token on workstation after receipt of packet



Submit
PKI Form

Token Set
Up

Access
PIR

Complete and Return PKI Non-Disclosure Agreement

- This form is included in your packet
- Complete the form
- Return using the address on the form

Note: Form must be returned
within 21 days
or privileges may be revoked!



Submit
PKI Form

Token Set
Up

Access
PIR

Access PIR

- You are now ready to access the PIR application at <https://pir.fms.treas.gov/pir-web>



Questions?



Contacts

PIR Webpage

- <http://fms.treas.gov/pir/index.html>

Agency Outreach

- PIR.Agency.Outreach@fms.treas.gov

PIR Help Desk

- PIR.Help.Desk@fms.treas.gov or 816-414-2340

