DNP DO NOT PAY

BUREAU OF THE FISCAL SERVICE

DNP Recertification

Spotlight Training Webinar

2024

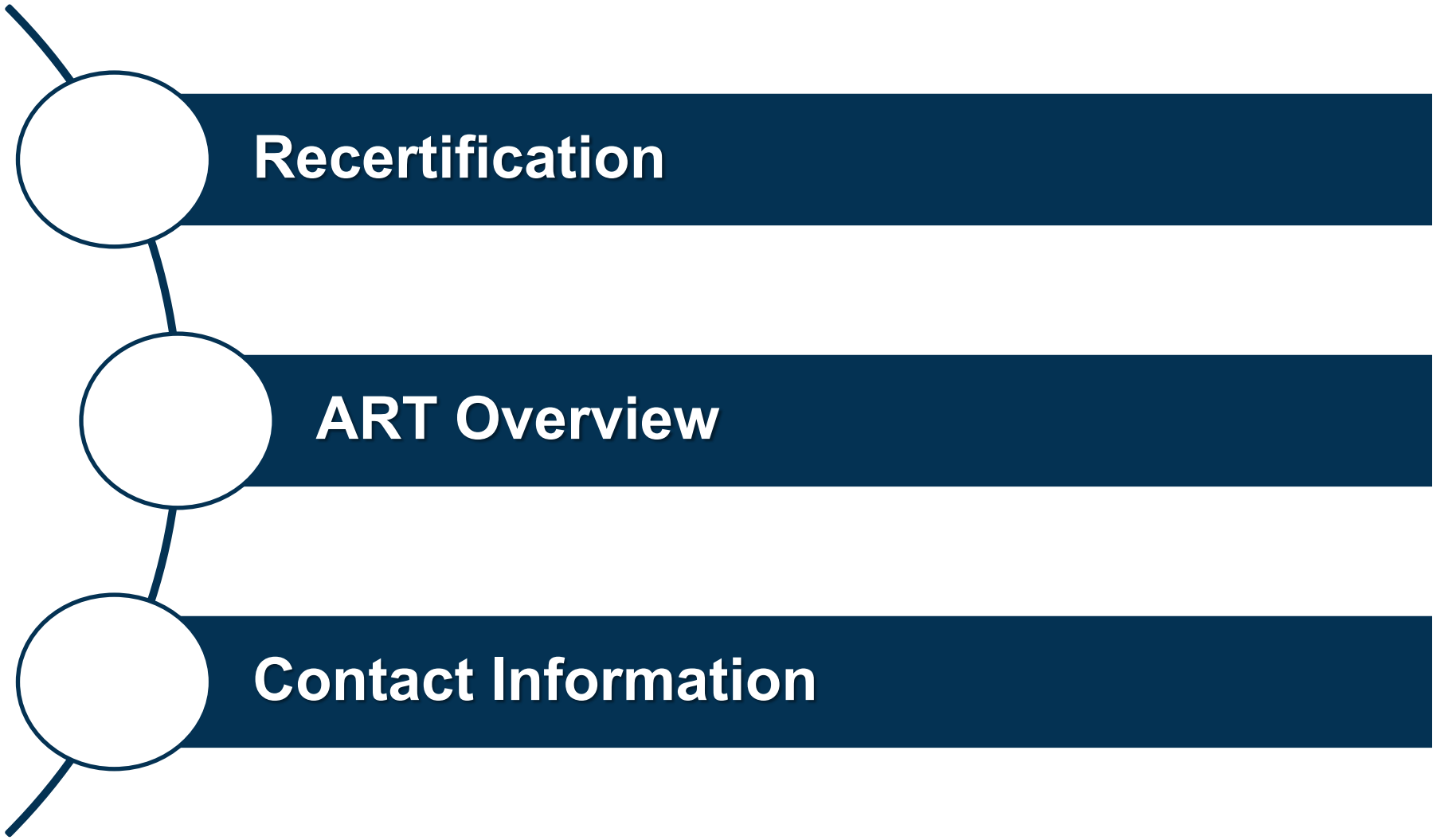
Important

- 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).

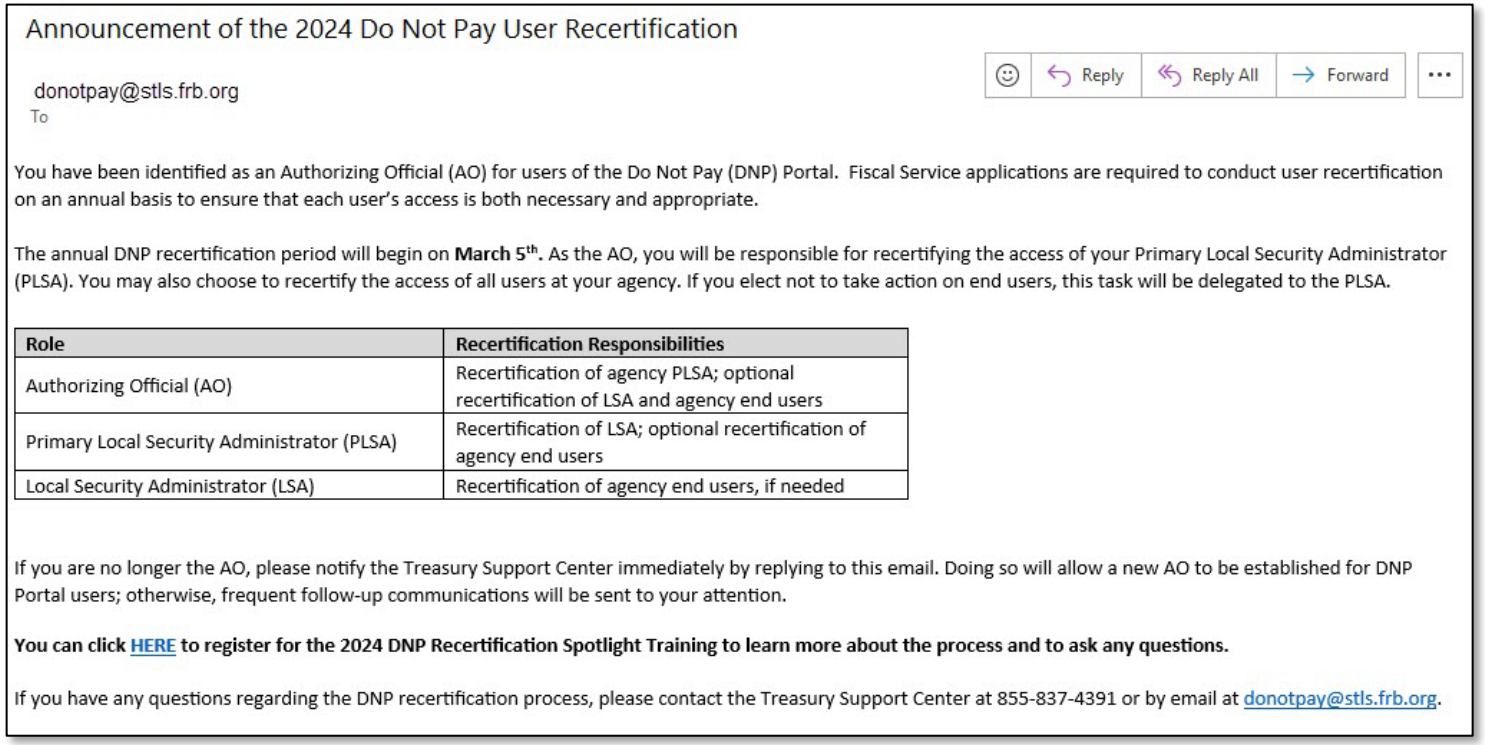
Local Security Administrator (LSA)

- 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

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 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.

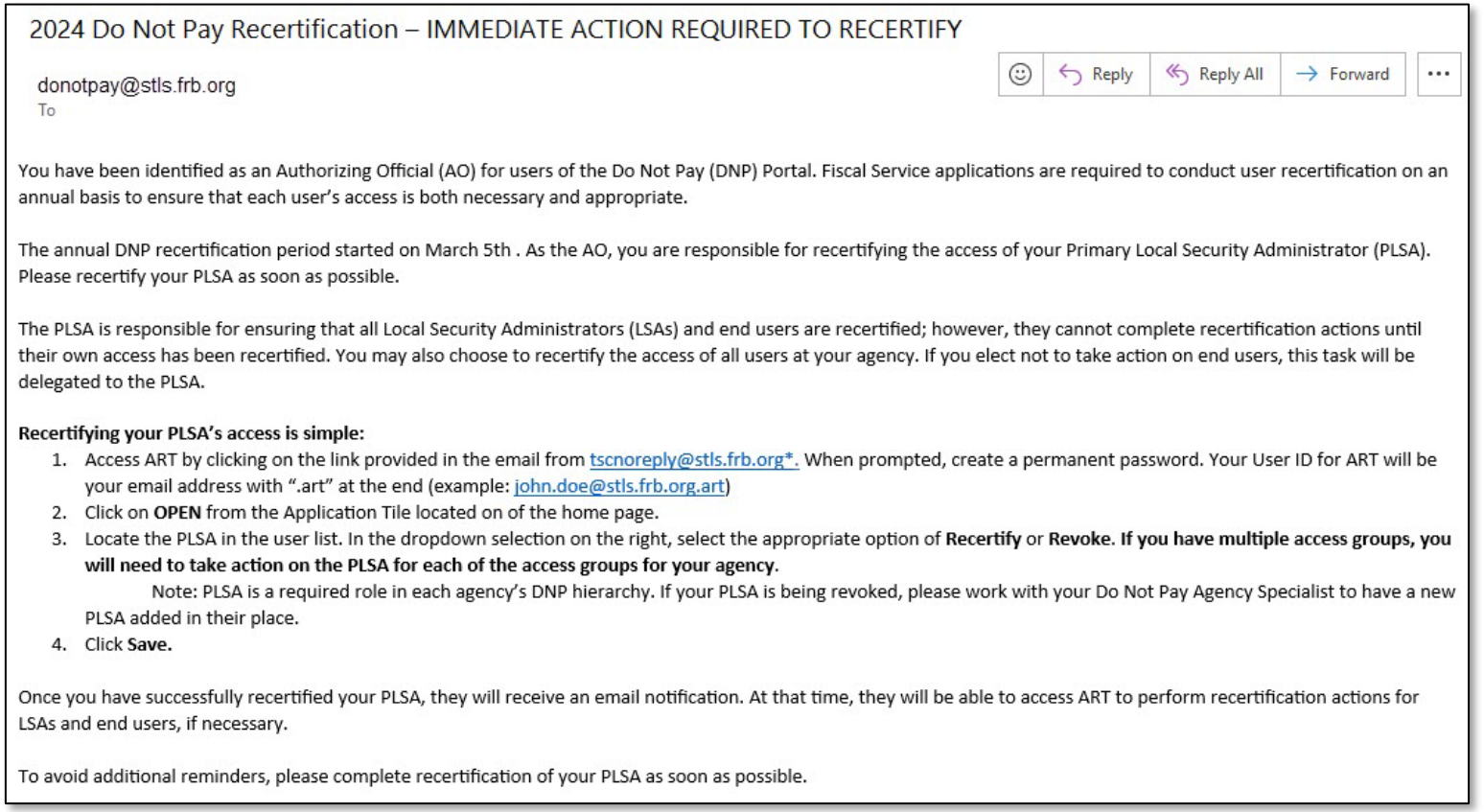
If you have any questions regarding the DNP recertification process, please contact the Treasury Support Center at 855-837-4391 or by email at donotpay@stls.frb.org.

***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.

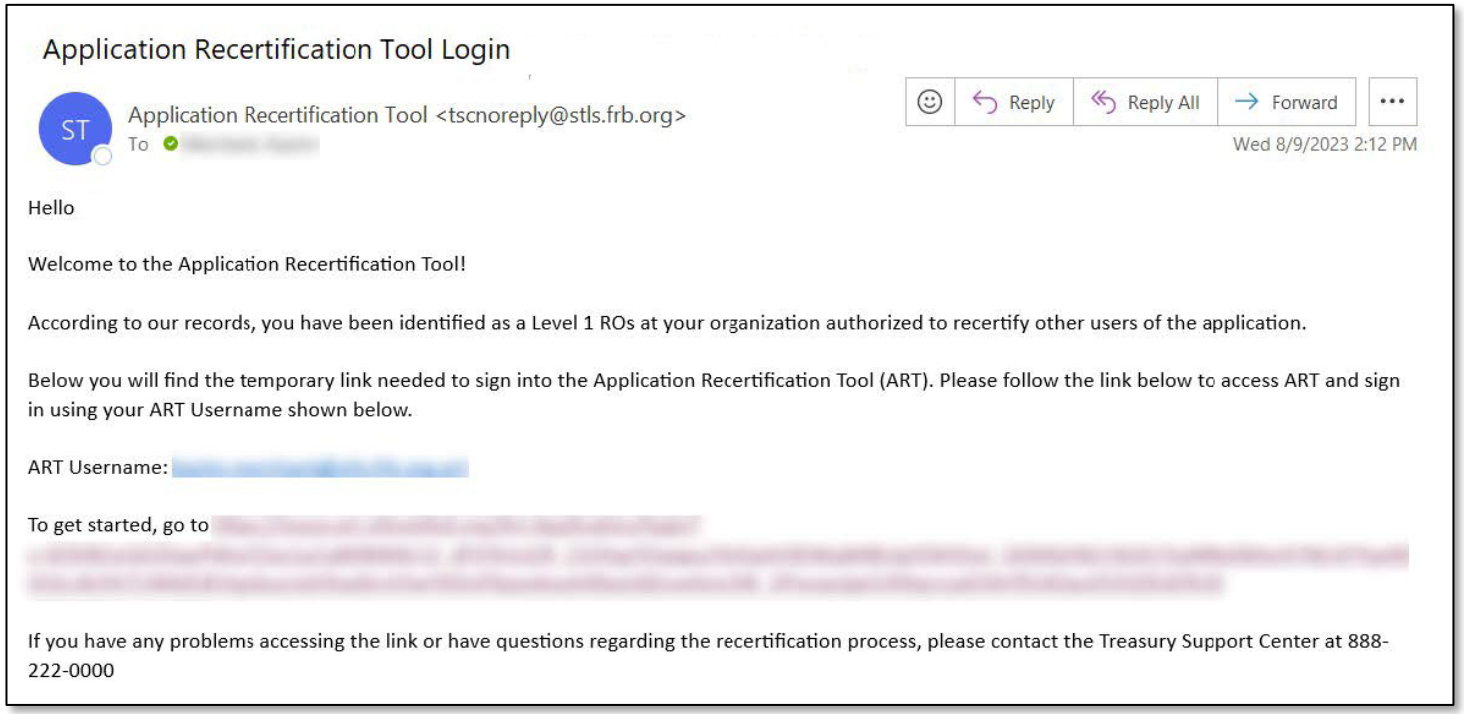
To avoid additional reminders, please complete recertification of your PLSA as soon as possible.

***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.



Application Recertification Tool Login

ST

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

To [redacted]

Reply | Reply All | Forward | ...

Wed 8/9/2023 2:12 PM

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: [redacted]

To get started, go to [redacted]

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

***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

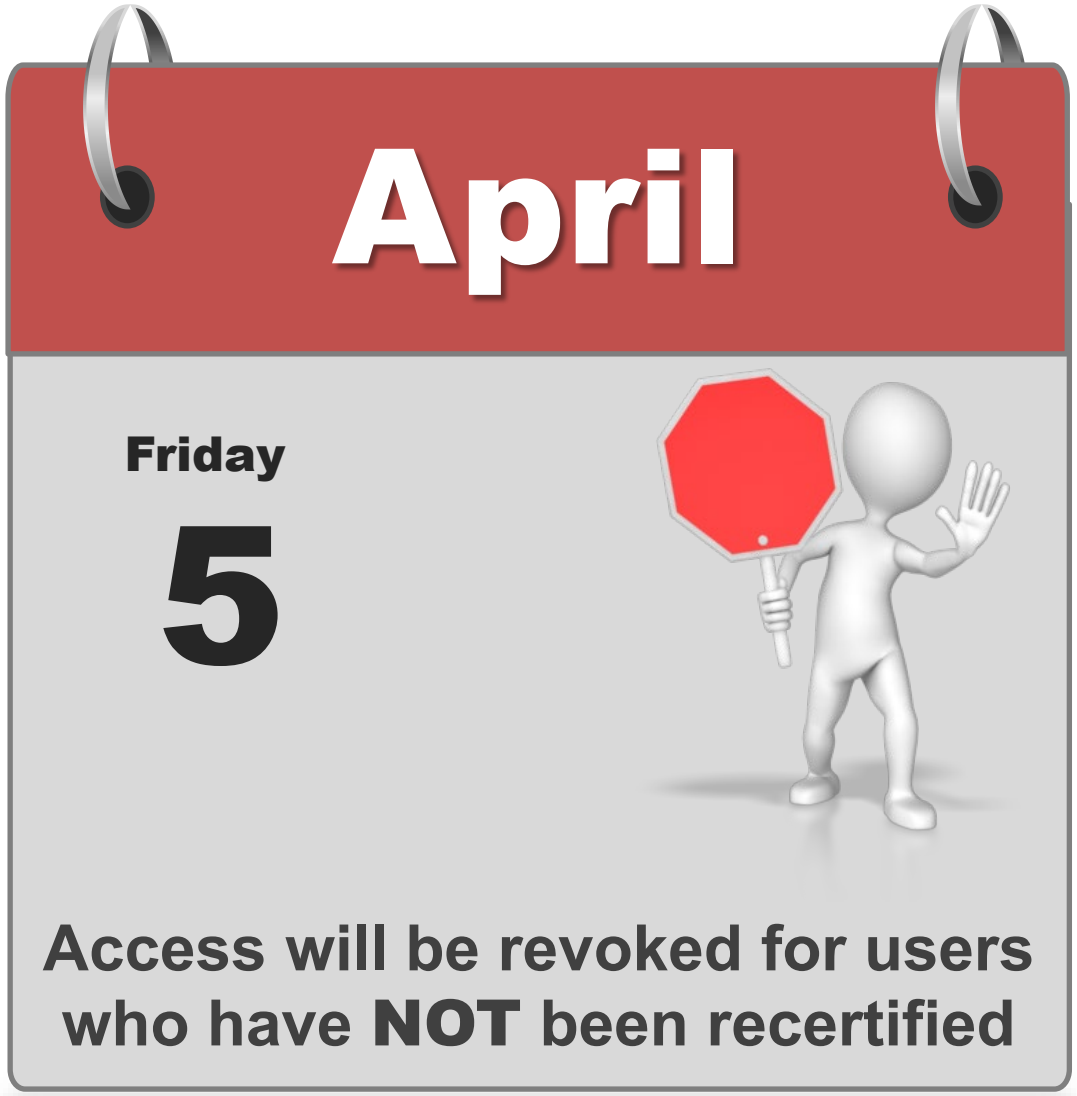
** Reminder emails sent March 12 and March 19, 2024*

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!



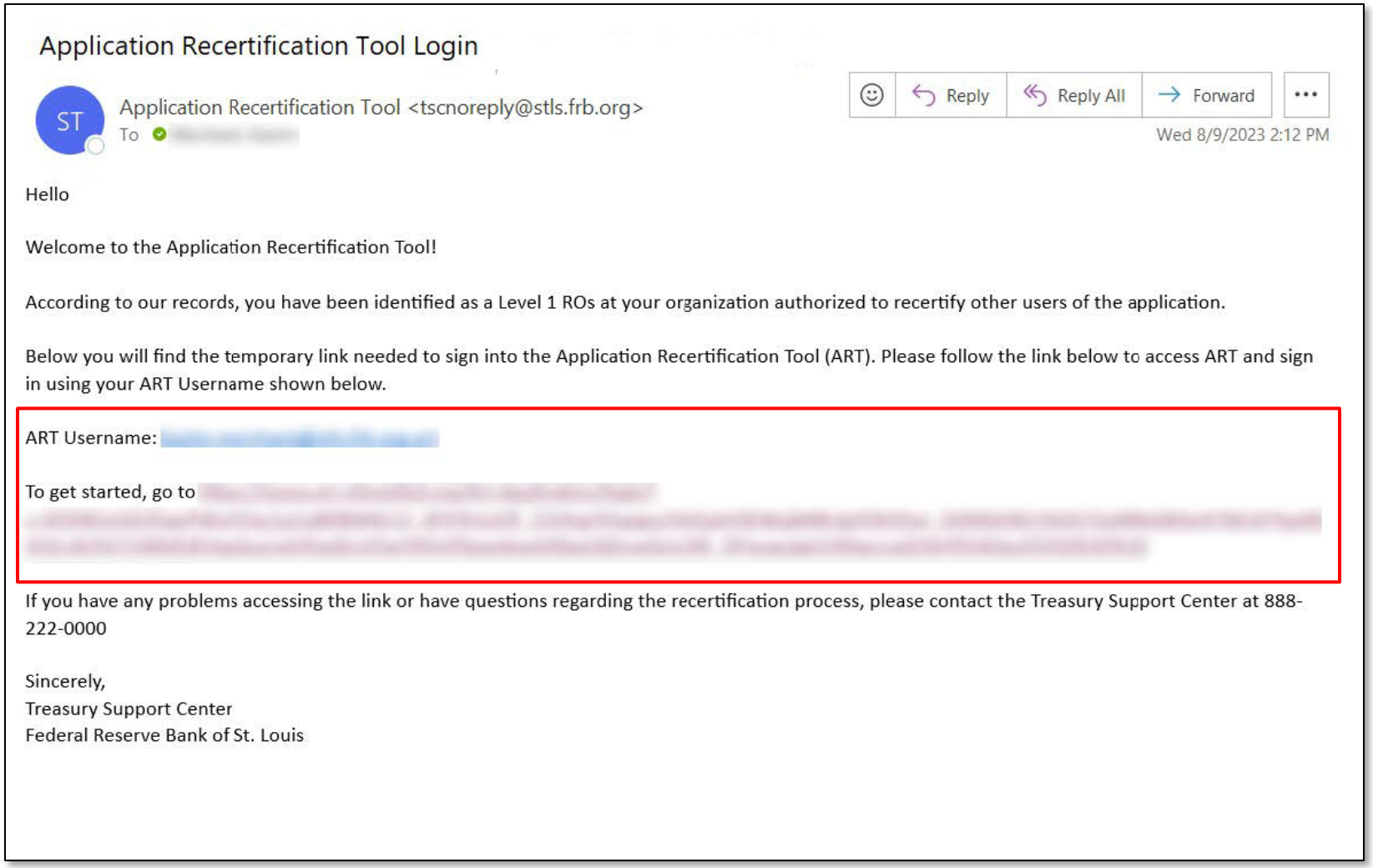
When to Contact DNP?

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

ST

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

To [redacted]

Reply | Reply All | Forward | ...

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ART Username: [redacted]

To get started, go to [redacted]

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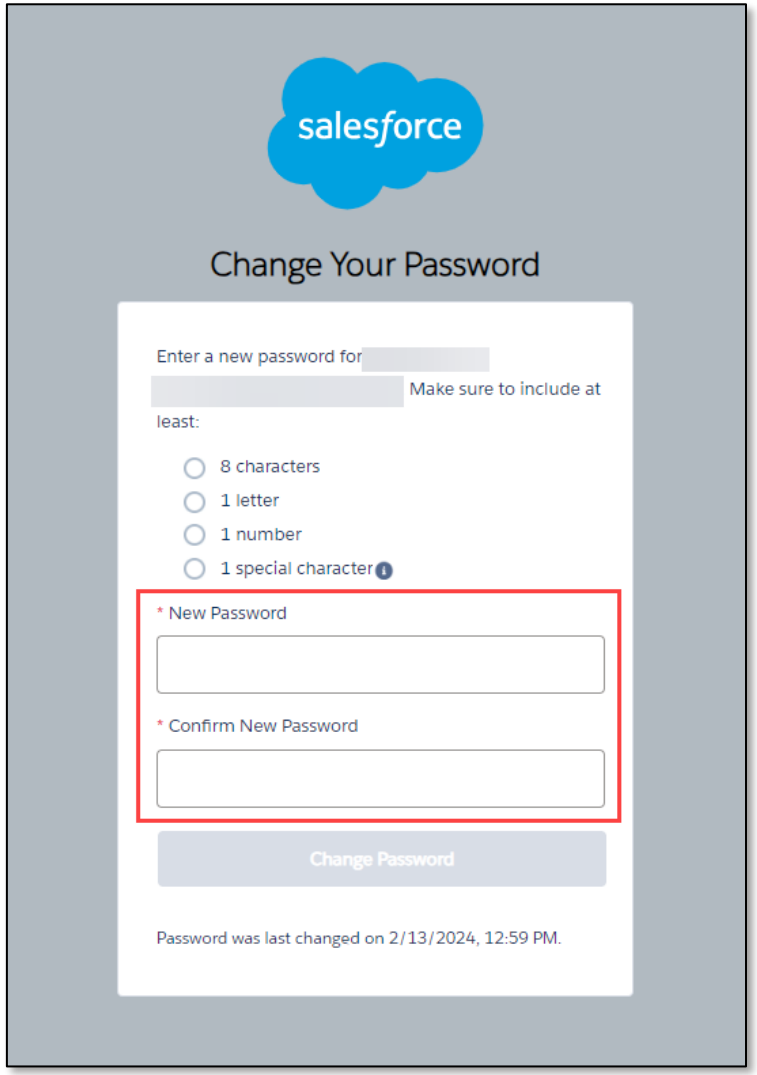
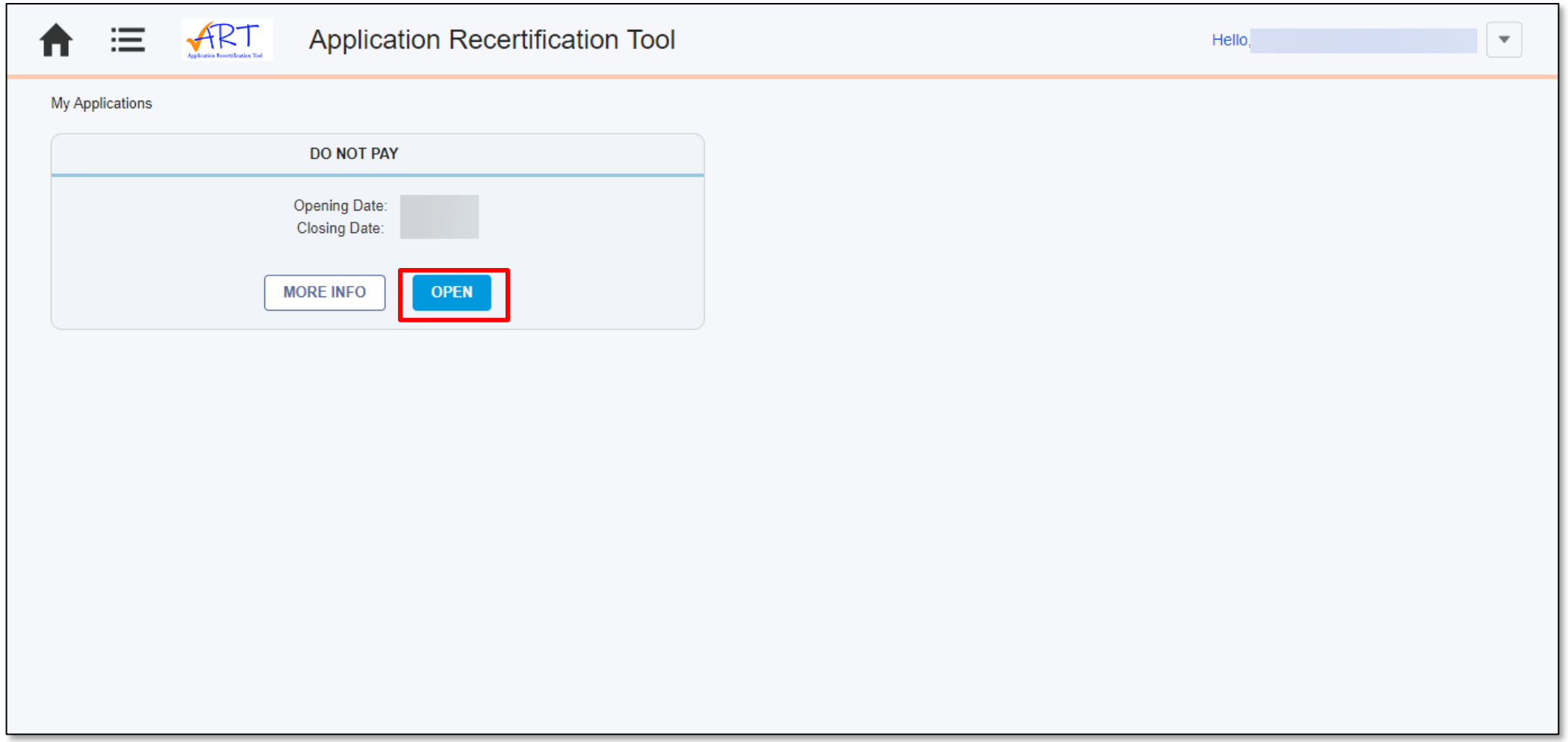
Sincerely,
Treasury Support Center
Federal Reserve Bank of St. Louis

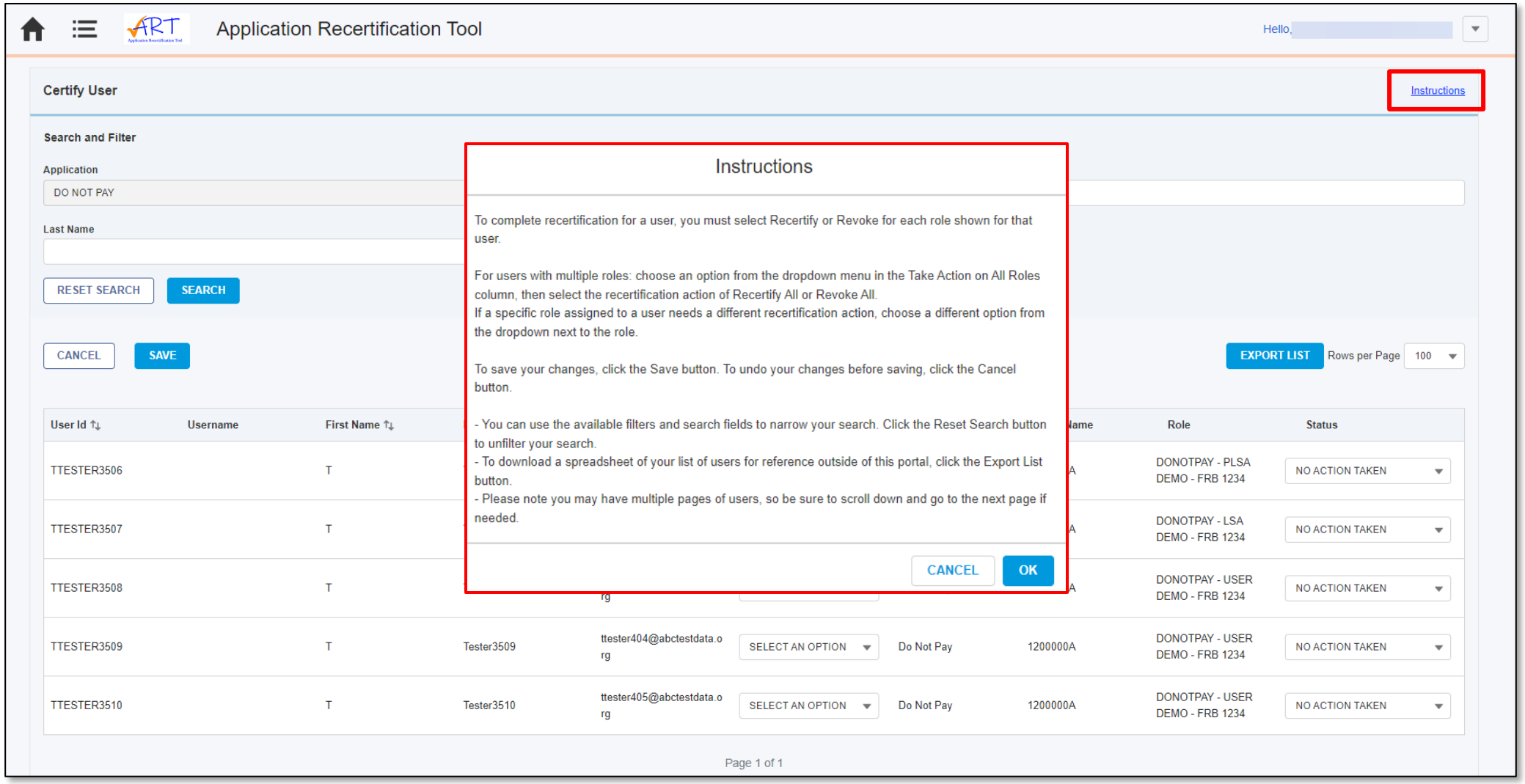
ART Overview - Change Password



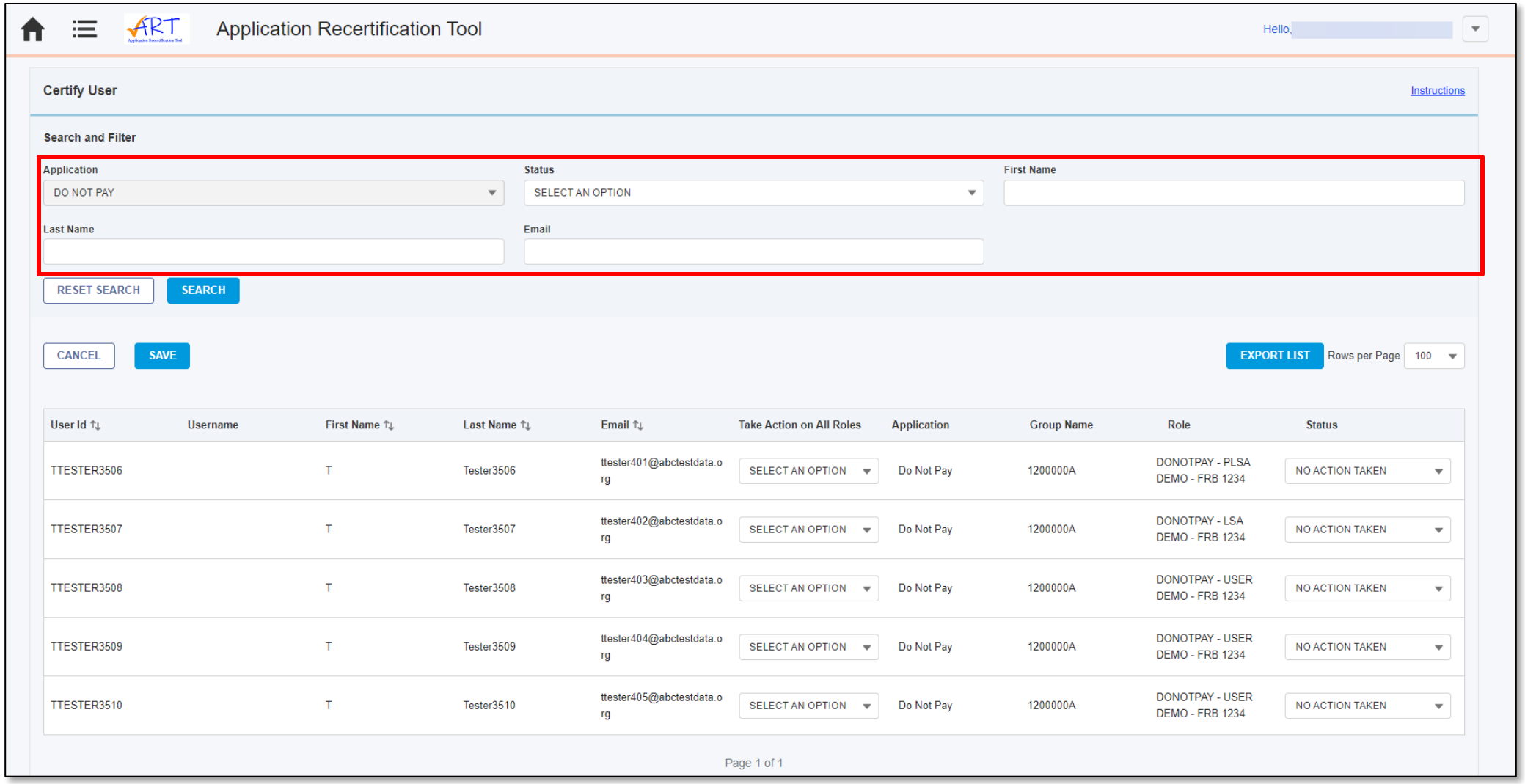
ART Overview - Homepage



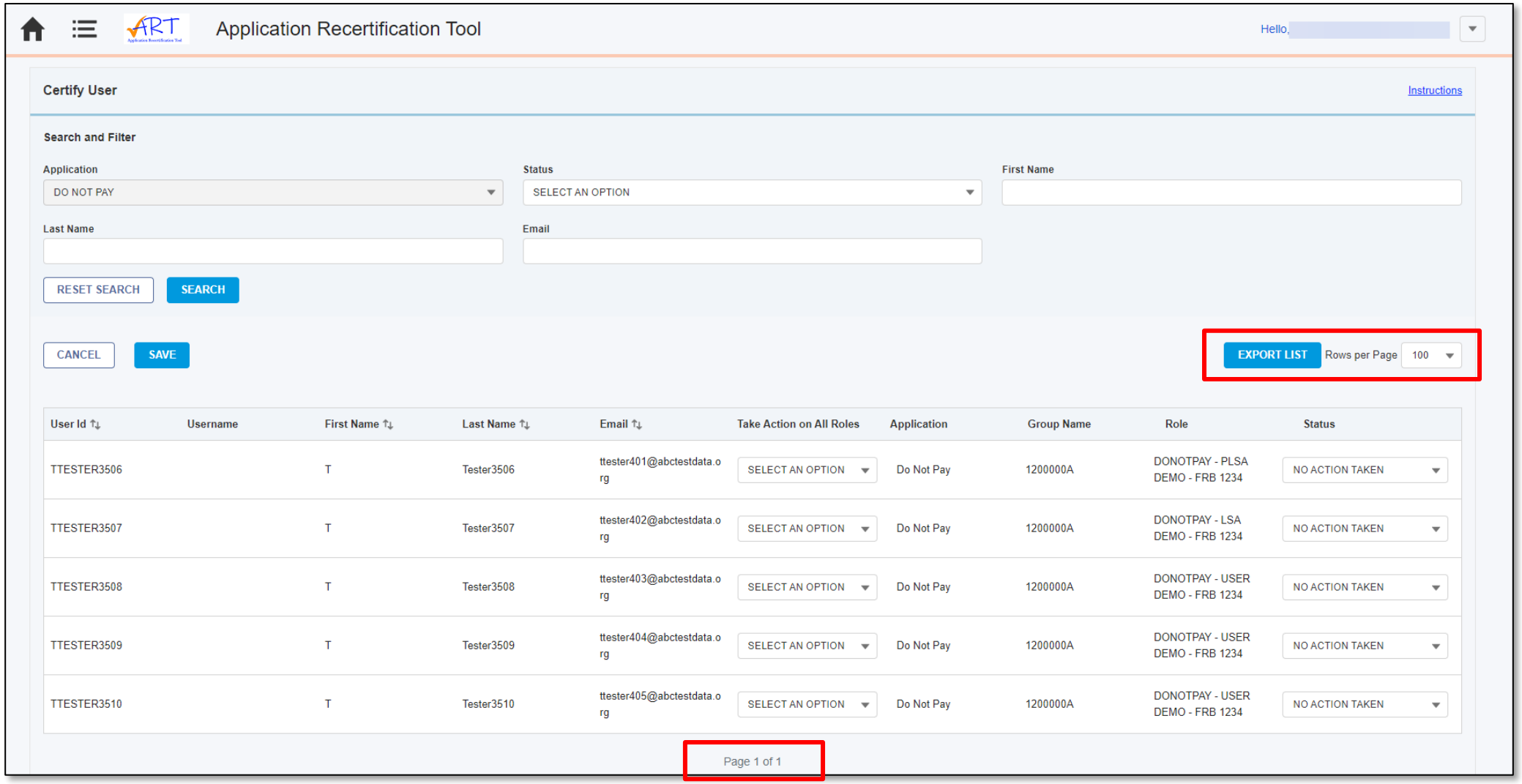
ART Overview - Instructions



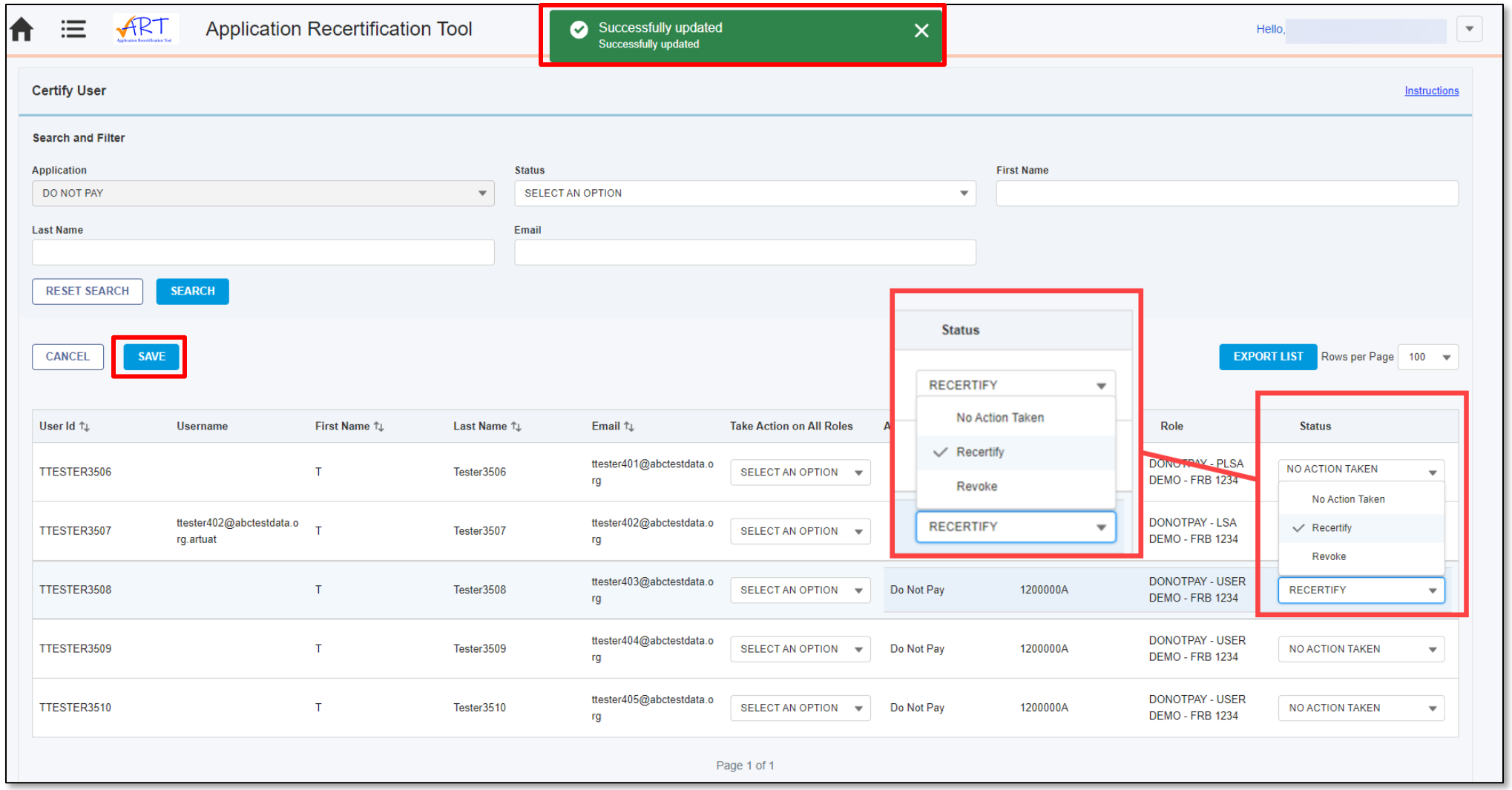
ART Overview - Search Fields



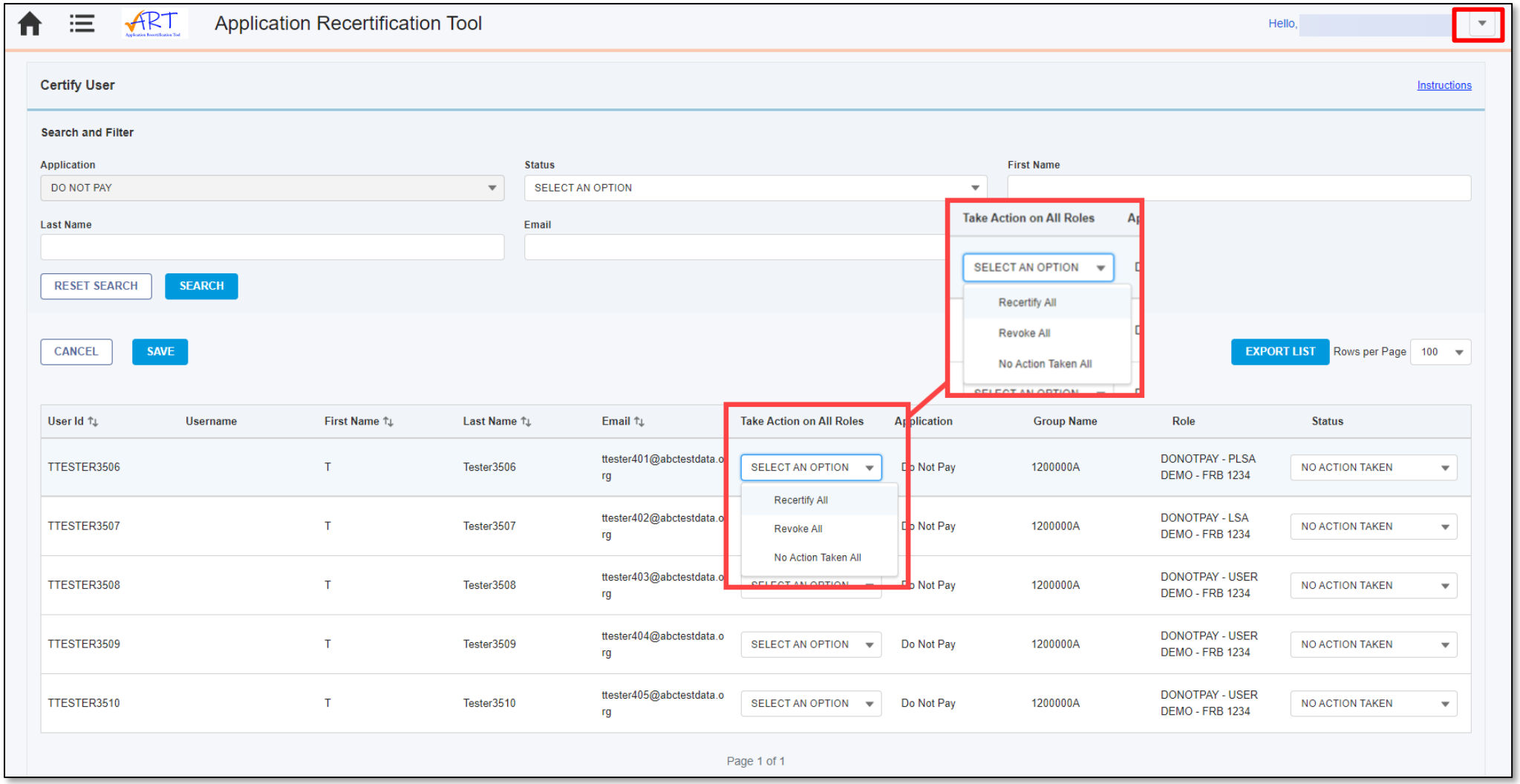
ART Overview - Export List and Rows per Page



ART Overview - Recertifying Individual Users



ART Overview - Recertifying Individual Users



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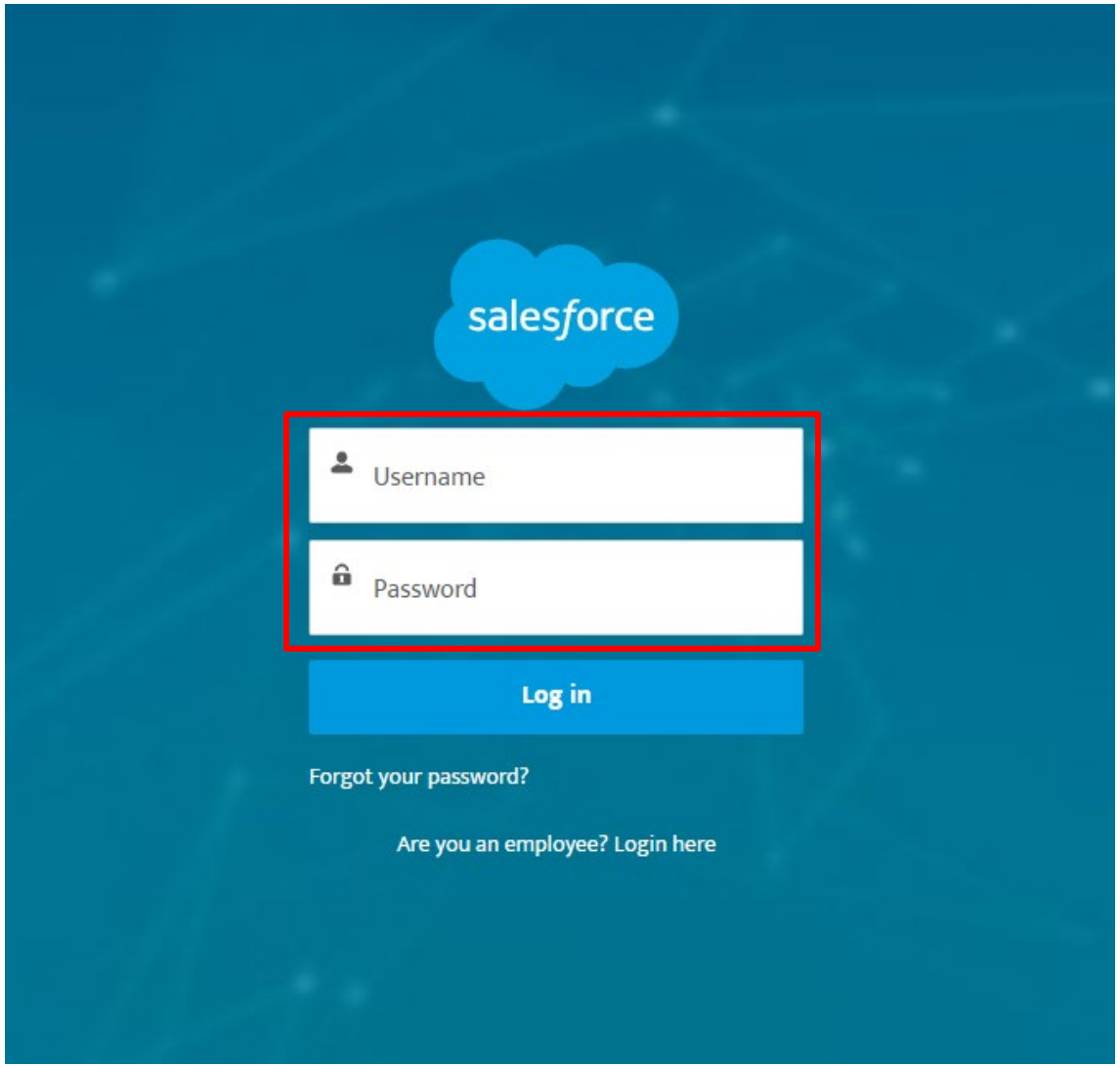
BUREAU OF THE Fiscal Service
U.S. DEPARTMENT OF THE TREASURY

ART Tool Overview - Login



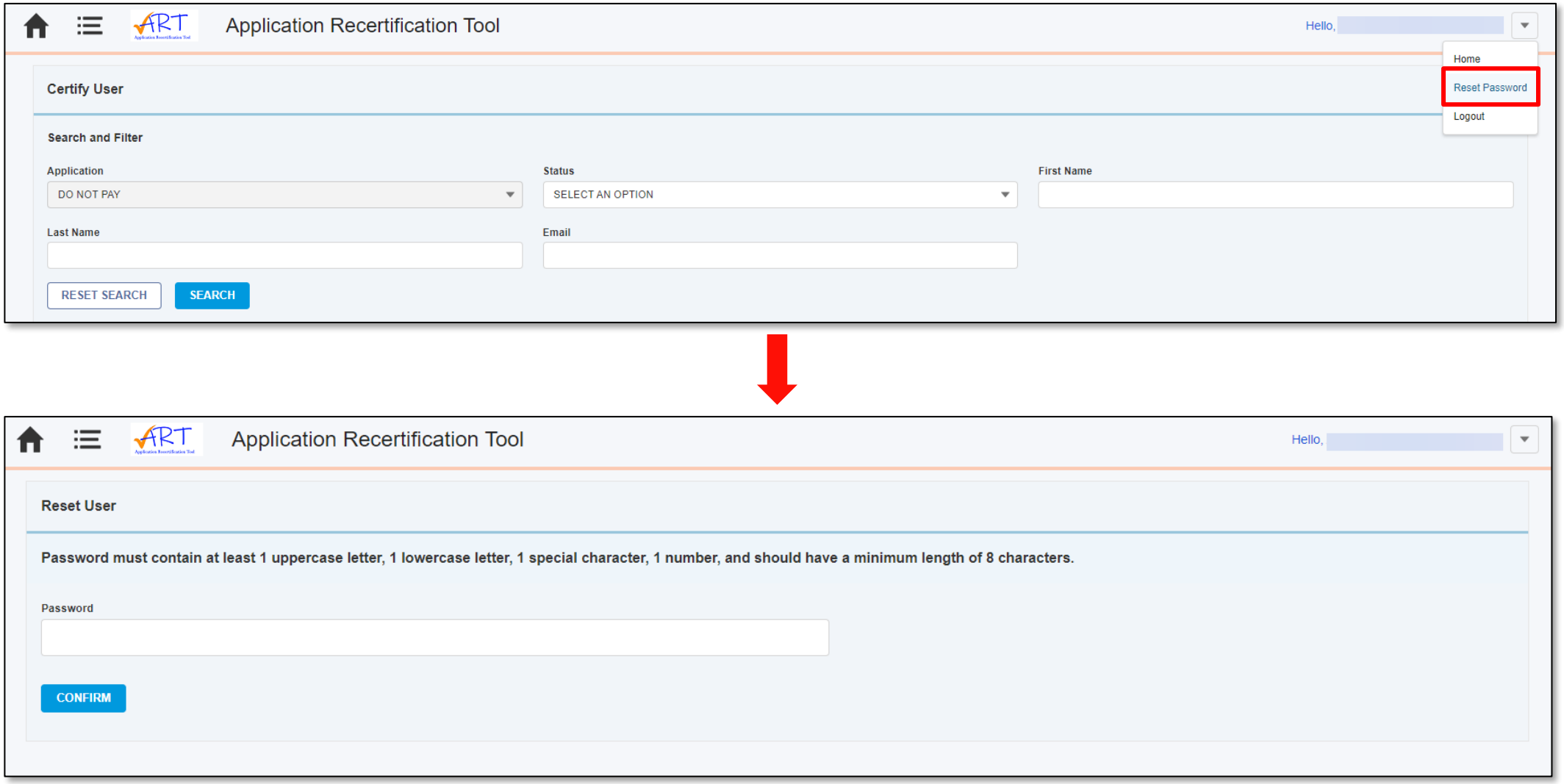
When logging in to ART, you must use the "Username and Password" option.

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



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

DNP DO NOT PAY
BUREAU OF THE FISCAL SERVICE

Do Not Pay Agency Support Center
855-837-4391
donotpay@stls.frb.org

https://fiscal.treasury.gov/dnp