

# **CHAPTER 2:**

# **GETTING IN USING PASSPORT FOR WINDOWS**

## PURPOSE

In this chapter, you will learn how to log on to ASAP.

## GATEWAYS

For security purposes, logging on to ASAP involves passing through three gateways:

- < The AT&T Network,
- < The Federal Reserve Network, and
- < The ASAP application.

At the first two gateways, you must identify **yourself** as an authorized **individual user**. You must do so with every subsequent log on.

At the third gateway, you must identify your **organization** as an authorized **payment requestor organization** in ASAP. After the first time you have done so, the system "remembers" your organization-level information, and you do not need to enter it on subsequent logons.

## IDENTIFIERS

To identify yourself as an individual user, enter the **User ID** and **Password** supplied to you by the Federal Reserve Bank of Richmond. When you first log on, you must change the temporary password to one that is known only to you.

Your password **expires every 30 calendar days**. When selecting a new password, you must choose a password that you have not used in the last six times that you changed your password. Your password must be safeguarded and kept secret so that only you will be able to enter ASAP with your User ID.

If you do not use your User ID for **6 months**, it will be **suspended**, and you will need to contact your servicing RFC to have it re-activated. If you do not use your User ID for **9 months**, it will be **deleted**, and you will need to re-enroll to get a new User ID.

To identify yourself as an authorized Payment Requestor organization, enter the **Requestor ID** and **Organization Access Code (OAC)** supplied to you by your servicing RFC.

Note: The ASAP Main Menu refers to the Requestor ID generically as an **ASAP ID**. While many organizations may know your Requestor ID, the associated OAC should be known only to authorized users of ASAP in your organization. It is considered to be an organization-level password, and it prevents other organizations from accessing your data if they know your Requestor ID.

## **TEST AND PRODUCTION**

Before your organization is cut over to production with its first group of accounts in ASAP, you will only have access to the **ASAP TEST** region. Use the training data provided by your servicing RFC to gain familiarity with the system.

Once your organization is cut over to production, you will access the **ASAP PRODUCTION** region exclusively. Disregard the training data and use only the production data provided by your servicing RFC.

### **Phone List**

If you have any problems or questions about using the PC Passport software or the ASAP system, please contact the ASAP Help Desk staff in your servicing RFC area.

If the capital of the state in which you are located is in the **Eastern time zone**, you may contact the ASAP Help Desk staff at the Philadelphia Financial Center between the hours of 7:30 a.m. and 5 p.m. Eastern Time at **(215) 516-8021**.

If the capital of the state in which you are located is in the **Central time zone**, you may contact the ASAP Help Desk staff at the Kansas City Financial Center between the hours of 7:30 a.m. and 5 p.m. Central Time at **(816) 414-2100**.

If the capital of the state in which you are located is in the **Mountain or Pacific time zones or time zones further west**, you may contact the ASAP Help Desk staff at the San Francisco Financial Center between the hours of 7:30 a.m. and 5 p.m. Pacific Time at **(415) 817-7182**.

**STEP 1: ACTION**

Within the Passport group, double click on the Passport Async icon. When the Passport A window opens, click on Terminal and then click on Connect. The modem will dial and connect to the AT&T Network.

**STEP 1: RESULT**

The "Welcome to AT&T" screen will appear. This is the first gateway.

```
TRES0201T
SYSTEM: IBMXXXXXX
TERMINID: IBMXXXXXX
CUSTOMER ASSISTANCE: ENTER "NOTIFY" OR CALL 800-727-2222
DATE: 00/08/02
TIME: HH:MM:SS
-----
                W E L C O M E   T O

      ===          =====          ==          =====
      =====          =====          == == =====
      ===          ===          ===          =          ===
      =====          ===          =====          =          ===
      =====          ===          == == ==          =          ===
      ===          ===          ===          ==          ==          ===
      ===          ===          ===          =====          ==          ===

                                Provided by AT&T Global Network Services
-----
ACCOUNT... TRES      USERID... _____ PASSWORD..._____
Enter desired product or service, or press the HELP key (PF1) for assistance.

===>
4B_                                0 9                                a:Connected Port A200+
```

**STEP 2: ACTION**

If "tres" does not appear in the ACCOUNT field, type it in. Also type in your assigned user ID and password in the appropriate fields. Your User ID and temporary password were provided to you by the Federal Reserve Bank of Richmond.

Note: When you first log on, you must change the temporary password to one that is known only to you. A password maintenance screen will appear. When selecting a new password, you must choose a password with 6-8 alpha and/or numeric characters that you have not used in the last 6 times that you changed your password. Your password expires every 30 calendar days. The password maintenance screen appears each time the password expires.

```

TRES0201T
SYSTEM: IBMXXXXX                      DATE: 00/08/02
TERMINID: IBMXXXXX                    TIME: HH:MM:SS
CUSTOMER ASSISTANCE: ENTER "NOTIFY" OR CALL 800-727-2222
-----
                                W E L C O M E   T O

      ===          =====          ==          =====
      =====          =====          ==          =====
====   ===          ===          ===   =          ===
=====          ===          =====          ===
=====          ===          =====          ===
===   ===          ===          ==   ==          ===
===   ===          ===          =====          ===

                                Provided by AT&T Global Network Services
-----
ACCOUNT... tres_____ USERID... elxyz01_ PASSWORD..._____
Enter desired product or service, or press the HELP key (PF1) for assistance.
====>
4B_                                0 9                                a:Connected Port A200+

```

**STEP 2: RESULT**

The PRODUCT SELECTION screen will appear.

```

SVM0401T                                PRODUCT SELECTION                                Page 1
SYSTEM: IBMXXXXX                                DATE: 00/08/02
TERMINID: IBMXXXXX                                TIME: HH:MM:SS
CUSTOMER ASSISTANCE: ENTER "NOTIFY" OR CALL 800-727-2222

      PRODUCT                                DESCRIPTION                                ENTER "NOTIFY" OR CALL
      1      ASAPPROD                                ASAP PRODUCTION                                800-727-2222
      2      ASAPTEST                                ASAP TEST                                800-727-2222
Enter selection or press the END key before leaving this terminal unattended.
F1=HELP  F3=END  F5=SERVICES  F10=RESEQUENCE PRODUCTS
====>

```

**STEP 3: ACTION**

On the PRODUCT SELECTION screen, to access the test mode, type the number of the option for ASAPTEST on the command line and press Enter. To access production, type the number of the ASAPPROD menu option on the command line and press Enter.

```

SVM0401T                                PRODUCT SELECTION                                Page 1
SYSTEM: IBMXXXXX                          DATE: 00/08/02
TERMINID: IBMXXXXX                        TIME: HH:MM:SS
CUSTOMER ASSISTANCE: ENTER "NOTIFY" OR CALL 800-727-2222

      PRODUCT          DESCRIPTION          ENTER "NOTIFY" OR CALL
1      ASAPPROD        ASAP PRODUCTION        800-727-2222
2      ASAPTEST        ASAP TEST               800-727-2222

Enter selection or press the END key before leaving this terminal unattended.

F1=HELP  F3=END  F5=SERVICES  F10=RESEQUENCE PRODUCTS
====>2

```

Note: The numbering on your screen may differ. Choose the correct number for the mode you wish to use.

**STEP 3: RESULT**

The FRAS (Federal Reserve Automation Services) sign on screen will appear. This is the second gateway.

```

          FFFFFFFFFF RRRRRRRR      AAAAAA      SSSSSSSSS
          FFFFFFFFFF RRRRRRRRRR  AAAAAAAAAA  SSSSSSSSSSS
          FF          RR          RR AA      AA  SS      SS
          FF          RR          RR AA      AA  SS      SS
          FF          RR          RR AA      AA  SS      SS
          FFFFFFFFFF RRRRRRRRRR  AAAAAAAAAA  SSSSS
          FF          RR  RR      AA          AA      SS
          FF          RR  RR      AA          AA  SS      SS
          FF          RR          RR AA      AA  SS      SS
          FF          RR          RR AA      AA  SSSSSSSSSSS
          FF          RR          RR AA      AA  SSSSSSSSS
                                     IMS/ESA
                                     5.1

08/02/00  PP12 IMIR PIT IMS      HH:MM:SS

ENTER:  USERID =====>
        PASSWORD =====>
        NEW PASSWORD =====>
        (IF DESIRED)

```

**STEP 4: ACTION**

At the FRAS sign on screen, enter your assigned User ID and password and press Enter.

```

          FFFFFFFFFF RRRRRRRR      AAAAAA      SSSSSSSSS
          FFFFFFFFFF RRRRRRRRRR  AAAAAAAAAA  SSSSSSSSSSS
          FF          RR          RR AA      AA  SS      SS
          FF          RR          RR AA      AA  SS      SS
          FF          RR          RR AA      AA  SS      SS
          FFFFFFFFFF RRRRRRRRRR  AAAAAAAAAA  SSSSS
          FF          RR  RR      AA          AA          SS
          FF          RR  RR      AA          AA  SS      SS
          FF          RR  RR      AA          AA  SS      SS
          FF          RR  RR      AA          AA  SS      SS
          FF          RR  RR      AA          AA  SS      SS
          FF          RR  RR      AA          AA  SSSSSSSSSSS
          FF          RR          RR AA      AA  SSSSSSSSS
          FF          RR          RR AA      AA  SSSSSSSSS

          IMS/ESA
          5.1

          08/02/00   PP12 IMIR PIT IMS      HH:MM:SS

          ENTER:  USERID =====>e1xyz01
                  PASSWORD =====>
                  NEW PASSWORD =====>
                  (IF DESIRED)

```

**NOTE:** The first time that you sign-on to FRAS, you should enter your **temporary** password provided by the Federal Reserve Bank (not the password you selected on the Password Maintenance screen) in the PASSWORD field. You may hit the Tab key to enter a new password. You may choose the same password you chose on the Password Maintenance screen.

**STEP 4: RESULT**

The FORMAT REQUEST screen will appear.

```

          TIME:  HH:MM:SS          DATE:   08/02/00

          F O R M A T   R E Q U E S T
          -----

          ENTER TRANSACTION FORMAT OR PRESS <CLEAR>

          FORMAT =====>

          DFS058I SIGN COMMAND COMPLETED

```

**STEP 5: ACTION**

At the FORMAT REQUEST screen, type asap and press Enter.

```
TIME: HH:MM:SS          DATE: 08/02/00
      F O R M A T   R E Q U E S T
      -----
ENTER TRANSACTION FORMAT OR PRESS <CLEAR>

      FORMAT ===>  asap

DFS058I SIGN COMMAND COMPLETED
```

**STEP 5: RESULT**

The ASAP MAIN MENU will appear. This is the third and final gateway.

```
SPASAP          AUTOMATED STANDARD APPLICATION FOR PAYMENTS      08/02/00
SPASAP                                MAIN MENU                    HH:MM:SS

      <1> PAYMENT REQUEST PROCESSING
      <2> INQUIRY MENU
      <3> FEDERAL AGENCY FUNCTIONS MENU
      <4> RFC FUNCTIONS MENU
      <5> FRB SUPPORT PROCESSING
      <6> REPORT REQUEST MENU
      <7> NOTIFICATIONS

      ASAP ID:
ORGANIZATION ACCESS CODE:          ENTER SELECTION NUMBER: _
                                      PRESS ENTER

      F2=EXIT
```



**STEP 6: ACTION**

On the MAIN MENU, the term ASAP ID refers to your organization's Requestor ID. Type in your ASAP ID and ORGANIZATION ACCESS CODE (OAC), then select a menu option. Press Enter.

```

SPASAP          AUTOMATED STANDARD APPLICATION FOR PAYMENTS      08/02/00
SPASAP          MAIN MENU                                         HH:MM:SS

                <1> PAYMENT REQUEST PROCESSING
                <2> INQUIRY MENU
                <3> FEDERAL AGENCY FUNCTIONS MENU
                <4> RFC FUNCTIONS MENU
                <5> FRB SUPPORT PROCESSING
                <6> REPORT REQUEST MENU
                <7> NOTIFICATIONS

                ASAP ID 0101234
ORGANIZATION ACCESS CODE                       ENTER SELECTION NUMBER: 1
                F2=EXIT                                PRESS ENTER

```

Note: The ASAP ID and OAC need only be entered the first time you access the test region and the first time you access the production region. To view the ASAP ID you entered previously, press Enter while the SELECTION NUMBER is blank and the ID will appear.

**STEP 6: RESULT**

In this example, menu option 1 was selected, so the Payment Request Processing Menu appears.

```

SP020A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS      08/02/00
SP020AO        PAYMENT REQUEST PROCESSING                        HH:MM:SS
08/02/2000 T

                ** ASAP IS IN TEST MODE **

                <1> TEMPLATE PAYMENT REQUEST PROMPT
                <2> MASTER PAYMENT REQUEST PROMPT
                <3> CREATE PAYMENT REQUESTOR TEMPLATE PROMPT
                <4> BOOK ENTRY ADJUSTMENT PROMPT
                <5> PAYMENT CANCELLATION PROMPT
                <6> INTERSTATE AUTHORIZATION TRANSFER PROMPT

                ENTER SELECTION NUMBER:   
                PRESS ENTER

                F2=EXIT                                F5=MAIN

```