



DNP DO
NOT
PAY

BUREAU OF THE FISCAL SERVICE

DNP Recertification

Spotlight Training Webinar

2024

Important

- Please note all screenshots and Portal demonstrations use fictional data within a test environment.
- If you need clarification or further help during the Recertification period, contact the Do Not Pay Agency Support at donotpay@stls.frb.org or 855-837-4391.

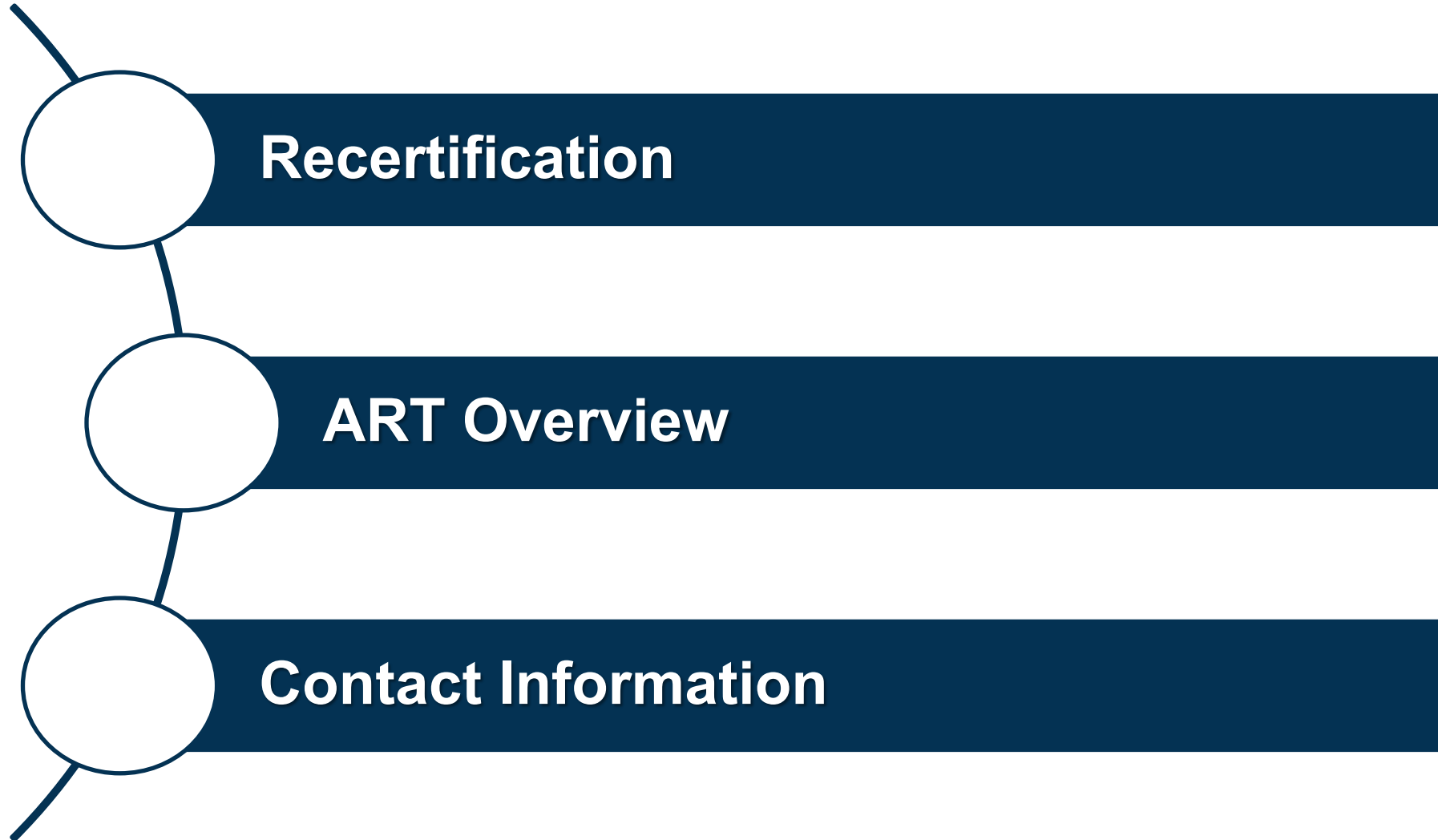


Who Should Take This Training?

- Authorizing Officials
- Primary Local Security Administrators
- Local Security Administrators who have the responsibility of recertifying Do Not Pay Portal Users



Agenda



Recertification

What is Recertification?

- A method of validating whether access to the DNP Portal is still required
- Necessary to ensure appropriate level of access



Why Recertification?

- Mandated security protocol by the Department of the Treasury, Bureau of the Fiscal Service
- Affects every user with access to the DNP Portal



Who Are the Recertifying Officials?

Authorizing Official (AO)

- The AO has the authority to recertify the PLSA, LSA(s) and User(s) throughout the Hierarchy Structure.

Primary Local Security Administrator (PLSA)

- The PLSA has the authority to recertify LSA(s), and User(s).

Local Security Administrator (LSA)

- The LSA has the authority to recertify User(s) for select agencies.

What is the Process?

You will receive a series of emails: **First Email (Announcement)**

- Sent from donotpay@stls.frb.org, this email provides information on relevant dates and recertification roles.
- It is sent to all Recertifying Officials to confirm they are still a Recertifying Official.

Announcement of the 2024 Do Not Pay User Recertification

donotpay@stls.frb.org
To

You have been identified as an Authorizing Official (AO) for users of the Do Not Pay (DNP) Portal. Fiscal Service applications are required to conduct user recertification on an annual basis to ensure that each user's access is both necessary and appropriate.

The annual DNP recertification period will begin on **March 5th**. As the AO, you will be responsible for recertifying the access of your Primary Local Security Administrator (PLSA). You may also choose to recertify the access of all users at your agency. If you elect not to take action on end users, this task will be delegated to the PLSA.

Role	Recertification Responsibilities
Authorizing Official (AO)	Recertification of agency PLSA; optional recertification of LSA and agency end users
Primary Local Security Administrator (PLSA)	Recertification of LSA; optional recertification of agency end users
Local Security Administrator (LSA)	Recertification of agency end users, if needed

If you are no longer the AO, please notify the Treasury Support Center immediately by replying to this email. Doing so will allow a new AO to be established for DNP Portal users; otherwise, frequent follow-up communications will be sent to your attention.

You can click [HERE](#) to register for the 2024 DNP Recertification Spotlight Training to learn more about the process and to ask any questions.

If you have any questions regarding the DNP recertification process, please contact the Treasury Support Center at 855-837-4391 or by email at donotpay@stls.frb.org.

****Email will look different depending on your role.**

What is the Process?

You will receive a series of emails: **Second Email (Instructions)**

- Sent from donotpay@stls.frb.org, this email provides instructions on how to recertify users in the Application Recertification Tool (ART).

2024 Do Not Pay Recertification – IMMEDIATE ACTION REQUIRED TO RECERTIFY

donotpay@stls.frb.org
To

😊 ↶ Reply ↶ Reply All → Forward ⋮

You have been identified as an Authorizing Official (AO) for users of the Do Not Pay (DNP) Portal. Fiscal Service applications are required to conduct user recertification on an annual basis to ensure that each user’s access is both necessary and appropriate.

The annual DNP recertification period started on March 5th . As the AO, you are responsible for recertifying the access of your Primary Local Security Administrator (PLSA). Please recertify your PLSA as soon as possible.

The PLSA is responsible for ensuring that all Local Security Administrators (LSAs) and end users are recertified; however, they cannot complete recertification actions until their own access has been recertified. You may also choose to recertify the access of all users at your agency. If you elect not to take action on end users, this task will be delegated to the PLSA.

Recertifying your PLSA’s access is simple:

1. Access ART by clicking on the link provided in the email from tscnoreply@stls.frb.org*. When prompted, create a permanent password. Your User ID for ART will be your email address with “.art” at the end (example: john.doe@stls.frb.org.art)
2. Click on **OPEN** from the Application Tile located on of the home page.
3. Locate the PLSA in the user list. In the dropdown selection on the right, select the appropriate option of **Recertify** or **Revoke**. **If you have multiple access groups, you will need to take action on the PLSA for each of the access groups for your agency.**
Note: PLSA is a required role in each agency’s DNP hierarchy. If your PLSA is being revoked, please work with your Do Not Pay Agency Specialist to have a new PLSA added in their place.
4. Click **Save**.

Once you have successfully recertified your PLSA, they will receive an email notification. At that time, they will be able to access ART to perform recertification actions for LSAs and end users, if necessary.

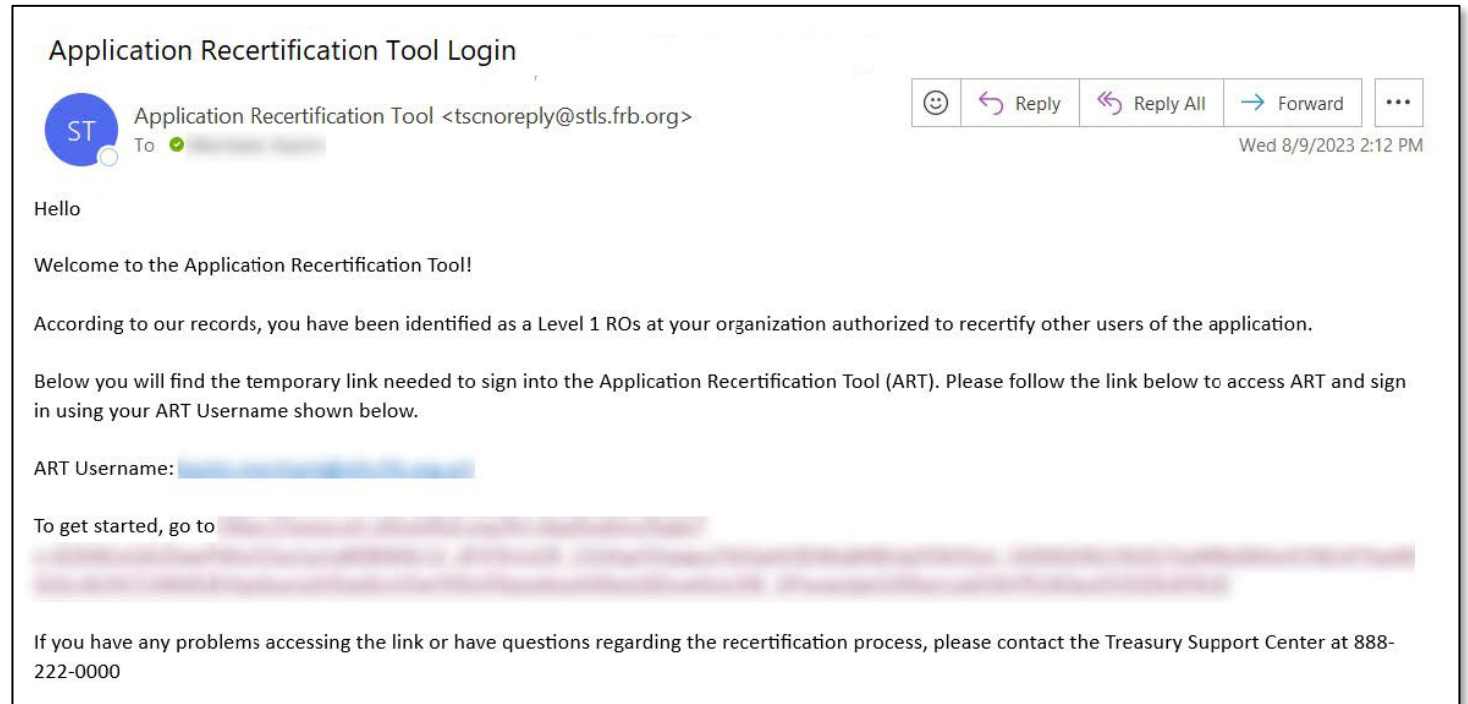
To avoid additional reminders, please complete recertification of your PLSA as soon as possible.

****Email will look different depending on your role.**

What is the Process?

You will receive a series of emails: **Third Email (Link & Password)**

- Sent from tscnoreply@stls.frb.org, which includes your username and a personalized link to setup your password to access ART.



****Email will look different depending on your role.**

Recertification Window

Key Milestones

Announcement email

February 20, 2024

Spotlight training

February 28 and 29,
2024

Recertification process
starts

March 5, 2024

Recertifying Official
receives instructions
email

March 5, 2024

** Reminder emails sent March 12
and March 19, 2024*

Users receive email to
contact
Recertifying Official

March 26, 2024

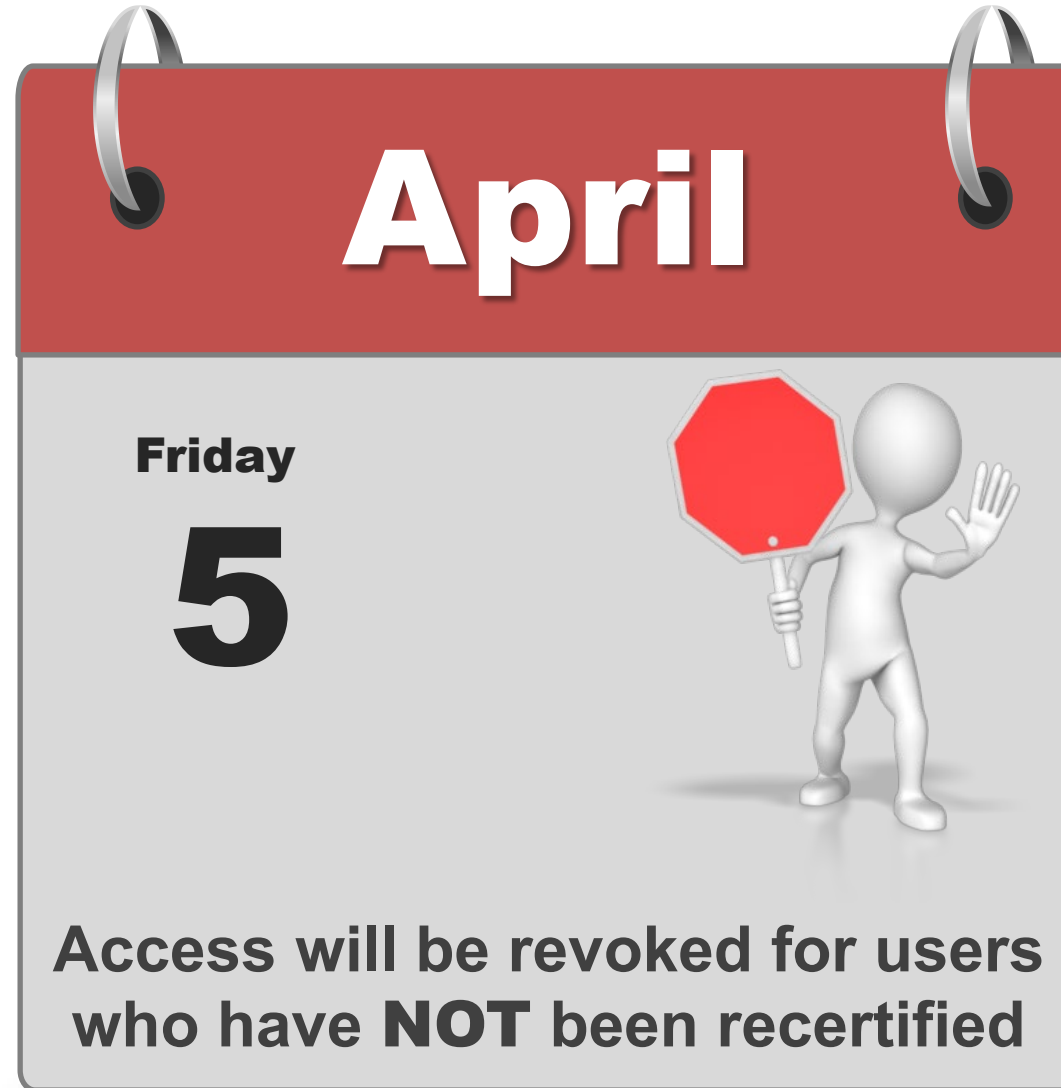
DNP begins phone
follow-up

March 28, 2024

Process ends

April 5, 2024

Important Date to Remember!



April

Friday

5

Access will be revoked for users who have **NOT** been recertified

When to Contact DNP?



**If you are no longer a Recertifying Official,
notify the Treasury Support Center immediately!**

Treasury Support Center:
855-837-4391
donotpay@stls.frb.org

Application Recertification Tool (ART) Overview

ART Overview – Link & Password Email

Application Recertification Tool Login

 Application Recertification Tool <tscnoreply@stls.frb.org>
To 

Wed 8/9/2023 2:12 PM


😊 Reply Reply All Forward ⋮


Hello

Welcome to the Application Recertification Tool!

According to our records, you have been identified as a Level 1 ROs at your organization authorized to recertify other users of the application.

Below you will find the temporary link needed to sign into the Application Recertification Tool (ART). Please follow the link below to access ART and sign in using your ART Username shown below.

ART Username: 

To get started, go to 

If you have any problems accessing the link or have questions regarding the recertification process, please contact the Treasury Support Center at 888-222-0000

Sincerely,
Treasury Support Center
Federal Reserve Bank of St. Louis

ART Overview - Change Password

salesforce

Change Your Password

Enter a new password for [redacted]

[redacted] Make sure to include at least:

- 8 characters
- 1 letter
- 1 number
- 1 special character ⓘ

* New Password

* Confirm New Password

Change Password

Password was last changed on 2/13/2024, 12:59 PM.

ART Overview - Homepage

Application Recertification Tool

Hello, [redacted]

My Applications

DO NOT PAY

Opening Date: [redacted]
Closing Date: [redacted]

MORE INFO OPEN

ART Overview - Instructions

The screenshot shows the 'Application Recertification Tool' interface. At the top, there is a navigation bar with a home icon, a menu icon, the ART logo, the title 'Application Recertification Tool', and a user greeting 'Hello, [user name]'. Below this is the 'Certify User' section, which includes a search and filter area with fields for 'Application' (set to 'DO NOT PAY') and 'Last Name', along with 'RESET SEARCH', 'SEARCH', 'CANCEL', and 'SAVE' buttons. An 'EXPORT LIST' button and a 'Rows per Page' dropdown (set to 100) are also present. A table lists users with columns for 'User Id', 'Username', 'First Name', 'Role', and 'Status'. An 'Instructions' modal box is overlaid on the table, containing the following text:

Instructions

To complete recertification for a user, you must select Recertify or Revoke for each role shown for that user.

For users with multiple roles: choose an option from the dropdown menu in the Take Action on All Roles column, then select the recertification action of Recertify All or Revoke All. If a specific role assigned to a user needs a different recertification action, choose a different option from the dropdown next to the role.

To save your changes, click the Save button. To undo your changes before saving, click the Cancel button.

- You can use the available filters and search fields to narrow your search. Click the Reset Search button to unfilter your search.
- To download a spreadsheet of your list of users for reference outside of this portal, click the Export List button.
- Please note you may have multiple pages of users, so be sure to scroll down and go to the next page if needed.

The modal box has 'CANCEL' and 'OK' buttons at the bottom right.

User Id	Username	First Name	Role	Status
TTESTER3506		T		
TTESTER3507		T		
TTESTER3508		T		
TTESTER3509	ttester404@abctestdata.org	Tester3509	Do Not Pay	1200000A
TTESTER3510	ttester405@abctestdata.org	Tester3510	Do Not Pay	1200000A

ART Overview - Search Fields

The screenshot displays the 'Application Recertification Tool' interface. At the top, there is a navigation bar with a home icon, a menu icon, the ART logo, and the title 'Application Recertification Tool'. On the right, there is a user greeting 'Hello, [username]' with a dropdown arrow. Below the navigation bar, the main content area is titled 'Certify User' and includes a link for 'Instructions'. A 'Search and Filter' section is highlighted with a red border, containing the following fields: 'Application' (dropdown menu with 'DO NOT PAY' selected), 'Status' (dropdown menu with 'SELECT AN OPTION' selected), 'First Name' (text input field), 'Last Name' (text input field), and 'Email' (text input field). Below these fields are 'RESET SEARCH' and 'SEARCH' buttons. Further down, there are 'CANCEL' and 'SAVE' buttons, and an 'EXPORT LIST' button next to a 'Rows per Page' dropdown menu set to '100'. The main part of the interface is a table with the following columns: 'User Id', 'Username', 'First Name', 'Last Name', 'Email', 'Take Action on All Roles', 'Application', 'Group Name', 'Role', and 'Status'. The table contains five rows of test user data. At the bottom of the page, it says 'Page 1 of 1'.

User Id	Username	First Name	Last Name	Email	Take Action on All Roles	Application	Group Name	Role	Status
TTESTER3506		T	Tester3506	ttester401@abctestdata.org	SELECT AN OPTION	Do Not Pay	1200000A	DONOTPAY - PLSA DEMO - FRB 1234	NO ACTION TAKEN
TTESTER3507		T	Tester3507	ttester402@abctestdata.org	SELECT AN OPTION	Do Not Pay	1200000A	DONOTPAY - LSA DEMO - FRB 1234	NO ACTION TAKEN
TTESTER3508		T	Tester3508	ttester403@abctestdata.org	SELECT AN OPTION	Do Not Pay	1200000A	DONOTPAY - USER DEMO - FRB 1234	NO ACTION TAKEN
TTESTER3509		T	Tester3509	ttester404@abctestdata.org	SELECT AN OPTION	Do Not Pay	1200000A	DONOTPAY - USER DEMO - FRB 1234	NO ACTION TAKEN
TTESTER3510		T	Tester3510	ttester405@abctestdata.org	SELECT AN OPTION	Do Not Pay	1200000A	DONOTPAY - USER DEMO - FRB 1234	NO ACTION TAKEN

ART Overview - Export List and Rows per Page

Application Recertification Tool Hello, [User]

Certify User [Instructions](#)

Search and Filter

Application: Status: First Name:

Last Name: Email:

Rows per Page:

User Id ↑↓	Username	First Name ↑↓	Last Name ↑↓	Email ↑↓	Take Action on All Roles	Application	Group Name	Role	Status
TTESTER3506		T	Tester3506	ttester401@abctestdata.org	<input type="text" value="SELECT AN OPTION"/>	Do Not Pay	1200000A	DONOTPAY - PLSA DEMO - FRB 1234	<input type="text" value="NO ACTION TAKEN"/>
TTESTER3507		T	Tester3507	ttester402@abctestdata.org	<input type="text" value="SELECT AN OPTION"/>	Do Not Pay	1200000A	DONOTPAY - LSA DEMO - FRB 1234	<input type="text" value="NO ACTION TAKEN"/>
TTESTER3508		T	Tester3508	ttester403@abctestdata.org	<input type="text" value="SELECT AN OPTION"/>	Do Not Pay	1200000A	DONOTPAY - USER DEMO - FRB 1234	<input type="text" value="NO ACTION TAKEN"/>
TTESTER3509		T	Tester3509	ttester404@abctestdata.org	<input type="text" value="SELECT AN OPTION"/>	Do Not Pay	1200000A	DONOTPAY - USER DEMO - FRB 1234	<input type="text" value="NO ACTION TAKEN"/>
TTESTER3510		T	Tester3510	ttester405@abctestdata.org	<input type="text" value="SELECT AN OPTION"/>	Do Not Pay	1200000A	DONOTPAY - USER DEMO - FRB 1234	<input type="text" value="NO ACTION TAKEN"/>

Page 1 of 1

ART Overview - Recertifying Individual Users

The screenshot displays the Application Recertification Tool (ART) interface. At the top, a green notification banner states "Successfully updated" and "Successfully updated". The main header includes the ART logo and the text "Application Recertification Tool". Below the header is a "Certify User" section with search and filter options for Application, Status, First Name, Last Name, and Email. A "SAVE" button is highlighted with a red box. The main content area is a table of users with columns for User Id, Username, First Name, Last Name, Email, Take Action on All Roles, Role, and Status. A dropdown menu for "Status" is open, showing options: "No Action Taken", "Recertify" (checked), and "Revoke". Another dropdown menu for "Status" is also open, showing the same options. A "RECEMIFY" button is highlighted with a red box. The table contains five rows of user data.

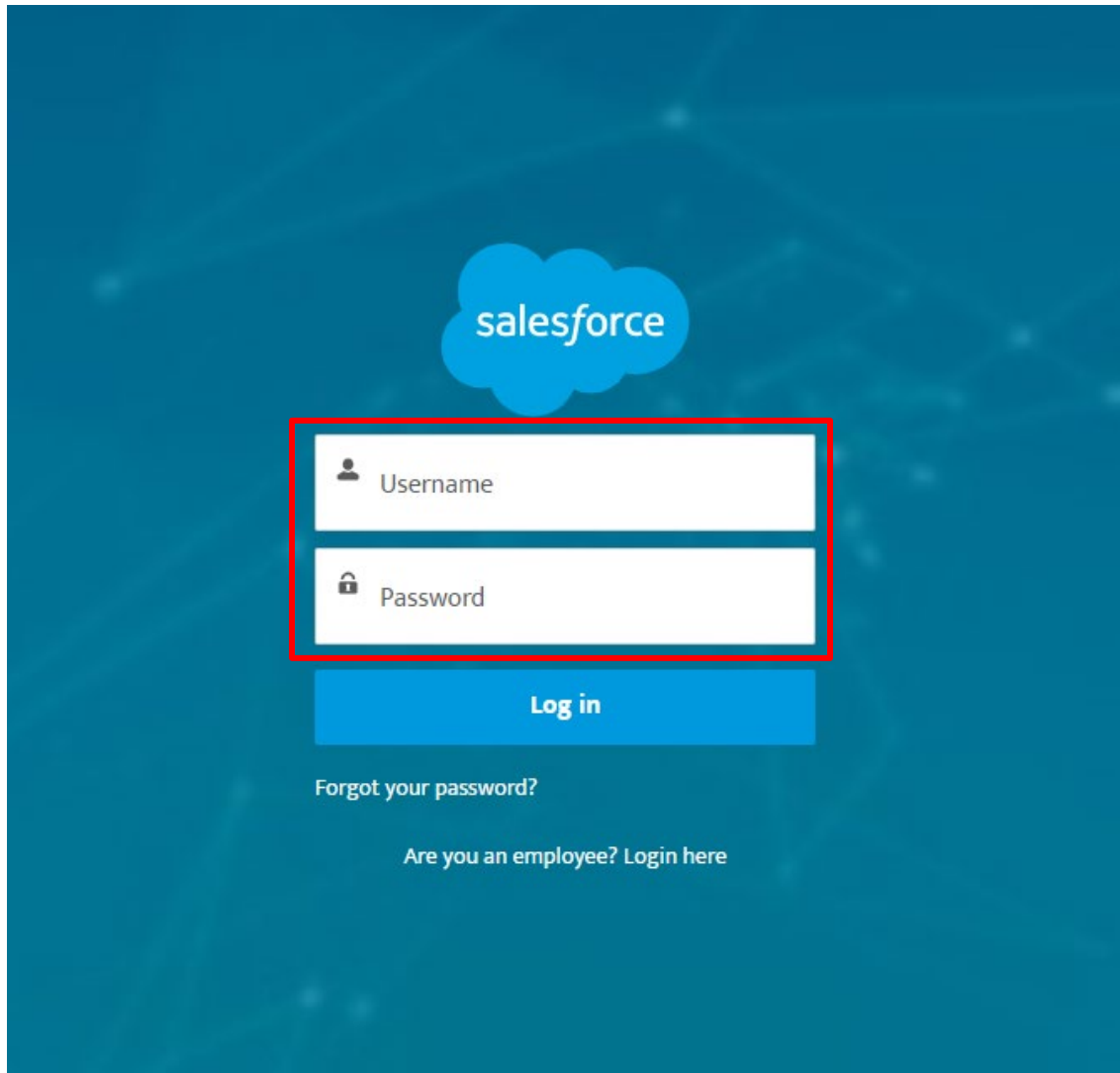
User Id	Username	First Name	Last Name	Email	Take Action on All Roles	Role	Status
TTESTER3506		T	Tester3506	ttester401@abctestdata.org	SELECT AN OPTION	DONOTPAY - PLSA DEMO - FRB 1234	NO ACTION TAKEN
TTESTER3507	ttester402@abctestdata.org.artuat	T	Tester3507	ttester402@abctestdata.org	SELECT AN OPTION	DONOTPAY - LSA DEMO - FRB 1234	Recertify
TTESTER3508		T	Tester3508	ttester403@abctestdata.org	SELECT AN OPTION	Do Not Pay 1200000A DONOTPAY - USER DEMO - FRB 1234	RECEMIFY
TTESTER3509		T	Tester3509	ttester404@abctestdata.org	SELECT AN OPTION	Do Not Pay 1200000A DONOTPAY - USER DEMO - FRB 1234	NO ACTION TAKEN
TTESTER3510		T	Tester3510	ttester405@abctestdata.org	SELECT AN OPTION	Do Not Pay 1200000A DONOTPAY - USER DEMO - FRB 1234	NO ACTION TAKEN

ART Overview - Recertifying Individual Users

The screenshot displays the 'Application Recertification Tool' interface. At the top, there is a navigation bar with a home icon, a menu icon, the ART logo, the title 'Application Recertification Tool', a user greeting 'Hello, [user]', and a dropdown menu. Below this is the 'Certify User' section with an 'Instructions' link. The 'Search and Filter' section includes dropdowns for 'Application' (set to 'DO NOT PAY') and 'Status' (set to 'SELECT AN OPTION'), and text input fields for 'First Name', 'Last Name', and 'Email'. There are 'RESET SEARCH', 'SEARCH', 'CANCEL', and 'SAVE' buttons. A table lists users with columns for 'User Id', 'Username', 'First Name', 'Last Name', 'Email', 'Take Action on All Roles', 'Application', 'Group Name', 'Role', and 'Status'. Two dropdown menus are open, one for the 'Take Action on All Roles' column in the table and one for the 'Take Action on All Roles' header, both showing options: 'SELECT AN OPTION', 'Recertify All', 'Revoke All', and 'No Action Taken All'. An 'EXPORT LIST' button and a 'Rows per Page' dropdown (set to 100) are also visible. The page number 'Page 1 of 1' is at the bottom.

User Id ↑↓	Username	First Name ↑↓	Last Name ↑↓	Email ↑↓	Take Action on All Roles	Application	Group Name	Role	Status
TTESTER3506		T	Tester3506	ttester401@abctestdata.org	SELECT AN OPTION	Do Not Pay	1200000A	DONOTPAY - PLSA DEMO - FRB 1234	NO ACTION TAKEN
TTESTER3507		T	Tester3507	ttester402@abctestdata.org	Recertify All	Do Not Pay	1200000A	DONOTPAY - LSA DEMO - FRB 1234	NO ACTION TAKEN
TTESTER3508		T	Tester3508	ttester403@abctestdata.org	Revoke All	Do Not Pay	1200000A	DONOTPAY - USER DEMO - FRB 1234	NO ACTION TAKEN
TTESTER3509		T	Tester3509	ttester404@abctestdata.org	No Action Taken All	Do Not Pay	1200000A	DONOTPAY - USER DEMO - FRB 1234	NO ACTION TAKEN
TTESTER3510		T	Tester3510	ttester405@abctestdata.org	SELECT AN OPTION	Do Not Pay	1200000A	DONOTPAY - USER DEMO - FRB 1234	NO ACTION TAKEN

ART Tool Overview - Login



salesforce

Username

Password

Log in

Forgot your password?

Are you an employee? Login here

When logging in to ART, you must use the “Username and Password” option.

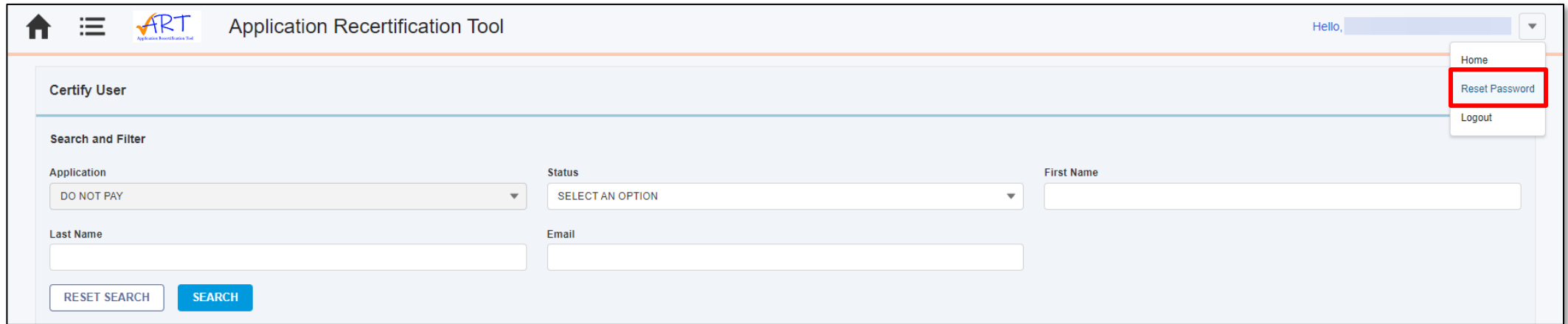
<https://www.art.stlouisfed.org/Art-Application>

NOTE:

Your username will be your email address plus .art at the end.

Example: John.Doe@agency.gov.art

ART Tool Overview - Change Password



Application Recertification Tool

Hello, [User Name]

Certify User

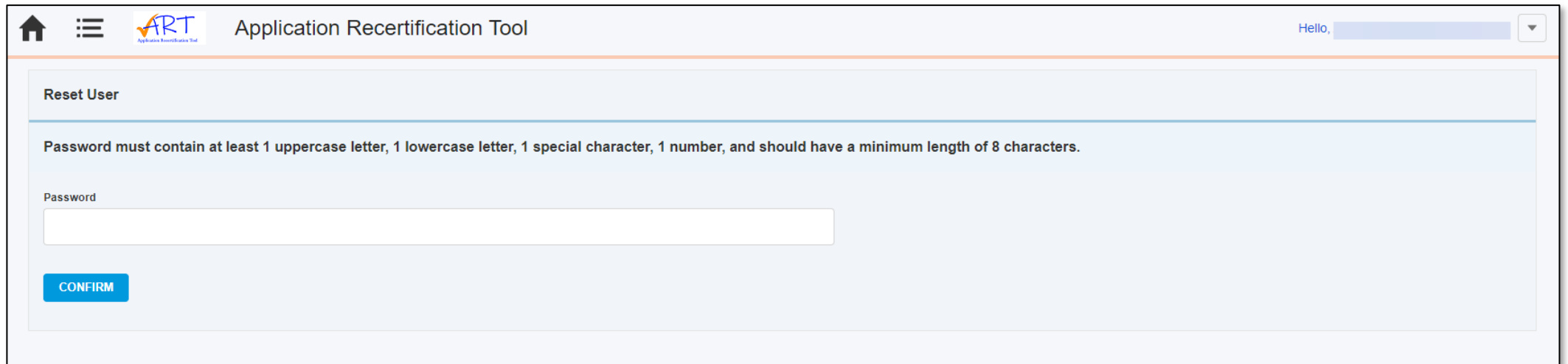
Search and Filter

Application: DO NOT PAY | Status: SELECT AN OPTION | First Name: [Text Field]

Last Name: [Text Field] | Email: [Text Field]

RESET SEARCH | SEARCH

Home
Reset Password
Logout



Application Recertification Tool

Hello, [User Name]

Reset User

Password must contain at least 1 uppercase letter, 1 lowercase letter, 1 special character, 1 number, and should have a minimum length of 8 characters.

Password: [Text Field]

CONFIRM

No Action Taken

- Users who have not been recertified by their Recertifying Official will receive an email with:
“Your Account Will Be Removed Soon” in the subject line.
- The user must contact the Recertifying Official.
- Revoked users that still require access to the DNP Portal will be required to resubmit a new user enrollment form.



Contact Information

Do Not Pay Contact Information



Do Not Pay Agency Support Center

855-837-4391

donotpay@stls.frb.org

<https://fiscal.treasury.gov/dnp>