Getting Started

User roles and responsibilities exist in Do Not Pay (DNP) to ensure that each agency program only has access to their approved data sources and functionalities. Each agency has a hierarchy in the DNP Portal, which is split into Levels and Access Groups. There are various roles found within a hierarchy: the Access Group Administrators (AGAs)— being the Authorizing Official (AO), Primary Local Security Administrator (PLSA), and Local Security Administrator(s) (LSA)— and the non-administrative role of a Portal User.

An individual can only hold one role within the hierarchy.

Access Group

Members of an Access Group have specific authority and visibility to agency data, data sources, and functionalities.

- An Access Group is typically established for each specific agency program, so there can be multiple Access Groups within an agency.
- Individuals **can only** view their data sources approved for their specific Access Group.
- Individuals can see payee, payment, or Payment Automation Manager (PAM) files for their Access Group *and* in any subsequent lower level groups *(that they are approved for).*
- Individuals can only be enrolled in **one** Access Group within the overall hierarchy.

Authorizing Official

Each agency hierarchy must have a designated AO which functions as the highest authority over the hierarchy.

- AOs **do not** have access to the Portal.

- AOs are the only authority permitted to make decisions on behalf of the agency's entire hierarchy structure.
- AOs oversee modifications of Access Group abilities; this includes which functionalities, data sources, and individuals are assigned to each Access Group.
- AOs are responsible to inform DNP of any role changes within the Access Group.
- AOs can sign off to approve Access Group Forms, File Association Forms, and User Enrollment Forms.
- Yearly recertification of DNP Portal users

Primary Local Security Administrator

There **must** be one PLSA for a hierarchy.

- PLSAs **can only** access the Reports functionality in the DNP Portal.
- PLSAs serve as a backup to the AO by helping with tasks including:
  ◊ Oversee modifications of an Access Group's abilities
  ◊ Inform DNP of any role changes within the Access Groups
  ◊ Sign off to approve Access Group Forms, File Association Forms, and User Enrollment Forms
  ◊ Yearly recertification of DNP Portal users

Local Security Administrator

The LSA is not a required role, but multiple LSAs may be established throughout the hierarchy.

- LSAs **can only** access the Reports functionality in the DNP Portal.

- LSAs oversee similar responsibilities as the AO and PLSA within their own Access Group and the lower levels subsequent to them such as:
  ◊ Coordinating with the AO and PLSA in managing the Access Group's abilities, users, and roles
  ◊ Signing off to approve Access Group Forms, File Association Forms, and User Enrollment Forms.
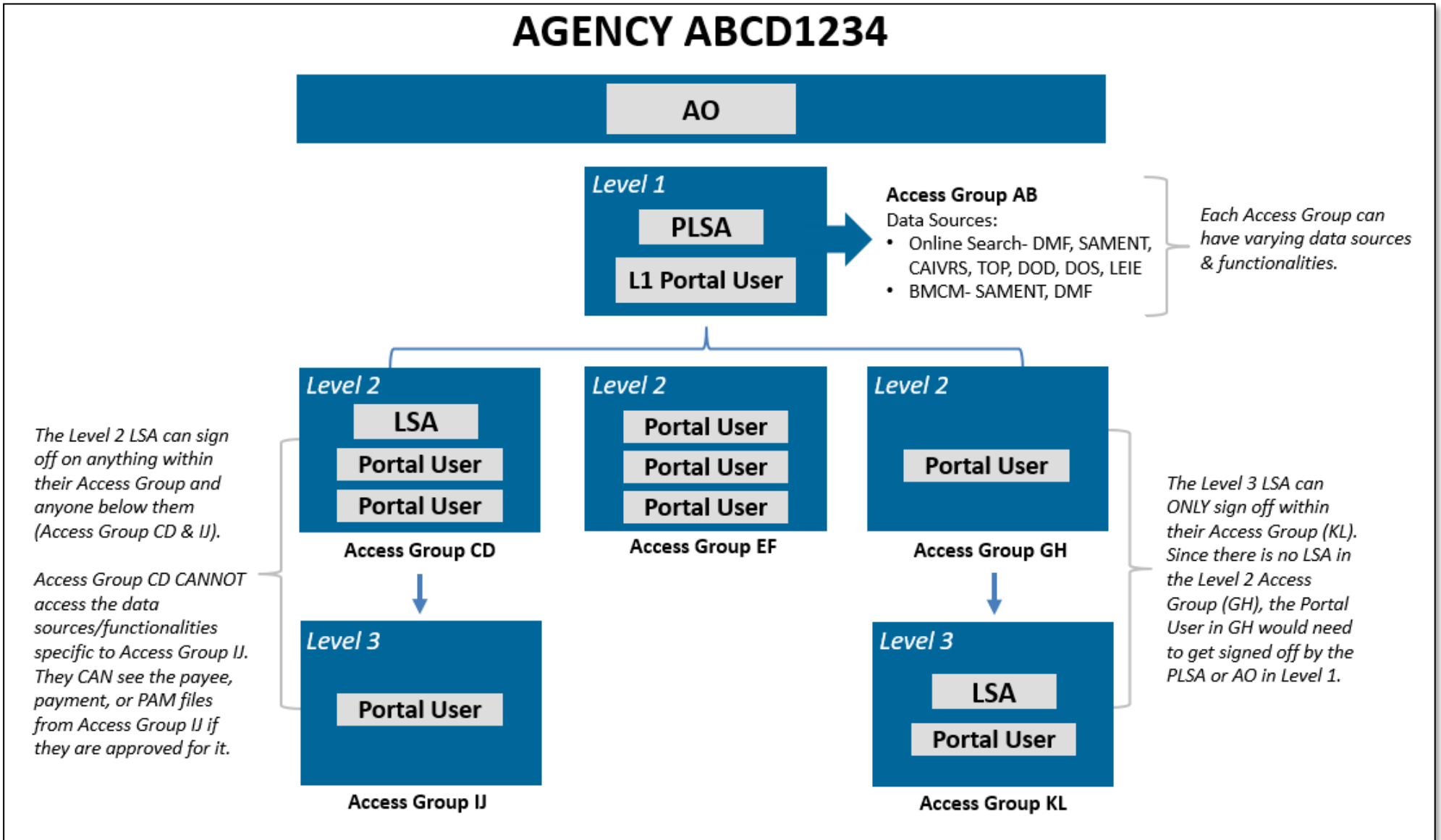 ◊ Yearly recertification of DNP Portal users

Portal User

The Portal User is the only non-Access Group Administrator role in the hierarchy. There are **no restrictions** on the number of Portal Users an Access Group can have.

- Portal Users are assigned different Levels based on the needs of each Access Group (Level 1 Portal User vs. Non-Level 1).
- Portal Users **can use** the Online Search functionality.
- Portal Users **can view** all Batch Matching, Continuous Monitoring, and Payment Automation Manager (PAM) files associated with their Access Group *(also data files associated with any lower level Access Groups they are approved for).*
- Non-Level 1 Portal Users are able to adjudicate PAM Payment files within the DNP Portal; however, only Level 1 Portal Users can submit the hierarchy's PAM Payment Adjudication each month.

Agency Hierarchy Example

Below is an example of an agency hierarchy with its respective Access Groups, Levels, and user roles.

AGENCY ABCD1234

AO

Level 1
- PLSA
- L1 Portal User

Access Group AB
Data Sources:
- Online Search- DMF, SAMENT, CAIVRS, TOP, DOD, DOS, LEIE
- BMCM- SAMENT, DMF

Each Access Group can have varying data sources & functionalities.

Level 2
- LSA
- Portal User
- Portal User

Access Group CD

Level 2
- Portal User
- Portal User
- Portal User

Access Group EF

Level 2
- Portal User

Access Group GH

The Level 2 LSA can sign off on anything within their Access Group and anyone below them (Access Group CD & IJ).

Access Group CD CANNOT access the data sources/functionalities specific to Access Group IJ. They CAN see the payee, payment, or PAM files from Access Group IJ if they are approved for it.

The Level 3 LSA can ONLY sign off within their Access Group (KL). Since there is no LSA in the Level 2 Access Group (GH), the Portal User in GH would need to get signed off by the PLSA or AO in Level 1.

Level 3
- Portal User

Access Group IJ

Level 3
- LSA
- Portal User

Access Group KL

User Capabilities

Below is a chart to outline some of the user capabilities available within each role in the hierarchy. ***An individual can only hold one role within the hierarchy.*** It is important to remember that users can only access the data sources, functionalities, and reports approved for their specific Access Group. Some may be able to see data files (i.e., payee, payment, PAM) for the subsequent lower level, if approved.

User Capabilities								
Role	**Makes decisions on hierarchy structure**	**Can modify Access Groups' abilities**	**Notify DNP if roles change**	**Can sign off to approve forms**	**Upholds confidential nature of data**	**Has access to Portal functionalities**	**Has access to reports in Portal**	**Can adjudicate payments**
AO	✔	✔	✔	✔	✔			
PLSA		✔	✔	✔	✔		✔	
LSA		✔	✔	✔	✔		✔	
Portal User					✔	✔	✔	✔

*Please note that non-level 1 Portal Users are able to adjudicate PAM Payment files within the DNP Portal; however, only Level 1 Portal Users can submit the hierarchy's PAM Payment Adjudication each month.

Important Links section and table

Important Links

DNP Website
https://fiscal.treasury.gov/dnp/

FAQs
https://fiscal.treasury.gov/dnp/faqs.html

What Can I Search?
https://fiscal.treasury.gov/dnp/search.html

Elements of An Agency Hierarchy		
Role	**# Required per Hierarchy**	**Location in Hierarchy**
AO	One	Highest authority over hierarchy
PLSA	One	Level 1
LSA	None required; multiple permitted	Any Access Group except Level 1
Portal User	One required; multiple permitted	Any Access Group

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