Bureau of the Fiscal Service
FedInvest Logon ID Request
(Form Completion Instructions)

General Information: This form is intended to be used by employees of federal agencies or their contractors who manage or audit funds that have been granted the legislative authority to invest in Government Account Series (GAS) Treasury securities. Those employees can be divided into the three (3) groups described below.
(1) Employees who need either Update or View access to the **FedInvest** online investment system to manage their GAS portfolio,
(2) Employees who need either Update or View access to only the **Case Management System (CMS)** to manage individual case balances available for investment within their district,
(3) Employees who need access to the **FedInvest** online investment system to manage their GAS portfolio and the **Case Management System (CMS)** to manage individual case balances.

Step 1: Please Enter Effective Date as "MM/DD/YY". **This field is required.**

Step 2: Complete sections 1-5 using the detailed information below:

Section 1: Action Requested: Select one item from the following group.
This field is required.

- **Grant Access** = New access to FedInvest or CMS
- **Add Accounts** = Access to additional Account Fund Symbols (FedInvest Only)
- **Revoke Access** = Delete user access to FedInvest or CMS
- **Revoke Accounts** = Revoke specified Account Fund Symbols (FedInvest Only)
- **Supervisor/Security Administrator Change** = Change in Supervisor or Security Administrator
- **Other (List)** = List any other requested changes

Section 2: Role Requested: Request Access to either FedInvest or CMS.
One selection from either group is required.

FedInvest System

Update Access – This role is for employees of federal agencies or their contractors who manage GAS portfolios. Update access enables a user to post investment and redemption transactions and produce reports in FedInvest for specific Treasury Account Symbols. Choose your desired account(s) in the Section 4 "FedInvest Update Access" drop-down lists.

View Access - This role is for employees of federal agencies or their contractors who need to view or audit GAS portfolios. View Access enables a user to view investment and redemption transactions and produce reports in FedInvest for specific Treasury Account Symbols. Choose your desired account(s) in the Section 4 "FedInvest View Access" drop-down lists.

Case Management System

Clerk Update – This role is for employees of federal agencies or their contractors who manage individual case balances available for investment within their district. Clerk Update access enables a user to establish new cases; record deposits, withdraws, and transfers; and run activity and balance reports for their district. Choose the appropriate district from the "CMS Update Access" drop-down list in Section 4 below.

Clerk View - This role is for employees of federal agencies or their contractors who need to view individual case balances available for investment within their district. Clerk View access enables a user to view case balances and transactions and run reports for their district. Choose the appropriate district from the "CMS View Access" drop-down list in Section 4 below.

Fund Manager Update – This role is for employees of federal agencies or their contractors who manage GAS portfolios and view individual case balances. Fund Manager Update access enables a user to post investment and redemption transactions and produce reports in FedInvest for specific Treasury Account Symbols, as well as view case balances and transactions and run reports for all districts and perform certain administrative duties. No further action will be required for Step 4, the correct data will automatically populate.

Fund Manager View – This role is for employees of federal agencies or their contractors who need to view individual case balances within all districts. Fund Manager View access enables a user to view case balances and transactions and run reports for all districts. No further action will be required for Step 4, the correct data will automatically populate.

CMS Auditor View – This role is for auditors who need to view individual case balances within all districts. CMS Auditor View access enables a user to view case balances and transactions and run reports for all districts. No further action will be required for Step 4, the correct data will automatically populate.

GAS Accountant – This role is for internal users only. No further action will be required for Step 4, the correct data will automatically populate.

Section 3: User Information: Please fill out **all** information as completely as possible.
Files are required unless noted below.
All required fields must be entered prior to submission.

- **Name:**
- **Agency Name:**
- **Job Title:** (optional)
- **Street Address Line 1:**
- **Street Address Line 2:** (optional)
- **City, State, ZIP:**
- **Telephone Number:**
- **Fax Number:** (optional)
- **E-mail Address:**
- **User's Signature:**
- **HelpDesk Temporary Password:** (i.e. Mother's maiden name)

Section 4: Account or District Specific Information:

FedInvest Update Access – this only applies to "FedInvest – Update Access" users from section 2. Choose the appropriate account(s) from the drop-down lists. All other drop-downs in Section 4 should be left blank. If more than 6 accounts are requested please include a supplemental attachment listing additional accounts.

FedInvest View Access – this only applies to "FedInvest – View Access" users from section 2. Choose the appropriate account(s) from the drop-down lists. All other drop-downs in Section 4 should be left blank. If more than 6 accounts are requested please include a supplemental attachment listing additional accounts.

CMS Update Access – this only applies to "Clerk – Update Access" users from section 2. Choose the appropriate district from the drop-down list. All other drop-downs in Section 4 should be left blank.

CMS View Access - this only applies to "Clerk – View Access" users from section 2. Choose the appropriate district from the drop-down list. All other drop-downs in Section 4 should be left blank.

Section 5: Supervisor/Security Administrator Information: All fields are required.

- **Supervisor/Security Administrator Name:**
- **Telephone Number:**
- **Email Address:**
- **Supervisor/Security Administrator Signature:**

Step 3: Review your information. If you need to reset the form and clear all fields use the button located in the top left hand corner:

Reset Form

Step 4: After verifying your information is correct submit the form using the button located in the top right hand corner:

Submit Form by Email

If you require assistance with this form please contact the Federal Investments Branch using the following contact information:

Email: fedinvestor@fiscal.treasury.gov
Phone: 304-480-5151 (option 3 for a customer service representative)