Enrolling in PIR

June 2019

V8

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 user accounts will be removed after 120 days of inactivity.

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PIR Enrollment Process

Approving Official
- Approving Official is self delegated
- Delegates Agency Approver

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*

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PIR PAYMENT INFORMATION REPOSITORY
BUREAU OF THE FISCAL SERVICE

Approving Official

PIR Enrollment Process Approving Officials

Agency

1. Completes Approving Official Letter and ALC Approver forms on the PIR getting started page found here: https://fiscal.treasury.gov/pir/getting-started.html

2. Approving Official sends the completed forms to the PIR Help Desk for processing

   Note: Each Agency 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

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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

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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
Bureau of the Fiscal Service
Kansas City Financial Center
4241 NE 34th Street
Kansas City, MO 64117

Agency Approver

Agency ALC Approver

ALC Approver Responsibility

- Grants other agency user's access to the agency's ALCs within the PIR application to review payment data related to that ALC

- Ensures PIR users have a business justification and "need to know" for accessing ALC data

- Notifies the PIR help-desk immediately (within 24 hours) if any user exits the agency on unfriendly terms.

- Notifies the PIR help-desk within 10 business days if any user doesn't need access to PIR due to transfer /extended leave or no longer work in the agency

Establishing an ALC Approver

1. Approving Official sends the completed forms to the PIR Help Desk for processing.

2. ALC Approver Self Enrolls as a PIR Agency User by following the instructions outlined under Establishing an Agency User.

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

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Agency Approver Flow
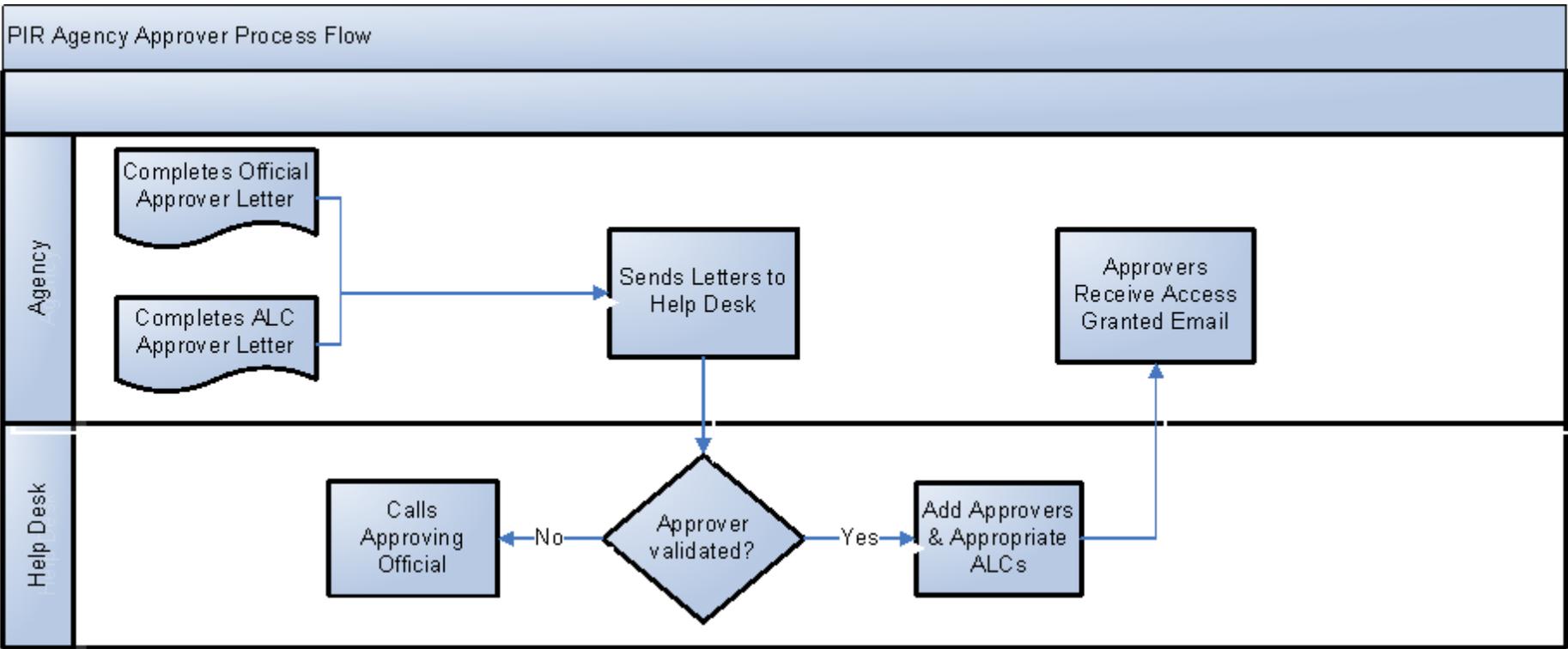
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Establish SSO Account → Request PIR Account → Request PKI Token

Establishing an Agency User
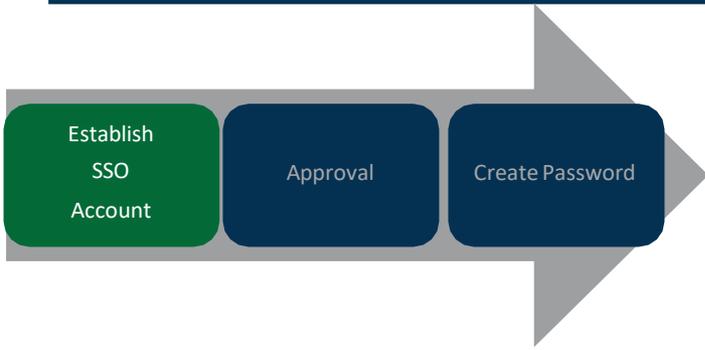
Agency User

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 Agency User must request and be granted access to view ALC data by an ALC approver

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Step 1 – Establishing a SSO

- Agency User establishes a Single Sign On (SSO) account
  - *Note: Agency Users that access other applications with a SSO account (i.e.,OTCnet, Debit Gateway, FedDebt, FIRST(SID) GWA, JFICS, SAM, SIMS IV, TCIS) can skip Step 1 under Establishing a SSO and proceed to Step 1 under Existing SSO Account.*
- Click on the following to request a SSO user id & password

  https://isim.fiscal.treasury.gov/selfenroll/register

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BFS SERVICE SSO Self Enrollment

Establish SSO Account → Approval → Create Password

https://isim.fiscal.treasury.gov/selfenroll/register

Fields with red asterisk * are required

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

Will receive the following upon successful completion

https://isim.fiscal.treasury.gov/selfenroll/register

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Fiscal Service Self Enrollment

Fields with (*) are required
Legal Prefix
Legal First Name *
Legal Middle Name
Legal Last Name *
Generational Identifiers / Suffix
Title
Email *
Re-Enter Email *
Organization *
Mobile Phone
Office Phone *
Office Extension
Pager Number
Office Fax
Office Room Number
Office Street Address *

https://reg-pps.fms.treas.gov/selfenroll/searchfilter - Windows Internet Explorer

Search:

| Where | fmsorgname | Contains | Reserve System |

Search

Name
FA_Federal Reserve System

Add   Done

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.

Success!
Your request submitted successfully. You should receive an email shortly with your credentials.
Close Window

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Email Approval Notification
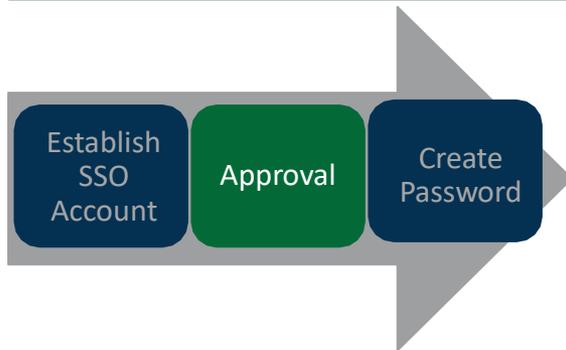
Establish SSO Account → Approval → Create Password

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://isim.fiscal.treasury.gov/itim/self .

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Email Approval Notification

Establish SSO Account → **Approval** → Create Password

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://isim.fiscal.treasury.gov/itim/self .

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

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Initial SSO Sign In

https://isim.fiscal.treasury.gov/itim/self

Establish SSO Account

Approval

Create Password

SINGLE SIGN ON

Forgot Password | Change Password | Forgot User ID | Contact

You have successfully logged out.

Please close your browser to complete the logout process.

By logging in with PIV , SecurID, or User ID/Password, you acknowledge that you have read, understand, and agree to abide by the Rules of Behavior

PIV Card or iKey

Please make sure your card/iKey is plugged into the reader

LOGIN WITH YOUR PIV

SecurID

User ID

Passcode

LOGIN

User ID & Password

User ID (ITIM)

Password

LOGIN

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

*Note: *If additional SSO assistance is needed:*

FS IT Service Desk 304-480-7777

WARNING WARNING WARNING
You have accessed a U.S. Government information system, which includes (1) this computer, (2) this network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. U.S. Government information systems are provided for the processing of official U.S. Government information only. Unauthorized or improper use of this information system is prohibited and may subject you to disciplinary action, as well as civil and criminal penalties. All data contained on U.S. Government information systems is owned by the U.S. Government and may, for the purpose of protecting the rights and property of the U.S. Government, be monitored, intercepted, recorded, read, searched, copied, or captured in any manner and disclosed or used for any lawful government purpose at any time. THERE IS NO RIGHT TO PRIVACY IN THIS SYSTEM. System personnel may give to law enforcement officials any potential evidence of crime found on U.S. Government information systems. USE OF THIS SYSTEM BY ANY USER, AUTHORIZED OR UNAUTHORIZED, CONSTITUTES YOUR UNDERSTANDING AND CONSENT TO THIS MONITORING, INTERCEPTION, RECORDING, READING, COPYING, OR CAPTURING AND DISCLOSURE.

TREASURY SSO VERSION 1.0

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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@fiscal.treasury.gov or 816-414-2340
- Scenario B – Forgot your user ID
  - Contact PIR.Help.Desk@fiscal.treasury.gov or 816-414-2340

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Establish SSO Account

Request PIR Account
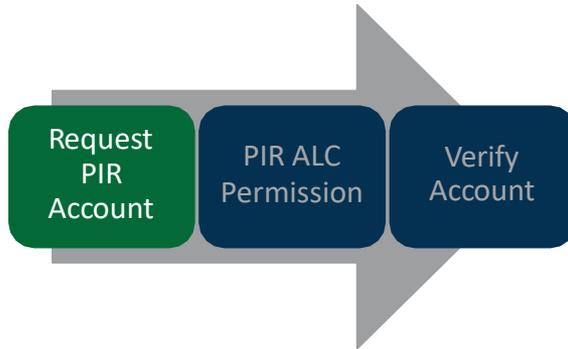
Request PKI Token

Agency User – PIR Account

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

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Create PIR Account

Request PIR Account → PIR ALC Permission → Verify Account

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

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Select Application

Request PIR Account → PIR ALC Permission → Verify Account

Tivoli. Identity Manager

IBM®

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   Search

Search Results

Click the account type that you would like to request.

Account Type △	Description
PIR	
Page 1 of 1 Total: 1 Displayed: 1	

Go to Home Page

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

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Role & ALC selection

Request Account → **PIR ALC Permission** → Verify Account
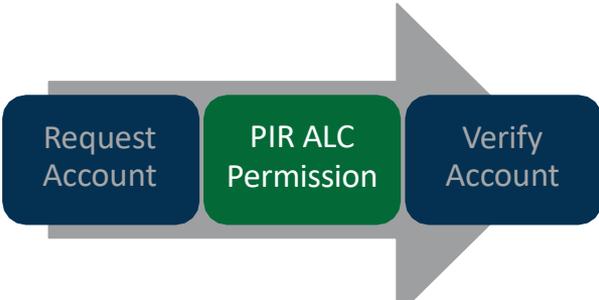
1. Select PIR Agency Users as your role

Tivoli. Identity Manager Kent G

Welcome, UAT Helpdsk03
Home > Request account > Account information

Account Information

Type the requested information below. When you are done verifying information click Next. All required fields are marked with (*).

User ID
kgille01
* PIR Application Role

Assigned ALCs

Search

Cross-Servicing ALCs

Agency ALC Approver
NO
Account Status
Active

< Back   Next >

* PIR Application Role

PIR Agency Users
PIR FMS Users
PIR Helpdesk Users

Home > Request account > Account information > Search

Search for Assigned ALCs
Enter information to search for a Assigned ALCs.

Search by:
alcagencylocationcode
Search for:
3030   Search

Search Results
Click below to select from the search results.

Select All	Name
☐	00003030

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

OK   Cancel

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

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Submit Request

Request Account → PIR ALC Permission → Verify Account

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

[< Back] [Request Account] [Cancel]

After the request is submitted, the Request Submitted: screen should display

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.

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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

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View My Requests

Account Requests → Approve/ Reject → Request History

1. Click on "View My Requests" link
2. Screen appears with Requests
3. Click on one and detail page appears

Tivoli. Identity Manager

Welcome, Kent G   Help Logoff

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.

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.

Trusted sites | Protected Mode: Off   100%

Welcome, Kent G
Home > View my requests

View My Requests
Click the request type to view its information.

View: Show last 31 days Go

Request Type	Date Submitted ▽	Status
Account Add	May 18, 2012 1:09:34 PM	Succes
User Data Change	May 16, 2012 12:17:25 PM	Succes

Page 1 of 1   Total: 2   Displayed: 2

Go to Home Page

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

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Agency User – PKI Token

Do you have a token?

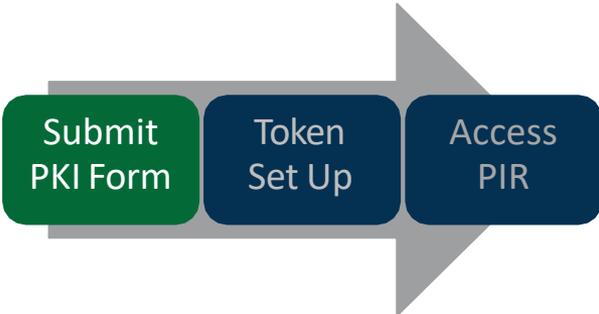| Submit PKI Form | Token Set Up | Access PIR |
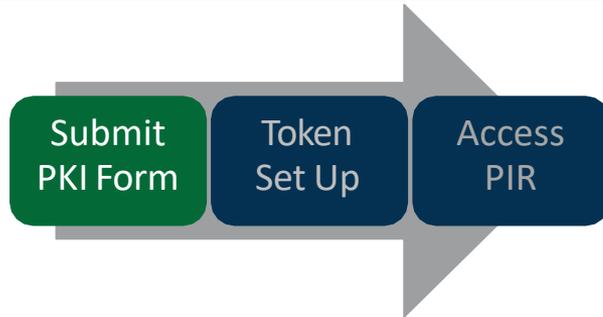
- If you have an active BFS issued Tier 1 PKI Certificate, a new token is not required.

- Once PIR access is provisioned (Step 2), you should be able to authenticate to the application with the existing Tier 1 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@fiscal.treasury.gov or call 816-414-2340

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Completing PKI Form

Submit PKI Form	Token Set Up	Access PIR

- Use the PKI form found on the PIR Getting Started page at
  https://fiscal.treasury.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@fiscal.treasury.gov
- Allow two weeks for processing

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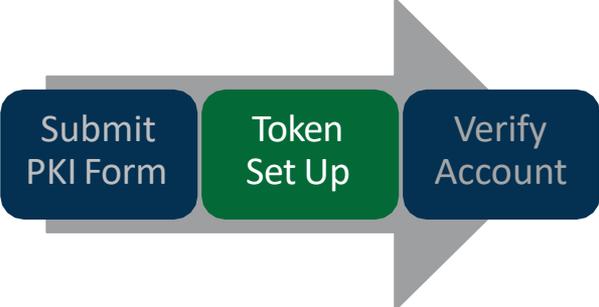
Token Set Up
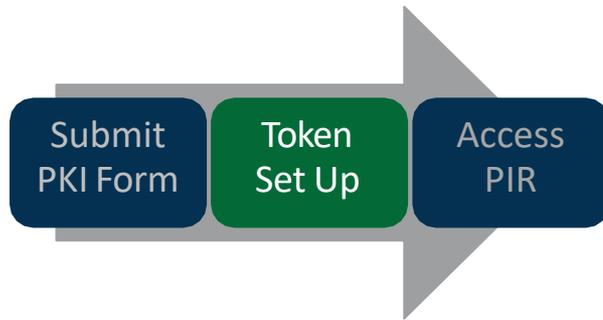
Submit PKI Form | **Token Set Up** | **Verify Account**

- 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 BFS PKI Agency Workstation Requirements, Recommendations & Guidelines document

Note: Individuals have 25 days to follow instruction to burn token on workstation after receipt of packet
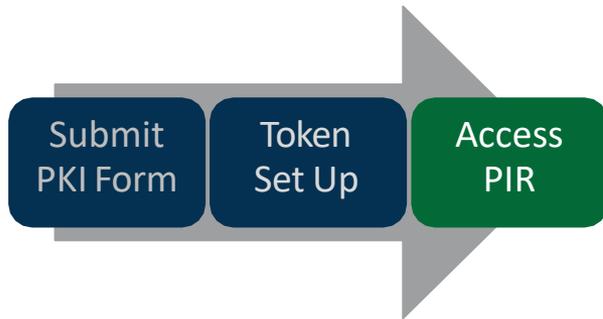
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Complete and Return PKI Non-Disclosure Agreement

Submit PKI Form	Token Set Up	Access PIR

- 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!

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Access PIR

Submit PKI Form	Token Set Up	Access PIR

You are now ready to access the PIR application at

https://pir.fiscal.treasury.gov/pir-web

Please Note: All accounts in the PIR application
will be disabled after **120 DAYS OF INACTIVITY.**

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Questions?

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Contacts

- PIR Webpage
  https://fiscal.treasury.gov/pir/
- Agency Outreach
  PIR.Agency.Outreach@fiscal.treasury.gov
- PIR Help Desk
  PIR.Help.Desk@fiscal.treasury.gov
  816-414-2340

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