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| TRAINING AND EMPLOYMENT NOTICE | NO. 27-22 |
| | DATE May 24, 2023 |

TO: STATE WORKFORCE AGENCIES

FROM: BRENT PARTON /s/
Acting Assistant Secretary

SUBJECT: Notification of a New Multi-factor Authentication (MFA) Requirement for State Users of the U.S. Department of Treasury’s (Treasury) Automated Standard Application for Payments (ASAP) System

1. **Purpose.** To notify State Workforce Agencies (SWA) of a new access requirement impacting recipient organization users of Treasury’s ASAP system.
2. **Action Requested.** The U.S. Department of Labor’s (DOL) Employment and Training Administration (ETA) requests that SWAs provide information contained in this Training and Employment Notice (TEN) to appropriate staff. State ASAP.gov application users must enroll and register MFA credentials as outlined in this TEN by no later than September 15, 2023.
3. **Summary and Background.**
 - a. Summary – Treasury is implementing enhanced login security for the ASAP system and will be requiring users to login using MFA in September of 2023. ASAP users must enroll and register MFA credentials with either Login.gov or ID.me no later than September 15, 2023. Any user who has not enrolled and registered through one of the two MFA websites by the deadline will be unable to access the ASAP.gov application.
 - b. Background – Treasury’s ASAP system is used daily by SWAs to draw both State and Federal Funding from Unemployment Trust Fund (UTF) accounts managed by Treasury’s Bureau of the Fiscal Service. To prevent public users from logging into ASAP.gov, Treasury will require all recipient organization users to access the ASAP system using MFA beginning in September 2023. Treasury’s Fiscal Service has requested ETA’s assistance to ensure that state ASAP users are aware of this new requirement and the upcoming deadline for users to comply. Failure to comply with this new requirement may result in a state’s inability to access the ASAP.gov application to draw funding needed to pay unemployment compensation benefits.

4. **Resources and Information for State ASAP Users**

Treasury will require all users to enroll and register for MFA credentials through Login.gov or ID.me no later than September 15, 2023, to continue accessing the ASAP.gov application. Treasury's Bureau of Fiscal Service has provided a number of resources for recipient organizations to ensure all users are prepared for this new mandate and are able to maintain uninterrupted access to the ASAP.gov application. General information and links to training opportunities are available on Treasury's ASAP site at the following URL:

<https://www.fiscal.treasury.gov/asap/>

Treasury is offering training on how to add MFA to your ASAP login at the following dates and times:

- May 31, 2023, from 2:00 – 4:00 pm ET
- June 29, 2023, from 2:00 – 4:00 pm ET

Users may enroll in these MFA training opportunities at the following URL:

<https://www.fiscal.treasury.gov/training/asap-how-to-add-multifactor-authentication.html>

A detailed step-by-step guide for users to register and enable MFA certification through Login.gov is available at the following URL:

<https://fiscal.treasury.gov/files/asap/Login-gov-Guide-for-Recipient-Organizations-to-Register-and-Enable-Multi-factor-Authentication.pdf>

Alternatively, a detailed step-by-step guide for users to register and enable MFA certification through ID.ME is available at the following URL:

<https://fiscal.treasury.gov/files/asap/ID-me-Guide-for-Recipient-Organizations-to-Register-and-Enable-Multi-factor-Authentication.pdf>

5. **Inquiries.** For further information, please contact Joseph Williams at 202-693-2928 or williams.joseph@dol.gov. Or, for assistance with ASAP training and/or resources or other user account access issues, please contact the ASAP helpdesk at asaphelpdesk@fiscal.treasury.gov.
6. **References.** N/A
7. **Attachment(s).** N/A