CORONAVIRUS
State and Local Fiscal Recovery Funds (SLFRF)
Newsletter

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You asked, and we listened.

During recent webinars and outreach efforts, we noticed that many of you had questions about how to update the points of contact associated with your account, the roles and responsibilities associated with different points of contact, and where to begin and/or what to do if, due to staff turnover, there is no designated account administrator. We understand that having the right information is crucial for timely reporting and compliance. Let's set you up for success.

TAKE ACTION NOW! CHECK THAT YOUR ACCOUNT'S USER ROLES ARE UP TO DATE

Ensuring that your community has the correct user roles is essential. Failure to do so could impact your ability to submit Project and Expenditure Reports on time. A record of late reporting could lead to a finding of noncompliance, which could result in development of a Corrective Action Plan, or other consequences. If you do not submit the required reports, you may face penalties for noncompliance, which may include returning SLFRF award funds to Treasury.

WHAT YOU'LL LEARN

In this Special Edition SLFRF Newsletter News Flash, we'll cover the following key areas:

Pro-tips for a Positive Treasury Portal Experience and Successful Report Submission:
Make sure you are using a supported web browser and, if you're a non-entitlement unit of local government (NEU), Treasury recommends using Login.gov. Also, check out our Roadmap to Reporting (while this Roadmap addresses the 2024 annual and Q1 reporting deadline, the general timeline preceding any reporting deadline is useful).

SLFRF User Roles and Responsibilities:
Our Self-Service Resources webpage offers links to online resources and definitions that offer a deeper dive into the three SLFRF user roles and responsibilities, which you'll find in Section 3 "System Support-Treasury Submission Portal FAQs." You'll also learn what to do if a user role update is needed, but you do not currently have access to the Portal to do so.

Sign-in Services to Create an Account and Access the Treasury Portal
If you have not already created an account to access the Treasury Portal and submit your SLFRF reports, you'll need to register and set up an account with one of Treasury's two sign-in services, Login.gov or ID.me. *Treasury strongly suggests new users and NEUs register using Login.gov, as it offers a much easier, user-friendly experience when registering to access the Treasury Portal.*

How to Designate and Update User Roles
Here you'll find links to a recommended follow-along instruction document with screenshots, as well a recorded webinar with a live demonstration of designating user roles in the Treasury Portal. Whether you're new to the system or need a refresher, we've got you covered.

Commonly Asked Questions:
We'll address common queries related to points of contact and reporting. If you have additional questions, feel free to reach out to us at SLFRF@Treasury.gov.

PRO-TIPS FOR A POSITIVE TREASURY PORTAL EXPERIENCE AND SUCCESSFUL REPORT SUBMISSION

Check out our Roadmap to Reporting with a handy timeline and references to online resources.

Please make sure you are using a supported web browser when logging in the first time or any time!
The Treasury Portal supports most web browsers, including Microsoft Edge and Google Chrome; however, the Treasury Portal does not work well on Internet Explorer, for example.

Account Administrators: WE CANNOT STRESS THIS ENOUGH: Four weeks before any report is due is a great time to check and update your community's User Roles, if needed, in the Treasury Portal! Sign into your accounts early and keep your user roles up-to-date ahead of the upcoming report to avoid delays. Verify that you have listed their correct names, phone numbers, and especially email addresses that they will use to access the Treasury.gov Portal.

NEU Users: Remember that Login.gov is the easier sign-in service to register with and use when accessing the Treasury Portal. NEUs do not need to fulfill the more complex requirements other SLFRF recipients must meet when registering with ID.me. Register to use the Login.gov process at: https://portal.treasury.gov/compliance.

SLFRF PROGRAM USER ROLES AND RESPONSIBILITIES

Overview of SLFRF Program User Roles and Responsibilities

- **Account Administrator:** Responsible for maintaining the names of designated individuals for SLFRF reporting. They can review information and submit reports.

- **Point of Contact for Reporting:** The primary contact(s) for official Treasury notifications regarding reporting requirements and deadlines.

- **Authorized Representative for Reporting:** The designee with authority to certify and submit official reports, along with the Account Administrator.

Online Self-Service Resources with Additional User Role Information
See our Self-Service Resources webpage.
Scroll down to Section 3 of System Support–Treasury Submission Portal FAQs for more information about: Points of Contact and Authorized Representatives.
Understanding User Roles in the Treasury Reporting Portal Explainer Video

GUIDANCE: SIGN-IN SERVICES TO CREATE AN ACCOUNT AND ACCESS THE TREASURY PORTAL

To access the Portal and submit your SLFRF reports, you'll need to register and set up an account with one of Treasury's two sign-in services, Login.gov or ID.me.

If you are a new user and have not previously registered with ID.me, or if you are an NEU, we ask you to register using the Login.gov process at: https://portal.treasury.gov/compliance.

Note: We strongly suggest new users and NEUs register using Login.gov, as it offers a much easier, user-friendly experience when registering to access the Treasury Portal.

Users who have previously registered through ID.me and submitted a compliance report may continue to access Treasury's Portal through that method, although creating a new Login.gov account will not cause any issues. Users can login using both ID.me and Login.gov, provided the accounts use the same email address.

To get you started and assist your new registration process, we have provided the following links to these helpful SLFRF online resources:

Login.gov

- Creating Credentials Using Login.gov (PDF document)
- SLFRF Login.gov Account Explainer Video

ID.me

- Creating Credentials Using ID.me (PDF document)
- SLFRF ID.me Account Explainer Video

ID.me and Login.gov Registration Demonstration

- ID.me and Login.gov Account Creation Webinar Demonstration

ID.me account creation demo begins at minute 01:08, Login.gov account creation demo begins at minute 10:28.

GUIDANCE: HOW TO DESIGNATE AND UPDATE ROLES

Please check out these links to online resources that include a follow-along instruction document with screenshots, as well a recorded webinar with a live demonstration of designating user roles:

- Designating Roles in the Treasury's Compliance Portal

- WEBINAR: State & Local Fiscal Recovery Funds: Designating User Roles in the Treasury Portal (youtube.com)

COMMONLY ASKED QUESTIONS ABOUT DESIGNATING AND CHANGING USER ROLES

Helpful Online Resources

Trouble Shooting Reporting Explainer Video
Reporting Requirements Explainer Video

QUESTION:

How can I create an account and assign user roles in Treasury's Portal?

Treasury has provided recorded webinars for step-by-step instructions on how to create an account and login and for assigning and updating user roles in Treasury's Portal. For more information, see also Treasury Guidance on registering with ID.me or Treasury Guidance on registering with Login.gov (creating an account) and Updating User Roles in Portal (assigning user roles).

For more information on the reporting roles of Account Administrator, Point of Contact for Reporting, and Authorized Representative for Reporting, please see Appendix A of the updated Project and Expenditure Report User Guide located at Treasury.gov/SLFRPreporting.

The Account Administrator for your entity would need to make any updates to points of contact or roles within Treasury's Portal. If you are not the Account Administrator, then you can reach out to that individual and request that they follow the steps below. If you are the Account Administrator or would like to become the Account Administrator, then you can:

- Log into Treasury's Portal via ID.me or Login.gov

- Click on the three horizontal lines in the upper left

- Click on Account

- Then, click into the specific Account link

- To designate the Account Administrator, the current Account Administrator must go to the Certification on the left-hand side to enter their name and submit for the Designation Form to present itself. In the Designation section, the current Account Administrator can update user roles and add/delete POCs. Select the Designation form on the left-hand side

- From here, you can designate the role of any contact or designate new contacts.

Once logged into the Treasury Submission Portal, you can add more Users by clicking the "Add Contacts" button. Once Users/Contacts are added, they will need to go to login.gov or ID.me for their login credentials. All Users can add additional contacts. However, all Contacts will need their individual login credentials for ID.me for system access.

To deactivate a user, please have the existing Account Administrator edit the POCs. If the current Account Administrator has left, email us at COVIDITrelief@treasury.gov and request the deactivation. At that time, we can submit a ticket to have the User deactivated. Please note that if a change to a user email address is needed, the current point of contact(s) must email covidreliefitsupport@treasury.gov to request that change. The Authorized Representative cannot directly make the change, or it may cause access issues.

For additional details, please review Appendix A of the Project and Expenditure Report User Guide now available at Treasury.gov/SLFRPreporting.

You can also view our video on Adding and Changing User Roles by accessing Treasury.gov/SLFRPreporting, scrolling down on the web page to the Webinar section, and clicking on the User Roles link to access the video.

QUESTION:

How can I make updates to user roles if the current point of contact has left due to staff turnover?
In cases where Points of Contact for a recipient account are outdated, it is possible for the recipient entity to update user roles, even if no current staff have access to the Portal due to staff turnover. To gain access to your government's reports, please ensure you first have a Login.gov account. Once your Login.gov account is created, the Portal will ask you to verify the postal code, along with the account identifier in order for you to have the right reporting roles associated with your Login.gov account. If you need the account identifier, you will need send an email to the COVID Relief IT Team at COVIDReliefITSupport@treasury.gov.

QUESTION:

Do reports need to be submitted by an Authorized Representative? / I can't submit reports.
Reports must be submitted by the recipient's designated Authorized Representative or the Account Administrator.
First, please check and verify that you have the correct role for submitting reports.
Please contact your Account Administrator to determine if you have this role and to have it added if not present

If you are the Account Administrator for your Entity, you can go on the Portal and add this role for yourself. Once the role has been added, please try submitting the report again. If this does not resolve the issue, please send an email to covidreliefitsupport@treasury.gov to have an IT Ticket put in for this issue.
The updated Project and Expenditure Report User Guide located at Treasury.gov/SLFRPreporting provides helpful information on submitting reports that can be used to solve a number of issues (Scroll down a little on the web page to the "User Guides" section to find the latest version of the User Guide).
Please review the User Guide and reach out to us if you have further questions. You can also view our video on Adding and Changing User Roles by accessing Treasury.gov/SLFRPreporting, scrolling down on the web page to the Webinar section, and clicking on the User Roles link to access the video. To submit reports using the SLFRF Reporting Portal, you must have the Authorized Representative or Account Administrator role on your account.

QUESTIONS:

- Our previous Account Administrator is no longer employed with our community, and our new person to serve as Account Administrator cannot access our account in the Treasury Portal.

- We can't change or update the Point of Contact or Authorized Representative listed on our account in the Treasury Portal.

  All new users must be registered with Login.gov or ID.me before they can access Treasury's Portal. Please see the section above, "Guidance: Sign-in Services to Create an Account and Access the Treasury Portal" for assistance with creating and registering an account.

  If you send an e-mail to SLFRF@Treasury.gov to make the request to be added as a new Point of Contact, Treasury can send the instructions and the account identifier for their community for a quick login.gov experience and access.

  Once you are registered and access the Portal with the account identifier information (and verified zip code) you should be able to view all required compliance reports. If you are still experiencing access issues your contact role may need to be linked to the SLFRF profile, please email COVIDITrelief@treasury.gov with your request, and include screenshots where possible, of the trouble you are experiencing.

CONNECT WITH US

Please share SLFRF news by forwarding this newsletter to others!
Subscribe to the State and Local Fiscal Recovery Funds Newsletter by signing up here.

If you require additional assistance, please reach out to us by email:
For questions about the Treasury Portal or for technical support, please email covidreliefitsupport@treasury.gov.

For general questions about the Coronavirus State and Local Fiscal Recovery Funds, please email SLFRF@treasury.gov.

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Questions?   Contact Us