

GTAS User Enrollment Quick Reference Guide

Note: Make sure that your Supervisor has access to approve your request and that you know the application and role (see below) that you are trying to select before logging in to the system.

For users who do not have a Treasury Enterprise ID (aka ITIM ID) and password.

1. Please visit: <https://reg.fms.treas.gov/selfenroll/register>
2. Follow the enrollment screens sequentially to get your user ID and password.

For users who already have a Treasury Enterprise ID (aka ITIM ID) and password, please visit <https://reg.fms.treas.gov/itim/self> and enter your user ID and password.

Note: If you cannot remember if you have Treasury Enterprise ID (aka ITIM ID), first try a User ID from another Governmentwide Accounting (GWA) Application (i.e. CARS Account Statement, FACTS II, IPAC). If successfully able to log in proceed to step 1 below. If not successful logging in then please go to <https://reg.fms.treas.gov/selfenroll/register> and follow the steps to self enroll.

1. On the Treasury ITIM main screen click “**Request Account**”.
2. Find and please click on “GTAS” from the list of applications.
3. Select the role you need from the drop down menus. Please wait for the screen to refresh after each selection.
4. Leave the Agroup field blank.
5. Type your Treasury Account Symbol (TAS) in the “**Permissions**” field.
 - a. Values to type in include FR Entity, Department/Bureau Names, or Agency Identifier
 - b. The field cannot contain more than 1000 characters or be more than 20 lines total.
6. Search and select your Supervisor.
 - a. Click the Search button
 - b. In the “Search by” select Email Address and then type in your Supervisor’s email address
 - c. Click on your Supervisor’s name

*****If you can not find for your supervisor, that means he or she is not enrolled in ITIM. You cannot proceed until your supervisor has access to approve your request.*
7. After all your selections have been made, click “**Next**” and then “**Request Account**”.
8. An email will be sent to your supervisor notifying them to approve your access request.
9. Once your supervisor approves your access, FMS will notify you via email that your access is complete. You will be able to access GTAS within approximately one week.

Roles and Responsibilities:

- Preparer
 - Responsible for Uploading the Bulk File
 - Run Reports
 - Certifies the ATB during Periods 2, 3, 6, 9, 10 and 11
- Certifier
 - Run Reports
 - Certifies the Material Difference report generated from the Intragovernmental data submitted. The individual who certifies the Material Difference report should be a Chief Financial Officer (CFO) or assigned designee. The material difference report will be certified for periods 3, 6, and 9.
 - Certifies the ATB during Period 12
- Executive
 - Read-only role
 - Run Reports

For current users who wish to update their demographics, please enter your user ID and password at <https://reg.fms.treas.gov/itim/self/Home.do>

For FMS employees and ITIM users;

1. From the Welcome Page, near the top there is a line that says “Please click here for password and demographic changes to your account”. Select the link labeled HERE.
2. Select the link labeled Change Profile.
3. From the list on the left side of the screen select the link labeled Contact.
4. Here you may make changes to the address or phone number. Select OK, then select logoff from the upper right hand corner.

*Please contact the CARS User Provisioning Group for general enrollment questions at cars.user.provisioning@fms.treas.gov