

# CARS Enrollment

## New User Registration

The term “new user” refers to an individual who does not currently have an identity (Single Sign On user ID and password, or SSO account) established to access Treasury applications via the UPS or ITIM provisioning services. If you already have an SSO account with which you access other Treasury applications via UPS or ITIM, proceed to the User Enrollment section of this guide.

**To create an identity (Single Sign On user ID and password),** access the FMS Self-Enrollment page at <https://reg.fms.treas.gov/selfenroll/register>. When the page opens, enter information in all required fields (denoted with an asterisk), retype the validation text in the corresponding field, and then click **Submit**.

**Note: Access to the CARS application requires a government email (no .com emails will be accepted). Email addresses will be reviewed on an ongoing basis.**

### FMS Self Enrollment

Fields with (\*) are required

Legal Prefix	<input type="text"/>
Legal First Name *	<input type="text"/>
Legal Middle Name	<input type="text"/>
Legal Last Name *	<input type="text"/>
Generational Identifiers / Suffix	<input type="text"/>
Title	<input type="text"/>
Email *	<input type="text"/>
Re-Enter Email *	<input type="text"/>
Sponsoring Application *	-- Select --
Organization *	<input type="text"/> <input type="button" value="Search"/>
External Supervisors	<input type="text"/> <input type="button" value="Search"/>
Mobile Phone	<input type="text"/>
Office Phone *	<input type="text"/>
Office Extension	<input type="text"/>
Pager Number	<input type="text"/>
Office Fax	<input type="text"/>
Office Room Number	<input type="text"/>
Office Street Address *	<input type="text"/>
Office Street Address 2	<input type="text"/>
Office City *	<input type="text"/>
Office State *	-- Select --
Office Zip *	<input type="text"/>
Office Country *	UNITED STATES

Please type the text from the image below.

facwing

# CARS Enrollment

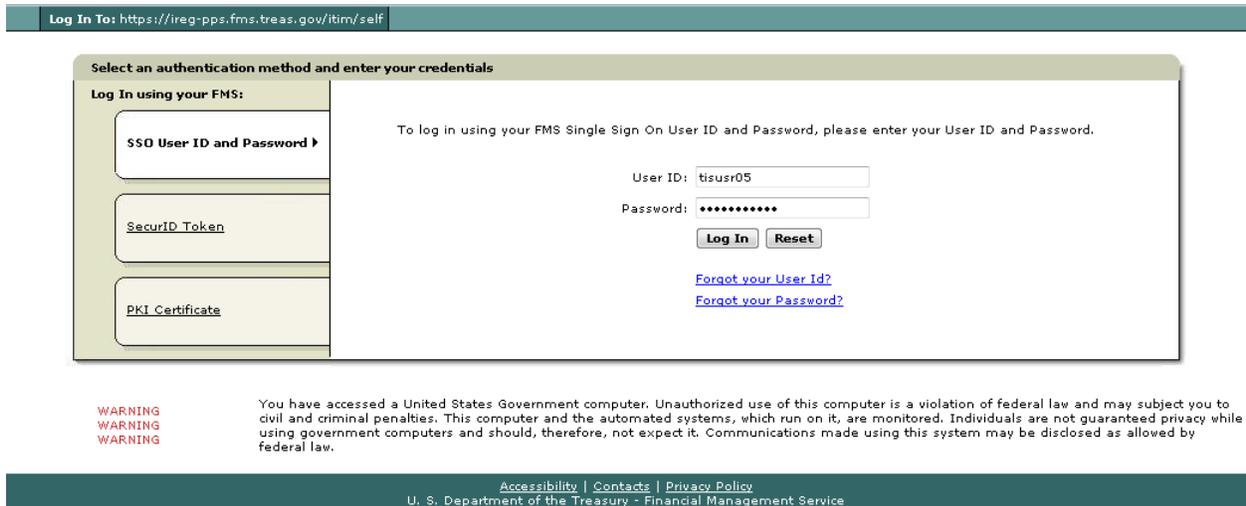
## User Enrollment

1. Access the ITIM Self-Service website at <https://reg.fms.treas.gov/itim/self>.



The screenshot shows the FMS Enterprise Single Sign On login page. At the top, there is a navigation bar with the FMS logo and links for "Change Password", "Forgot your Password?", "Forgot your User Id?", and "Register". Below the navigation bar, there is a "Log In To: https://reg-dfd.fms.treas.gov/itim/self" link. The main content area is titled "Select an authentication method and enter your credentials". On the left, there is a "Log In using your FMS:" section with three options: "SSO User ID and Password", "SecurID Token", and "PKI Certificate". The "SSO User ID and Password" option is selected. The main content area contains the text "To log in using your FMS Single Sign On User ID and Password, please enter your User ID and Password." and two input fields: "User ID:" and "Password:". Below the input fields are "Log In" and "Reset" buttons. At the bottom, there are links for "Forgot your User Id?" and "Forgot your Password?".

2. Enter your user ID and password, and then click the **Log In** button.



The screenshot shows the FMS Enterprise Single Sign On login page with the user ID and password entered. The "Log In To: https://ireg-pps.fms.treas.gov/itim/self" link is visible at the top. The "Log In using your FMS:" section on the left has "SSO User ID and Password" selected. The main content area contains the text "To log in using your FMS Single Sign On User ID and Password, please enter your User ID and Password." and two input fields: "User ID:" with the value "tisusr05" and "Password:" with a masked password "\*\*\*\*\*". Below the input fields are "Log In" and "Reset" buttons. At the bottom, there are links for "Forgot your User Id?" and "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

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- The Self-Service home page will load. To request access to CARS, click the **Request Account** link in the **My Access** section.

Welcome, Talia Isusr [Help](#) [Logout](#) [Switch Application](#)

**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.

[Request Access](#)  
Request access to items such as accounts and applications.

[View Access](#)  
View your access to items such as accounts and applications.

**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.

- When the **Request Account** page loads, enter “CARS” in the **Search for:** field, and then click **Search**.

**Welcome, Bruce User**  
[Home](#) > Request account

## Request Account

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

Search for:

---

[Go to Home Page](#)

# CARS Enrollment

- When the search results appear, click the **CARS** link in the **Account Type** field.

## Request Account

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

Search for:

## Search Results

Click the account type that you would like to request.

Account Type 

[CARS](#)

- When the **Account Information** page loads, click the **Search** button next to the **GWA Supervisor** field.

## Account Information

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

Is CGAC

\* GWA Supervisor

- Type in the name of the desired supervisor, and then click **Search**.

## Search for GWA Supervisor

Enter information to search for a GWA Supervisor.

Search by:

Search for:

[Back to Account](#)

# CARS Enrollment

8. When the supervisor's name appears in the search results, click the link to select it.

*Note: If the correct supervisor's name does not appear, you will need to have him/her submit a form in order to be added to ITIM as a supervisor.*

## Search for GWA Supervisor

Enter information to search for a GWA Supervisor.

Search by:

Full name

Search for:

amy Search

## Search Results

Click below to select from the search results.

Name
<a href="#">Amy Super</a>
Page 1 of 1 Total: 1 Displayed: 1

[Back to Account](#)

9. The supervisor's name will appear in the **GWA Supervisor** field. To add the necessary modules and roles, click **Details**.

## Account Information

Change the account information below. When you are done changing info

Is CGAC

\* GWA Supervisor

Amy Super

Search

Clear

\* Modules, Roles, ALCs, and AGroups

Details

# CARS Enrollment

10. When the CARS Access Permissions window appears, click the dropdown menus in the **Module** and **Role** fields to select the appropriate options.

Welcome, Talia Isusr [Help](#) [Logoff](#) [Switch Application](#)  
[Home](#) > [View or change account](#) > Account information

## Account Information

Change the account information below. When you are done changing information, click OK. All required fields are marked with (\*).

Is CGAC  
\* GWA Supervisor  
Amy Super    
\* Modules, Roles, ALCs, and AGroups

Last Recertification  
Recert Approved By  
Recert Status  
Recert Comments

https://ireg-pps.fms.treas.gov/?SUBFORM\_LEGACY\_ID=ChangeAccountForm%7Cdata.gwamoduleagr%7Ccom - Windows In...

### CARS Access Permissions

Please provide the permissions for this user's CARS access.

Module	Role	ALC	AGroup
NET	Agency Preparer		

11. In the **ALC** field, enter the information relevant to the necessary Agroup needed for CARS access. This is a free-form entry field that allows entry of any of the following information: ALC(s), AGroup name (if known), ID of another user whose access should be mirrored, etc.

**Note:** The **AGroup** field is not an editable field in Self-Service. This field will be populated with the correct AGroup based on what is entered in the **ALC** field when the Treasury Support Center approves the request.

## CARS Access Permissions

Please provide the permissions for this user's CARS access.

Module	Role	ALC	AGroup
NET	Agency Preparer	12000001	

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12. After the **Module**, **Role**, and **ALC** fields have been completed, click **Add**. Entries in the **Module/Role/ALC** fields will populate in the **Current Permissions** table. Repeat the process to add Module/Role/ALC information for all necessary access. When all Module/Role/ALC information appears in the **Current Permissions** table, click the **OK** button.

## CARS Access Permissions

Please provide the permissions for this user's CARS access.

Module	Role	ALC	AGroup
NET	Agency Preparer	12000001	

Add OK Cancel

Module	Role	ALC	AGroup

Add OK Cancel

## Current Permissions



Module	Role	AGroup	ALC	Edit	Remove
NET	AP		12000001	Edit	Remove

13. When the **Account Information** page reappears, click **Next**.

## Account Information

Type the requested information below. When you are done specifying in

Is CGAC

+ GWA Supervisor

Amy Super

Search

Clear

+ Modules, Roles, ALCs, and AGroups

Details

Last Recertification

Recert Approved By

Recert Status

Recert Comments

< Back

Next >

# CARS Enrollment

- Click **Request Account** to submit the request. When the **Request Submitted** confirmation page opens, the request ID assigned to the submitted request will appear. To view the status of the request, click the **View My Requests** link.

## Request Account: CARS

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

User ID: buser001  
Account type: CARS

[< Back](#) [Request Account](#) [Cancel](#)

## Request Submitted: Request Account

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

### Request Detail

Request ID: 9114881360915603453  
Date submitted: March 26, 2014 8:05:11 AM  
Request type: Account Add  
Account/Access: buser001 on CARS

### 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.



- When the **View My Requests** page opens, the status of the request should initially be shown as “In Process.” To view the Request Detail, including the name of the supervisor who needs to approve the request, click the corresponding **Account Add** link in the **Request Type** column.

## View My Requests

Click the request type to view its information.

View: Show last 31 days

Request Type	Date Submitted	Status	Account/Access
<a href="#">Account Add</a>	March 26, 2014 8:05:11 AM	In Process	buser001 on CARS
<a href="#">Account Add</a>	March 26, 2014 7:25:55 AM	Rejected	buser001 on CARS
<a href="#">Account Add</a>	March 17, 2014 1:05:41 PM	Success	buser001 on IPAC
<a href="#">Account Add</a>	March 17, 2014		
<a href="#">Account Add</a>	March 4, 2014		

Page 1 of 1 Total: 5 Displayed: 5

[Go to Home Page](#)

### Request Information

#### Request Detail

Request ID: 9114881360915603453  
Date submitted: March 26, 2014 8:05:11 AM  
Request type: Account Add  
Account/Access: buser001 on CARS

#### Status Detail: Pending information

Due date: March 31, 2014 8:05:17 AM  
Providers:

Full Name ^

Amy Super

Page 1 of 1 Total: 1 Displayed: 1

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16. The request will remain in a status of “In Process” until it is approved, rejected, or the timeframe for action ends. It will change to “Success” after the request has been approved by both your supervisor and the Treasury Support Center. You will receive an email after the request has been approved or rejected.

**Note:** This process can take up to 14 days: your supervisor has seven days to approve the request, after which the Treasury Support Center has another seven days to complete its approval. **If your supervisor does not approve the request within the seven-day timeframe designated for supervisor approval, the request will fail, and you will need to resubmit it.**

## View My Requests

Click the request type to view its information.

<b>View:</b>	Show last 31 days ▾	<input type="button" value="Go"/>		
<u>Request Type</u>	<u>Date Submitted</u> ▾	<u>Status</u>	<u>Account/Access</u>	
<a href="#">Account Add</a>	March 26, 2014 8:05:11 AM	Success	buser001 on CARS	

Contact the Treasury Support Center at (877) 440-9476 or via email at [GWA@stls.frb.org](mailto:GWA@stls.frb.org) if you have questions concerning the CARS enrollment process.