



OPI OFFICE OF
PAYMENT
INTEGRITY

BUREAU OF THE FISCAL SERVICE

DNP Portal Recertification

Spotlight Training Webinar

2025

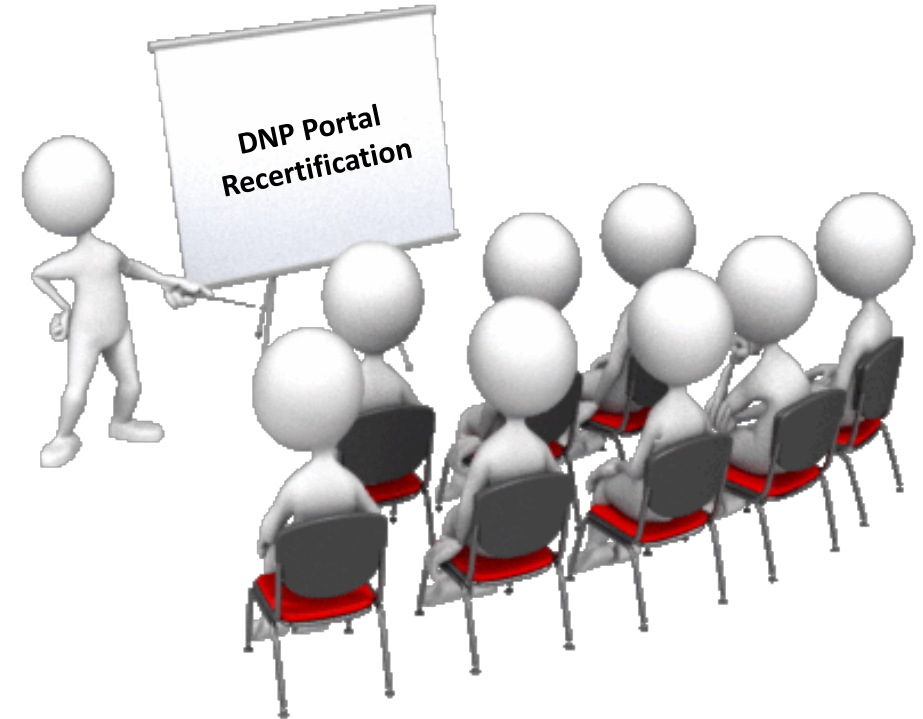
Important

- 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 Agency Support Center at donotpay@stls.frb.org or 855-837-4391.

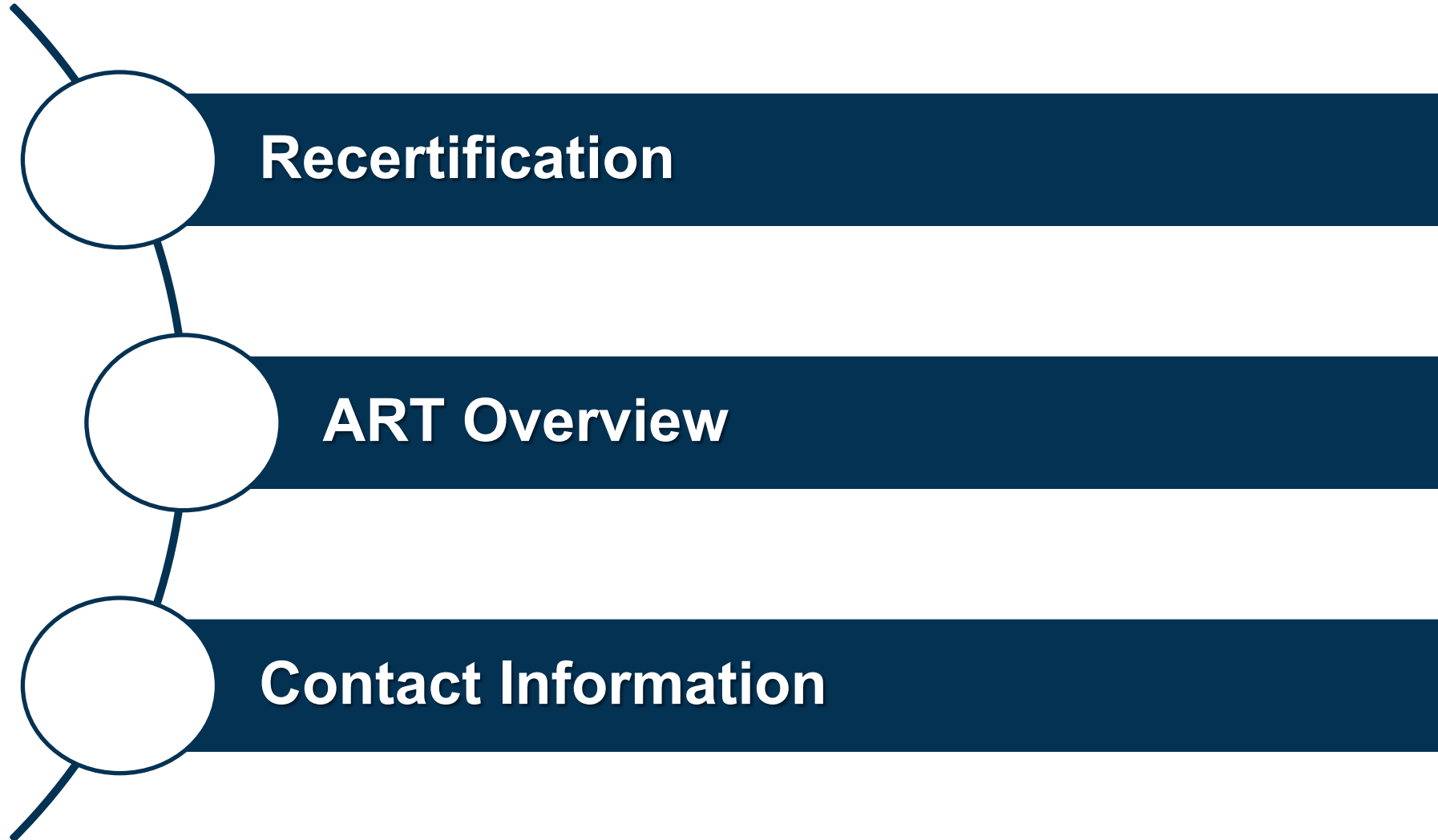


Who Should Take This Training?

- 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) in mid-February**

- 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 2025 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 4th**. 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 2025 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 may look different depending on your role.**

What is the Process?

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

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

2025 Do Not Pay Recertification – IMMEDIATE ACTION REQUIRED TO RECERTIFY

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 started on March 4th . 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.

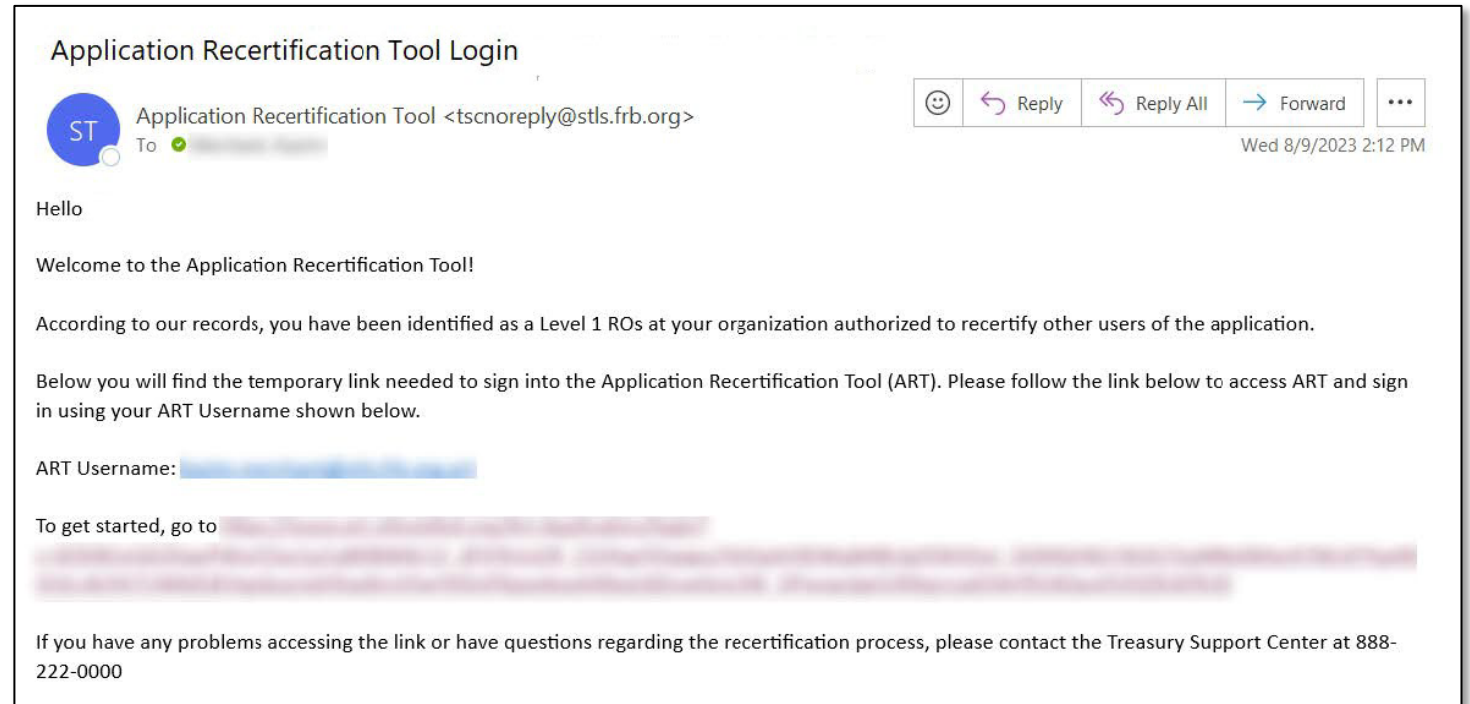
***Email may look different depending on your role.*

What is the Process?

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

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

*****Please note that if you set a username and password last year to recertify users, you will need to use this email to setup a new password to access ART.***



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

Recertification Window

Key Milestones



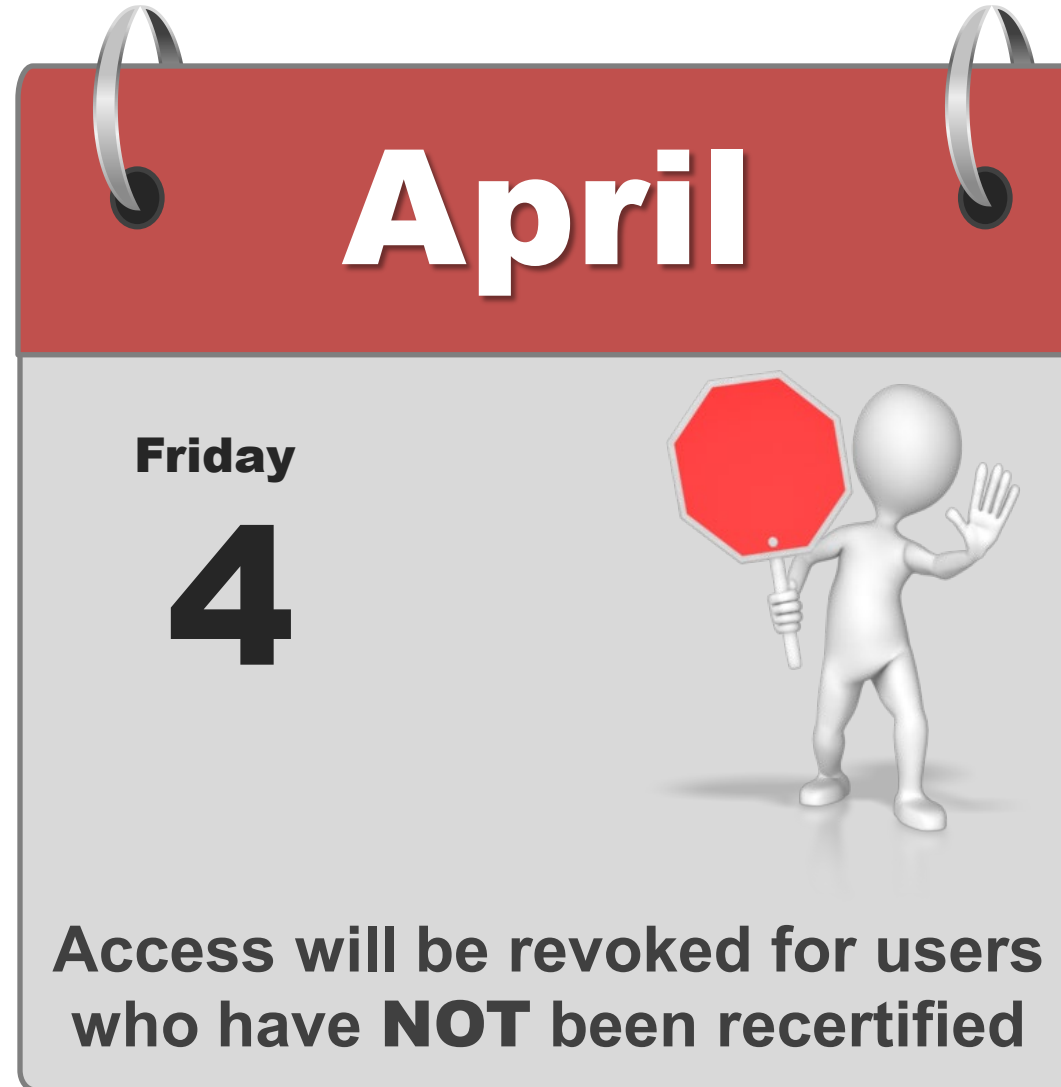
** Reminder emails sent March 11 and March 18, 2025.*



***Reminder email sent April 1, 2025.*



Important Date to Remember!



April

Friday

4

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.

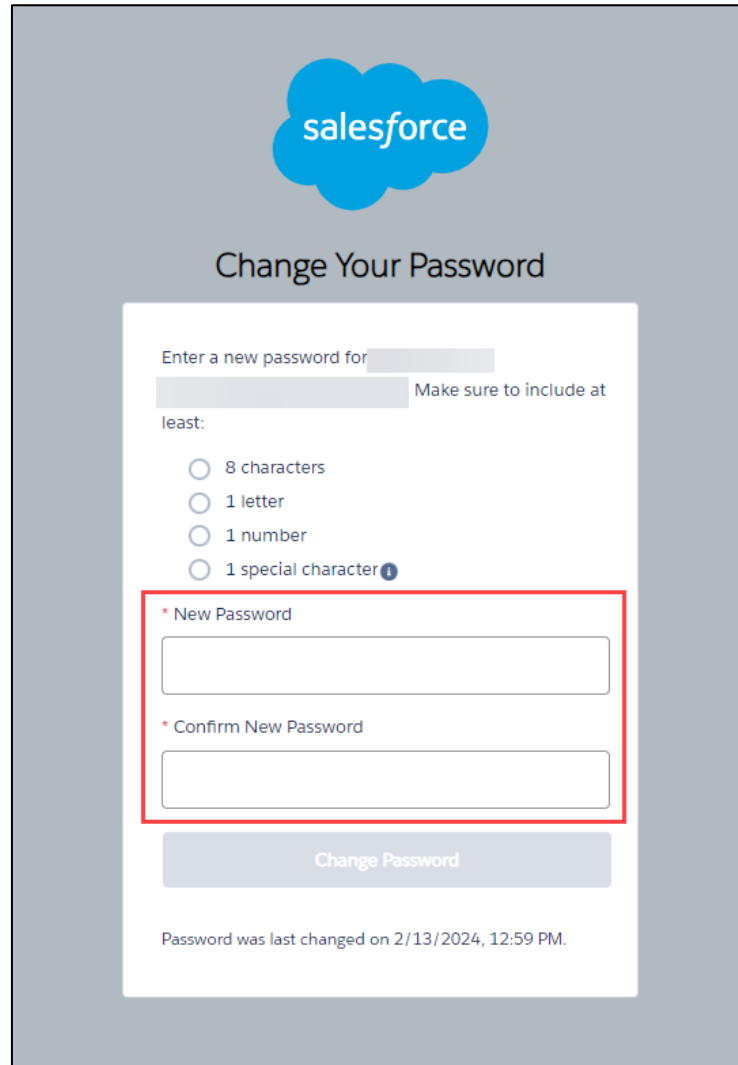
ART Username: 

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
[input field]

* Confirm New Password
[input field]

Change Password

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

ART Overview - Homepage

Application Recertification Tool

Hello, [username]

My Applications

DO NOT PAY

Opening Date: []

Closing Date: []

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, and the text 'Application Recertification Tool'. On the right, there is a user greeting 'Hello, [username]' and a dropdown arrow. Below the navigation bar, the main content area is titled 'Certify User'. In the top right corner of this area, there is a blue link labeled 'Instructions' which is highlighted with a red box. On the left side, there is a 'Search and Filter' section with a dropdown menu for 'Application' (currently set to 'DO NOT PAY'), a text input for 'Last Name', and buttons for 'RESET SEARCH', 'SEARCH', 'CANCEL', and 'SAVE'. In the center, a modal box titled 'Instructions' is open, also highlighted with a red box. It contains the following text: '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.' Below the modal, there is a table with columns for 'User Id', 'Username', 'First Name', 'Last Name', 'Role', and 'Status'. The table contains several rows of user data. At the bottom right of the table, there is an 'EXPORT LIST' button and a 'Rows per Page' dropdown set to '100'. At the bottom center of the page, there is a 'Page 1 of 1' indicator.

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.

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

ART Overview - Search Fields

Application Recertification Tool Hello, ▼

Certify User [Instructions](#)

Search and Filter

Application **Status** **First Name**

DO NOT PAY SELECT AN OPTION

Last Name **Email**

RESET SEARCH SEARCH

CANCEL SAVE EXPORT LIST Rows per Page 100 ▼

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 ▼

Page 1 of 1

ART Overview - Export List and Rows per Page

Application Recertification Tool Hello, [User]

Certify User [Instructions](#)

Search and Filter

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

Last Name: [] | Email: []

RESET SEARCH | SEARCH

CANCEL | SAVE

EXPORT LIST Rows per Page: 100

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

Page 1 of 1

ART Overview - Recertifying Individual Users

Application Recertification Tool

Successfully updated
Successfully updated

Hello, [User Name]

Certify User

[Instructions](#)

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

CANCEL | **SAVE**

EXPORT LIST | Rows per Page: 100

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	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

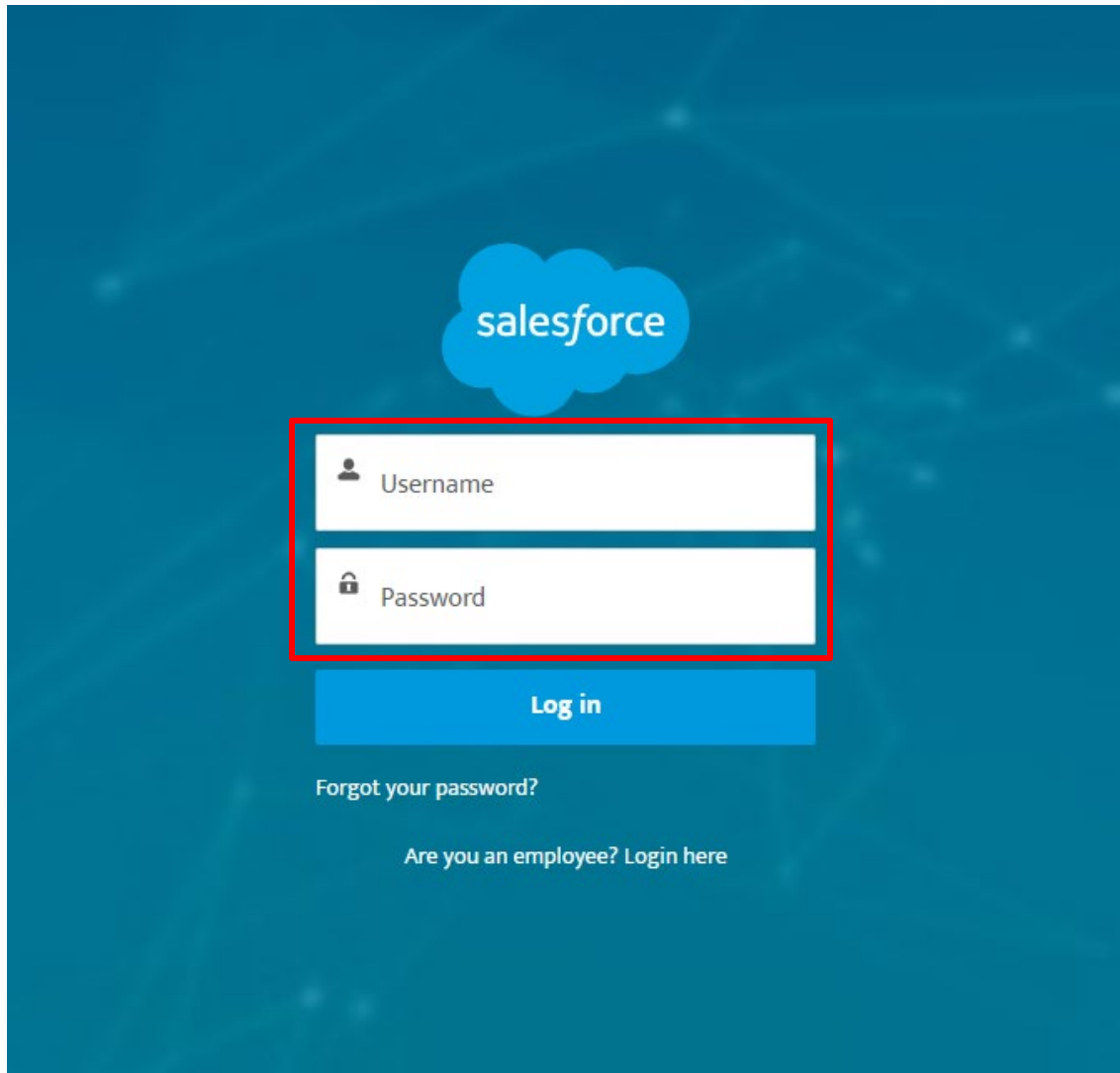
Page 1 of 1

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. A 'Search and Filter' section contains 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. An 'EXPORT LIST' button and a 'Rows per Page' dropdown (set to 100) are also present. The main area is a table with columns: User Id, Username, First Name, Last Name, Email, Take Action on All Roles, Application, Group Name, Role, and Status. Five test user rows are visible. 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'. 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.

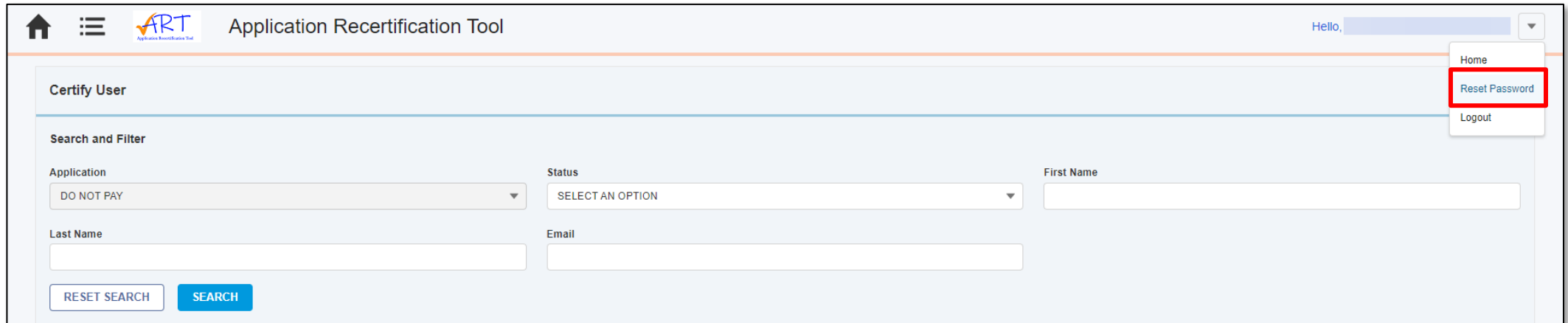
<https://www.art.stlouisfed.org/Art-Application>

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

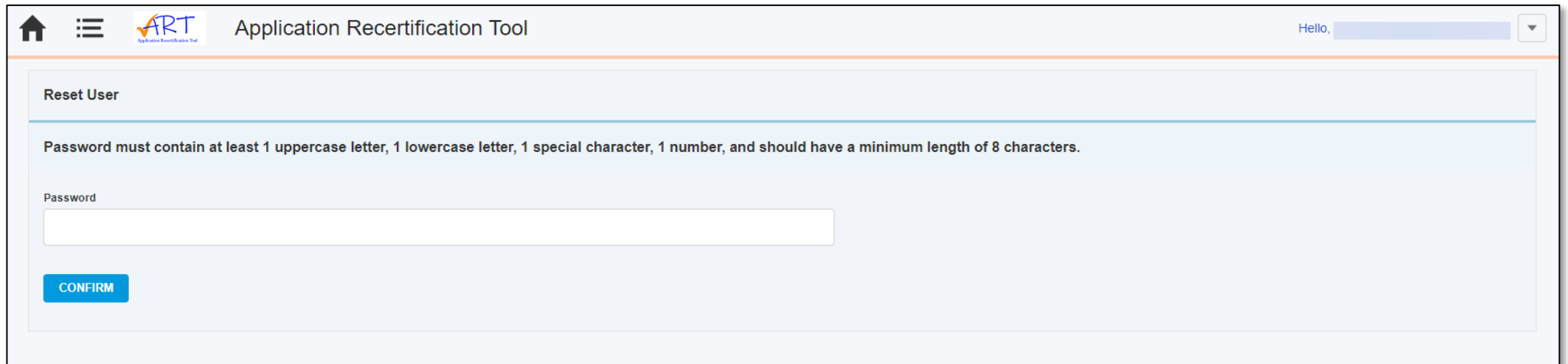
Search and Filter

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 Portal Contact Information



Agency Support Center

855-837-4391

donotpay@stls.frb.org

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