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## The FSA Disbursement Web Site

The FSA Disbursement Web site went on line in December, 1999. Processed commodity vendors, storage warehouses, transportation carriers, and other miscellaneous customers are accessing the site to view their disbursement information instead of waiting 3 to 5 days for the mail to bring it to them.

The disbursements statements are up loaded to the Web site within 24 hours of when their ACH payments are sent to their financial institution. An e-mail notification is sent to alert customers when a current payment has been made.

In August, another customer group for administrative payments, tobacco and cotton warehouses was added to the Web data base. By the end of this year or early next year, Grain warehouses and vendors will also be on the data base.

The site can be accessed 24 hours a day, Monday through Friday with some availability on the weekends. Since the site has been on-line, only minimal technical difficulties and down times have been experienced.

Feedback received from our customers that have now been using the site for the last 8 months is very positive. They have told us how convenient the site is to use and how they appreciate being able to access this information immediately.

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## Key Features

Customers will have the capability to research payments using a search tool criteria based on disbursement statement number, and date range. Agents will be able to search on taxpayer ID numbers. Searches can be performed for payment information for 8 weeks previous to the current date

Security has been thoroughly addressed. Disbursement information is encrypted before transmission over the Internet. Banking and financial information is protected and can be viewed only by authorized FSA customer and disbursement personnel who currently have access to the system application and Web site. This is accomplished through User ID verification and unique passwords that are validated by the system data base when logging in to the site.

To access the site, you must have a service provider or be on a network system that has connectivity to the Internet. A Netscape or Internet Explorer browser that support 128 bit high encryption is also required

A Help Desk is available during normal business hours to answer any questions or assist with any problem or difficulties you may experience while using the Web site.

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## Registering on the Site

Registering on the site is very simple. After typing in the address for the site, the FSA disbursement home page will be displayed.

Click on the Registration link (third link from top). The Registration page will be displayed

In the box labeled User/Agent ID, type in your company's tax payer identification (TIN) number. Then Click on Inquire.

The number you have entered will be verified in the disbursement data base as valid TIN for your company.

If the validation is successful, a drop down window box will list our reference code for your company, If you have more than one code number associated with the TIN you entered the first entry displayed in the drop down box will be "Master entity". Select first the actual code number you wish to register and enter the contact name and address information for it. Click on Add. Repeat the actions above for each code number listed in the box.

The master entity is used as the selection for a company that has a corporate office or has someone in the organization that needs to see all payments that are associated with the TIN that was entered.

A unique password will be sent to the address on record in our system for each of the individual codes that you have entered. A unique password will also be sent if you have registered as a "Master Entity."

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## FOD and Help Desk Contacts

**Chief, FOD, PCB** George Garrett  
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[gdgarrett@kcc.fsa.usda.gov](mailto:gdgarrett@kcc.fsa.usda.gov)

**Help Desk Coordinator** Sharon Menasco  
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**Disbursement Specialist** Marlene Dyck  
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**ACH Coordinator** Bob Glenn  
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**Don't Delay  
Register Today**



<https://pcsd.usda.gov/finance>

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## Fiscal Operations Division Payment Certification Branch

The Financial Operations Division (FOD) is a unit of the Farm Service Agency's Kansas City Finance Office. FOD's Payment Certification Branch (PCB) provides financial operations support for the Commodity Credit Corporation (CCC), and FSA programs administered by the Kansas City Commodity Office.

PCB processes a wide range of invoice payments for:

- Vendor invoice charges for commodities and processing charges incurred in various domestic and export programs.
- Warehouse storage and handling charges for CCC-owned commodities.
- Dairy Export Incentive and Export Enhancement program payments.
- Transportation charges for freight bills from rail and truck carrier
- Administrative and other miscellaneous payments

PCB also administers contracts and performs accounting and reporting functions for:

- Purchasing commodities for domestic & export programs
- Processing CCC-owned commodities
- Exchanging CCC-owned commodities (Barter Contracts)
- Settlement of sales & movement of CCC-owned commodities
- Purchasing of FSA and CCC Administrative Property

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## FSA Distribution of Disbursement Data Web Site



**Log on at**  
<https://pcsd.usda.gov/finance>

This Web site offers FSA's customers real convenience and immediate access to disbursement information. Disbursement data can be viewed within 24 hours of when a ACH payment is transmitted to a financial institution.

**Help Desk - 816 -926 2120**  
**E-mail - ED3@.KCC.FSA.USDA.GOV**



Kansas City Finance Office  
Financial Operations Division  
Payment Certification Branch

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