

Zimbra

sandra.deleon@co.hidalgo.tx.us

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**Fwd: ASAP Officials Update Form for HIDALGO COUNTY ( RO # 4804918 )**

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**From :** Jaime Longoria <jaime.longoria@co.hidalgo.tx.us> Thu, Jun 13, 2013 02:57 PM  
**Subject :** Fwd: ASAP Officials Update Form for HIDALGO COUNTY ( RO # 4804918 ) 1 attachment  
)  
**To :** Sandra de Leon <sandra.deleon@co.hidalgo.tx.us>

Jaime Longoria

Begin forwarded message:

**From:** KFC.ASAP@fms.treas.gov  
**Date:** June 12, 2013, 11:08:09 AM CDT  
**To:** rolando.garcia@co.hidalgo.tx.us, jaime.longoria@co.hidalgo.tx.us  
**Cc:** KFC.ASAP@fms.treas.gov  
**Subject: ASAP Officials Update Form for HIDALGO COUNTY ( RO # 4804918 )**

Rolando &amp; Jaime,

Below is the attachment that has the form for you to complete for the roles of Head of Organization and Point of Contact. If you have any questions, please call me at 816-414-2319. Thank you.

Greg Eisler

The Recipient Id # for your organization is **4804918**. Please use the attached ASAP Official's Update Form to request a Point of Contact (POC) and/or Head of Organization (HOO). Once your organization has both a POC and HOO, you should be able to use the on-line enrollment functionality. The directions for completing the form are provided on the first page. You may either fax this form back to 816-414-2120 or scan the form and attach the copy. **However**, we recommend that you review the ASAP Roles and Responsibilities (see below) before completing the form.

**Point of Contact (POC):** Adds the Financial Official (FO) and the Authorizing Official (AO) (and, if desired, Re-delegated Head of Organization (RHOO)).

**Head of Organization (HOO):** Approves the FO, AO and, if desired, RHOO.

**Re-delegated Head of Organization (RHOO):** Once approved by the HOO, is able to approve the AO and FO.

**Financial Official:** Can add/modify/delete banking information.

**Authorizing Official:** Adds Payment Requester (PR).

**Payment Requester:** Requests payments. Can also perform book entry adjustments and cancel ACH requests.

Each different user must use an unique email address and each new user enrolled in [ASAP.gov](#) will receive an User Id (via email) and password (via regular mail). After a User Id is received, you

may call **804-697-8384, Option 3** for a password if desired. Also, A single individual may be given multiple roles under the same User Id and password. For example, the POC can also be the FO. Also, an organization may have multiple individuals with the same role(s), with the exception of the HOO. New enrollees accessing the system for the first time will be redirected to the FMS Provisioning Site. This site will require the user to create a new permanent password, set up Secondary Security questions and a Shared Secret. For additional assistance with the FMS Provisioning Site, please contact the FMS ASAP Helpdesk at **816-414-2100**. Finally, ASAP users must log in on a regular basis. If a user does not access the system for over 45 days, their access is suspended and eventually their access is deleted entirely.

Thank you,  
The ASAP Help Desk Staff  
Main Line: 816-414-2100  
Fax Line: 816-414-2120

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 **ASAP Officials Update Form.doc**  
36 KB

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