helping **prevent** improper payments

Do Not Pay Portal

User Guide

December 2012

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INTRODUCTION

Who Should Use This Manual

This manual is intended for new users of the Do Not Pay Portal. The intention of this manual is to describe the application in its entirety.

Description of Manual

The information in this manual is divided into topics. Each topic will describe the processes available.

Introduction: This section describes how to use this User Manual and lists hardware/software requirements.

Table of Contents: This section describes the overall Do Not Pay Portal and how to get started using it and navigating through it.

Do Not Pay General Requirements

This section details the system and configuration requirements necessary to utilize Do Not Pay.

Operation System

The following operation systems are supported by Do Not Pay:

- ✓ Windows XP
- ✓ Windows 7

System Requirements

The following requirements are necessary to operate Do Not Pay:

- ✓ **Web Browser:** Internet Explorer 7.0 or newer
  - o **Note:** Internet Explorer 9.0 and above have special instructions for downloading Batch Matching or Continuous Monitoring results, which are detailed in Appendix 1.
- ✓ **Java** version 1.6.0_27 through 1.6.0_31~~ of Java~~
- ✓ **Adobe Reader X**
- ✓ **Entrust Root Certificate:** The Entrust (2048) Root Certificate must be installed in the "Trusted Root Certification Authorities" certificate store on the "local machine" (all user profiles) for the workstation. This certificate is normally installed by default with Internet Explorer. If it has been removed, you will need to have your agency reinstall the certificate.
- ✓ **Internet Options Security Settings**
- ✓ **Ports**

Windows Resolution: 1280 x 1024 or higher

PKI Certificate Requirements

Login requires PKI or PIV credentials. Users must download software that will facilitate the use of their PKI Credential

- ✓ Pentium II 500MHZ or Higher
- ✓ 256 MB RAM
- ✓ 100 MB Free Hard Disk space
- ✓ One Free USB Port

- ✓ 2X CD ROM Drive
- ✓ Ability to download FMS PKI Installation software from FMS public website (https://itra.fms.treas.gov/fms_pki_installers.html). Full install download is approximately 70 MB
  - The PKI installation software contains:
    - Smart card middleware
    - Java JRE (Java runtime environment) version 1.6.0_27 through 1.6.0
    - JCE (Java cryptographic extensions) and certificate trust lists to be installed on agency workstation.

Hardware Requirements

- ✓ If your agency currently uses SafeNet to use and maintain a USB token you will not need to download the software required to use your PKI token.
- ✓ The iKey specifications can be found on the following web site: http://www.safenet-inc.com/library/edp/SafeNet_Product_Brief_iKey_2032.pdf.
  The iKey 2032 USB token has the following characteristics:
  - The iKey 2032 is a FIPS 140-2 Level 2 rated cryptographic module.
  - The iKey 2032's NIST crypto module certification number is #161, last certified on 01/11/2007. The URL is: http://crsc.nist.gov/groups/STM/cmvp/documents/140-1/140val-all.htm
  - The iKey 2032 is not recognized as a USB storage module. It does not appear as a drive in Windows explorer. This means that the iKey is not prevented from being used if an agency defines its Windows Group Policy to write protect or disable USB ports. See Appendix B - USB Restrictions.

Software Requirements

Software is provided on a CD labeled **FMS PKI Setup.** The FMS PKI Setup CD should be provided to all end users during the FMS PKI enrollment process. The FMS PKI Setup CD will install all of components listed below. This setup will install and configure all needed components on the desktop to ensure successful operation of all FMS PKI applications. After successful installation of the FMS PKI Setup, agency end users will have the ability to access the following:

- ITRA-Credential creation and maintenance
- Any FMS PKI enabled application the agency user is authorized to use.

*Please contact your local support for any agency specific requirement (firewall/network config e.t.c).

Getting Help

There are several ways you can obtain help when using the Do Not Pay Portal. They include the Do Not Pay Support Center by phone at 1-855-837-4391 or email at donotpay@stls.frb.org.

PREFACE

Welcome to the Do Not Pay Portal.

About Do Not Pay

The Do Not Pay Business Center provides automated tools, including a web-based single entry access portal, which federal agencies can use to gain access to an array of data sources to assist in determining whether an individual or company is eligible to receive federal payments or engage in federal contracts.

Background

Do Not Pay is a Treasury program designed to give critical information to paying agencies to help reduce improper payments. This program was initiated as part of the Presidential Memorandum, dated June 18, 2010, directing agencies to review current pre-payment and pre-award procedures and ensure that a thorough review of available databases with relevant information on eligibility occurs before Federal funds are disbursed. To assist agencies with achieving this goal, Do Not Pay Business Center provides two services to agencies: the Do Not Pay Portal and Do Not Pay Data Analytics Service. Each agency can choose to use any combination of these Do Not Pay services in order to best meet their needs.

Data Sources Currently Available

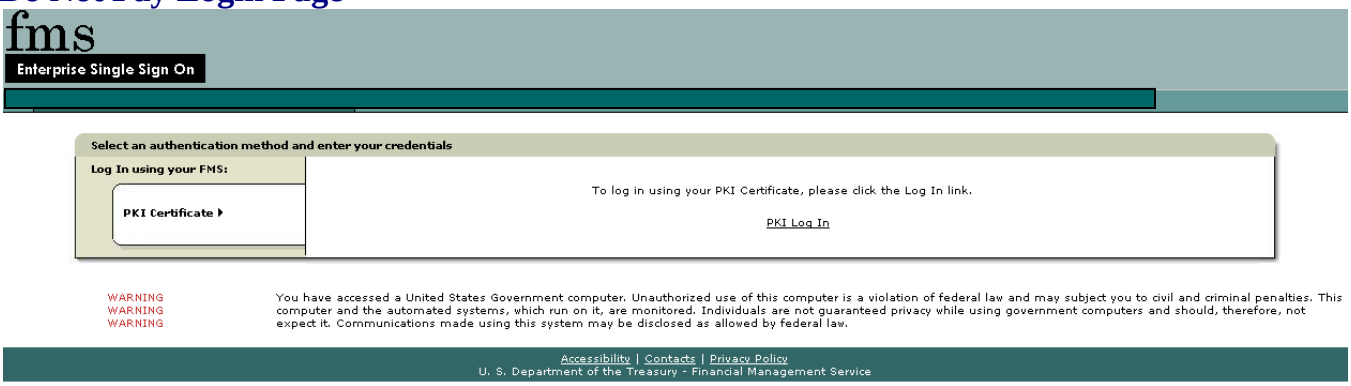
- ✓ Excluded Parties List System (EPLS) with an Office of Foreign Asset Controls (OFAC) feed
- ✓ Death Master File (DMF)
- ✓ List of Excluded Individuals/Entities (LEIE)
- ✓ Debt Check
- ✓ The Work Number
- ✓ Central Contractor Registration (CCR)
- ✓ Office of Foreign Asset Control List (OFAC)

Three search options offered

- ✓ Online Search: one entry at a time, simplest search to conduct
- ✓ Batch Matching: file sent electronically for a bulk search
- ✓ Continuous Monitoring: storing a file, matches are performed when data sources or the file are updated

GETTING STARTED

Do Not Pay Login Page



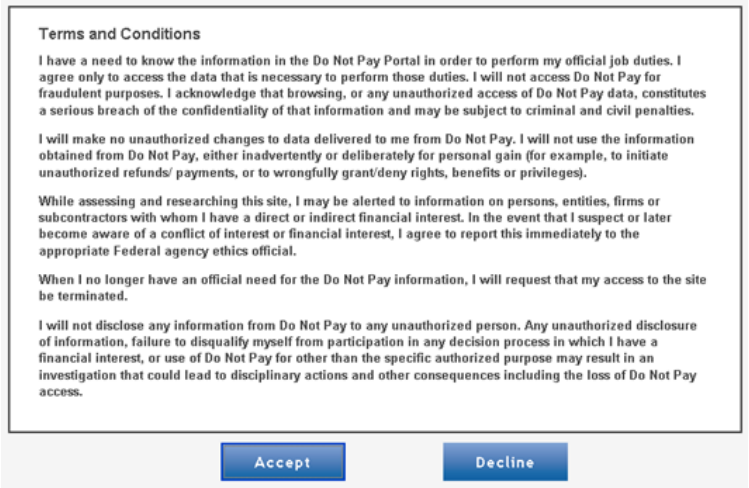
- ✓ Open your Internet Browser and type ***http://www.donotpay.treas.gov*** in the address bar. Click on the Agency Login Tab at the top of the page.
- ✓ Insert your PKI token/PIV card.
- ✓ Click on the PKI Log In link.
- ✓ Enter your password associated with your token.
- ✓ Click the "Log In" button to gain access to the Do Not Pay portal.

The Do Not Pay Portal will use ITIM as the authentication mechanism. The ITIM application will be set up to use only PKI authentication to gain access to the Do Not Pay Portal. Once a user is established with ITIM, a PKI token will have to be applied for. Upon successful completion of application, a PKI token will be issued with a PIN. NOTE: Treasury users have the ability to use their PIV card.

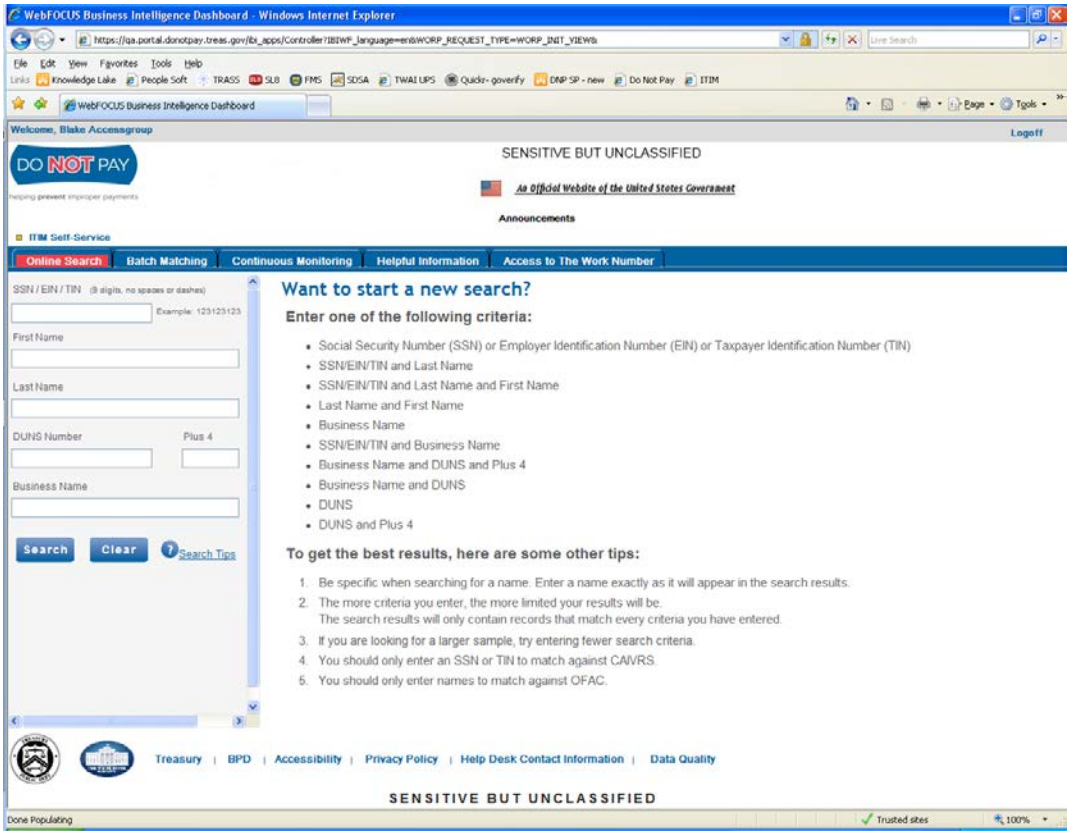
Do Not Pay-ITIM organizational roles will be assigned to designated users only by the Do Not Pay-ITIM Administrator known as the Do Not Pay-CSR. The Customer Service Representative (CSR) will be able to request the creation of Do Not Pay user accounts, along with being able to modify, suspend, restore, and delete Do Not Pay user's account.

Terms and Conditions Page

Please review the disclaimer and click "Accept" to gain access to the application.



Do Not Pay Home Page



- ✓ A navigation bar with links to specific functionality appears on the top of the home page.
- ✓ Clicking the opens a new window with a brief description of the current page and step-by-step instructions on how to complete the tasks on that page.
- ✓ Click the “Log Off” button to sign out of the Do Not Pay Portal.
- ✓ **Reminder: The Portal will time out after 30 minutes of inactivity.**

ONLINE SEARCH-USED FOR A SINGLE NAME/TIN

Enter fields as needed and click search or enter

For best Search Results Overall

1. Best Search: TIN/DUNS by itself
   - ✓ Searching by TIN/DUNS will be the most accurate in finding all entities with that TIN/DUNS within the Portal data sources.
   - ✓ The results would return all names for that TIN/DUNS and the Agency User could determine if it was the same entity or not.
   - ✓ A small set of results will be returned that can be more easily reviewed.
   - ✓ Example: One hit for a TIN returned from the Death Master would be a flag that a TIN is possibly being used erroneously.

2. Second best search: Name by itself
   - ✓ Searching by Name will return many more rows than the TIN/DUNS Search.
   - ✓ Example: Many hits on the Death Master.

3. Least Desirable Search: TIN/DUNS and name
   - ✓ This will likely return almost no rows and has a high chance of missing someone using a TIN erroneously.
   - ✓ Using these together, means that the TIN/DUNS and the name must match in order for results to be returned.

For best NAME search results

1. Leave out Name Prefixes or Suffixes (ie: Jr., Mr. III)

2. Leave out any titles (ie: CPA, PhD)
3. Leave out middle initials and middle names (search on middle name/last name as a secondary search to be thorough)
4. For a hyphenated last name (Smith-Jones), search with Smith as last name, Jones as last name and Smith Jones as last name and compare the results

Understanding Online Search Results-Example Screens

File Results:

Search Results for First Name: JOHN, Last Name: DOE

View PDF

51 Matches Found

Count	Source	As of Date
46	SSA Death Master File	08/18/2012
0	State Beneficiary Data - PARIS	03/01/2012
5	TOP Debt Check	08/11/2012

TIN	Name	DOD	DOB	Reporting Entity	Reporting Entity Desc	City (from ZIP)	State (from ZIP
315980726	JOHN DOE	10/00/1983	04/30/1907	NY	NEW YORK	TUPPER LAKE	NY
317842976	JOHN J DOE	03/15/1968	05/31/1896	PE	DISCREPANCY AMONG RECORDS	BRENTWOOD	NY
320566526	JOHN DOE	03/00/1984	01/23/1907	NY	NEW YORK	ROCHESTER	NY
343841717	JOHN DOE	04/00/1970	07/02/1892	NY	NEW YORK	WILLARD	NY
343842081	JOHN DOE	05/00/1972	07/15/1899	NY	NEW YORK	WILLARD	NY
346844392	JOHN DOE	07/00/1971	07/02/1887	NY	NEW YORK	WASSAIC	NY
349967639	JOHN DOE	08/00/1987	01/01/1936	NY	NEW YORK	WASSAIC	NY
360457443	JOHN DOE	12/00/1955	04/06/1906		UNKNOWN		

BATCH MATCHING/CONTINUOUS MONITORING

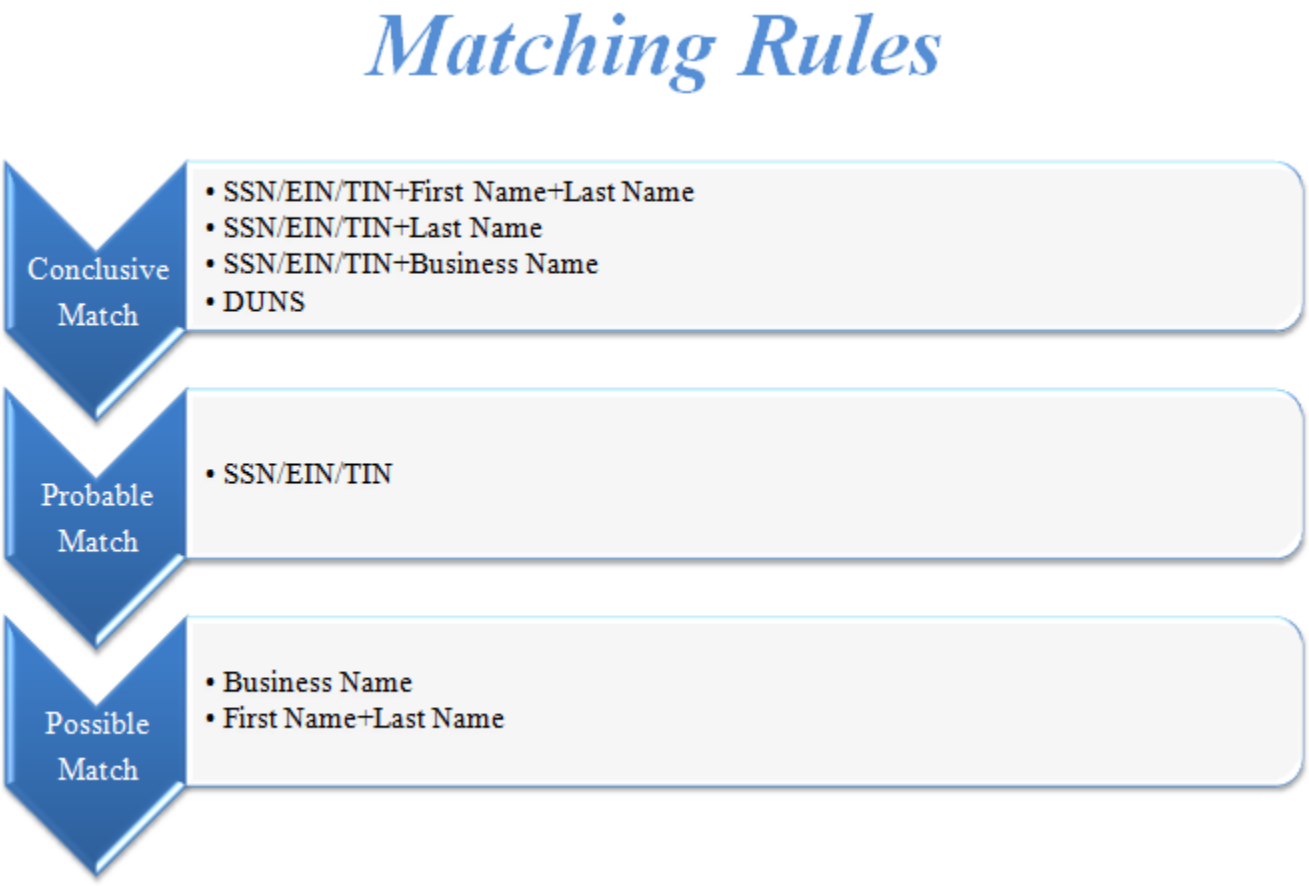
Batch Matching-A search that allows an agency to send a file to Do Not Pay to be compared to the data sources in the Do Not Pay Portal. The results would detail any matches against the data sources and will be accessed through the Do Not Pay Portal.

Continuous Monitoring-A search that is accomplished by taking in an agency's file, storing it within the Do Not Pay infrastructure and comparing it against selected data sources for any matches. Do Not Pay's data sources are refreshed on a regular basis and will continuously compare the file to the data sources when there is an update to either the file or data source. If a match is identified, the agency will be notified via email, and the agency will be able to view the details of the match via the Do Not Pay Portal.

The first step in either batch or continuous monitoring process is to send Do Not Pay a copy of your file through the secure landing zone. Do Not Pay will then complete a search on the file and the results will appear under the corresponding tab and an email will be sent to the agency indicating the file has been processed and results are ready to be viewed.

Both Batch Matching and Continuous Monitoring Results are presented in the same manner; it is only the "behind the scenes" matching process that is different.

Matching Rules

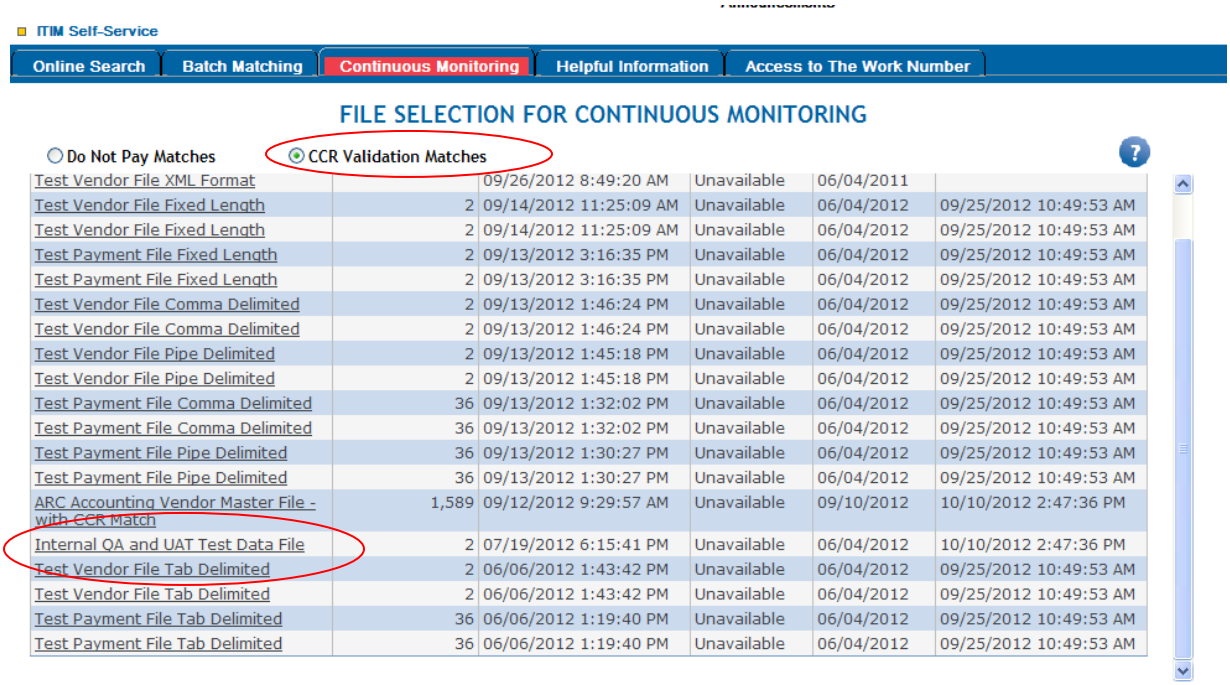


Batch Matching/Continuous Monitoring Screens

Below is the initial Screen with the ability to filter on Do Not Pay Matches or CCR Validation Matches. The CCR Validation Matches option provides a list of businesses from your file that are **ON** the Central Contract Register (CCR). The Do Not Pay Matches option provides a list of matches from your file with the non-CCR Data Sources within Do Not Pay.

Do Not Pay Matches

To view CCR Matches, select the CCR Validation Matches option at the top of the screen, then click on the file name to be viewed.



Test Vendor File XML Format		09/26/2012 8:49:20 AM	Unavailable	06/04/2011	
Test Vendor File Fixed Length	2	09/14/2012 11:25:09 AM	Unavailable	06/04/2012	09/25/2012 10:49:53 AM
Test Vendor File Fixed Length	2	09/14/2012 11:25:09 AM	Unavailable	06/04/2012	09/25/2012 10:49:53 AM
Test Payment File Fixed Length	2	09/13/2012 3:16:35 PM	Unavailable	06/04/2012	09/25/2012 10:49:53 AM
Test Payment File Fixed Length	2	09/13/2012 3:16:35 PM	Unavailable	06/04/2012	09/25/2012 10:49:53 AM
Test Vendor File Comma Delimited	2	09/13/2012 1:46:24 PM	Unavailable	06/04/2012	09/25/2012 10:49:53 AM
Test Vendor File Comma Delimited	2	09/13/2012 1:46:24 PM	Unavailable	06/04/2012	09/25/2012 10:49:53 AM
Test Vendor File Pipe Delimited	2	09/13/2012 1:45:18 PM	Unavailable	06/04/2012	09/25/2012 10:49:53 AM
Test Vendor File Pipe Delimited	2	09/13/2012 1:45:18 PM	Unavailable	06/04/2012	09/25/2012 10:49:53 AM
Test Payment File Comma Delimited	36	09/13/2012 1:32:02 PM	Unavailable	06/04/2012	09/25/2012 10:49:53 AM
Test Payment File Comma Delimited	36	09/13/2012 1:32:02 PM	Unavailable	06/04/2012	09/25/2012 10:49:53 AM
Test Payment File Pipe Delimited	36	09/13/2012 1:30:27 PM	Unavailable	06/04/2012	09/25/2012 10:49:53 AM
Test Payment File Pipe Delimited	36	09/13/2012 1:30:27 PM	Unavailable	06/04/2012	09/25/2012 10:49:53 AM
ARC Accounting Vendor Master File - with CCR Match	1,589	09/12/2012 9:29:57 AM	Unavailable	09/10/2012	10/10/2012 2:47:36 PM
Internal QA and UAT Test Data File	2	07/19/2012 6:15:41 PM	Unavailable	06/04/2012	10/10/2012 2:47:36 PM
Test Vendor File Tab Delimited	2	06/06/2012 1:43:42 PM	Unavailable	06/04/2012	09/25/2012 10:49:53 AM
Test Vendor File Tab Delimited	2	06/06/2012 1:43:42 PM	Unavailable	06/04/2012	09/25/2012 10:49:53 AM
Test Payment File Tab Delimited	36	06/06/2012 1:19:40 PM	Unavailable	06/04/2012	09/25/2012 10:49:53 AM
Test Payment File Tab Delimited	36	06/06/2012 1:19:40 PM	Unavailable	06/04/2012	09/25/2012 10:49:53 AM

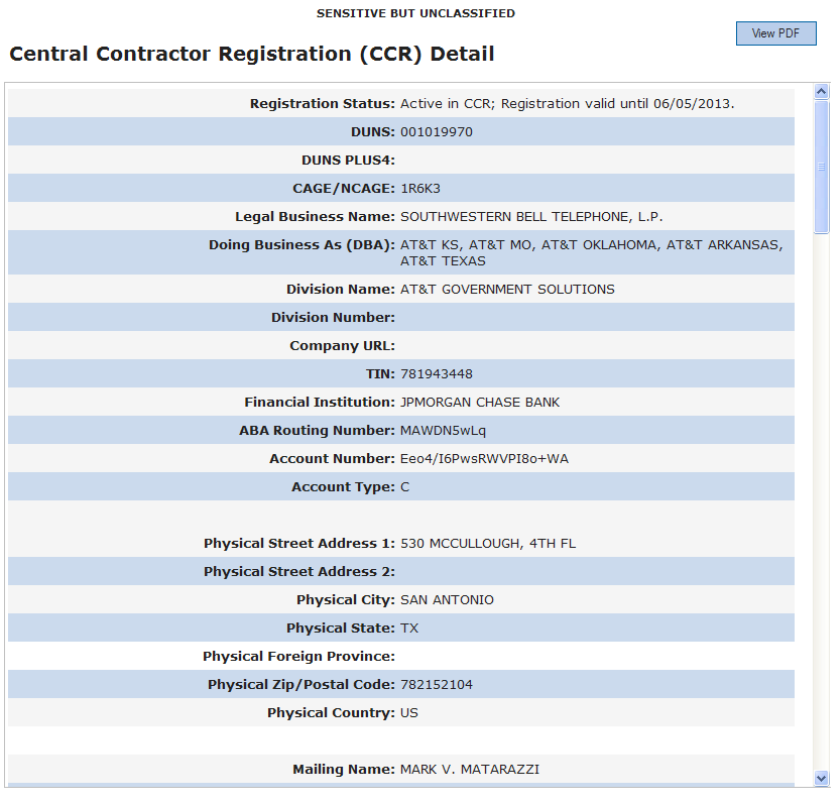
The Results Summary screen provides a summary of the matches that were on CCR.

Agency ID	Agency Location Code	Agency Group Code	Payee DUNS	Payee Name	Payee ID	Payee ID Type	Match Level	Match Type
001019970	20050861	N/A	001019970	SOUTHWESTERN BELL TELEPHONE L.P.-4	781943448	EIN	PROBABLE	TIN MATCH
001161793	20050002	N/A	001161793	PITNEY BOWES INC.-1	311819788	EIN	PROBABLE	TIN MATCH
001325463	20050861	N/A	001325463	MOTOROLA SOLUTIONS INC.	612539538	EIN	PROBABLE	TIN MATCH
001357102	20050861	N/A	001357102	KARP ASSOCIATES INC.	462226057	EIN	CONCLUSIVE	DUNS MATCH
001367697	20050002	N/A	001367697	STANDARD & POOR'S FNANCL SVCS LLC	514164076	EIN	CONCLUSIVE	DUNS MATCH
001391192	20050002	N/A	001391192	HILLER SYSTEMS INCORPORATED	071323281	EIN	PROBABLE	TIN MATCH
001438084	20050861	N/A	001438084	WRIGHT LINE LLC	381895996	EIN	CONCLUSIVE	DUNS MATCH
001563738	20050861	N/A	001563738	NORTHROP GRUMMAN SPC & MIS SY CORP.	691999168	EIN	PROBABLE	TIN MATCH
0015637380001	20050861	N/A	001563738	NORTHROP GRUMMAN SPC & MIS SY CORP.	691999168	EIN	PROBABLE	TIN MATCH
001573596	20050861	N/A	001573596	RITA'S TAPE MEDIA LLC	011045376	EIN	CONCLUSIVE	DUNS MATCH
001627124	20050861	N/A	001627124	NEAL R GROSS AND COMPANY INC	872411786	EIN	CONCLUSIVE	DUNS MATCH
001662840	20050002	N/A	001662840	GRAYBAR ELECTRIC COMPANY INC.	481118018	EIN	PROBABLE	TIN MATCH
001670488	20050861	N/A	001670488	MAHARAM FABRIC CORPORATION	481312568	EIN	CONCLUSIVE	DUNS MATCH
001674852	20050002	N/A	001674852	GRAYBAR ELECTRIC COMPANY INC.	481118018	EIN	PROBABLE	TIN MATCH
001680487	20050002	N/A	001680487	GRAYBAR ELECTRIC COMPANY INC.	481118018	EIN	PROBABLE	TIN MATCH
001684992	20050002	N/A	001684992	GRAYBAR ELECTRIC COMPANY INC.	481118018	EIN	PROBABLE	TIN MATCH
001687466	20050002	N/A	001687466	GRAYBAR ELECTRIC COMPANY INC.	481118018	EIN	PROBABLE	TIN MATCH
001690684	20050002	N/A	001690684	GRAYBAR ELECTRIC COMPANY	481118018	EIN	PROBABLE	TIN MATCH

If you like to see the details of each individual match, click on Details at the right hand end of the record. The details will open in a new window.

tatus - CCR Expiration Date	CAGE Code	Business Name	DBA (Doing Business As)	City	State	Country	
ve - 06/05/2013	1R6K3	SOUTHWESTERN BELL TELEPHONE, L.P.	AT&T KS, AT&T MO, AT&T OKLAHOMA, AT&T ARKANSAS, AT&T TEXAS	SAN ANTONIO	TX	US	Details
ve - 06/07/2013	47486	PITNEY BOWES INC.	PITNEY BOWES	STAMFORD	CT	US	Details
ve - 11/13/2012	3F331	MOTOROLA SOLUTIONS, INC.	MOTOROLA	SCHAUMBURG	IL	US	Details
ve - 01/11/2013	1Q4D0	KARP ASSOCIATES INC.	ADJUSTABLE SHELVING	MASPETH	NY	US	Details
ve - 01/19/2013	3NUK8	STANDARD & POOR'S FINANCIAL SERVICES LLC		NEW YORK	NY	US	Details
ve - 05/18/2013	0V1S0	HILLER SYSTEMS INCORPORATED		PENSACOLA	FL	US	Details
ve - 12/13/2012	81824	WRIGHT LINE LLC		WORCESTER	MA	US	Details
ve - 07/16/2013	68267	NORTHROP GRUMMAN SPACE & MISSION SYSTEMS CORP.	SPACE TECHNOLOGY SECTOR	HILL AIR FORCE BASE	UT	US	Details
ve - 07/16/2013	1MVY2	NORTHROP GRUMMAN SPACE & MISSION SYSTEMS CORP.	SPACE TECHNOLOGY SECTOR	HILL AIR FORCE BASE	UT	US	Details
ve - 03/01/2013	3HZH1	RITA'S TAPE MEDIA LLC	COMPUPRO GLOBAL	HOUSTON	TX	US	Details
ve - 01/08/2013	1U188	NEAL R GROSS AND COMPANY INC	COURT REPORTERS AND TRANSCRIBERS	WASHINGTON	DC	US	Details
ve - 09/05/2013	3BHF0	GRAYBAR ELECTRIC COMPANY, INC.		PORTLAND	OR	US	Details
ve - 04/12/2013	5J004	MAHARAM FABRIC CORPORATION	MAHARAM	HAUPPAUGE	NY	US	Details
ve - 03/30/2013	3HLL5	GRAYBAR ELECTRIC COMPANY, INC.		MEMPHIS	TN	US	Details
ve - 03/30/2013	5J756	GRAYBAR ELECTRIC COMPANY, INC.		OMAHA	NE	US	Details
ve - 07/24/2013	34QS5	GRAYBAR ELECTRIC COMPANY, INC.		LOUISVILLE	KY	US	Details
ve - 06/04/2013	06960	GRAYBAR ELECTRIC COMPANY, INC		DENVER	CO	US	Details
ve - 12/24/2012	34TK0	GRAYBAR ELECTRIC COMPANY,		ORLANDO	FL	US	Details

The detailed results will be displayed.


SENSITIVE BUT UNCLASSIFIED

View PDF

Central Contractor Registration (CCR) Detail

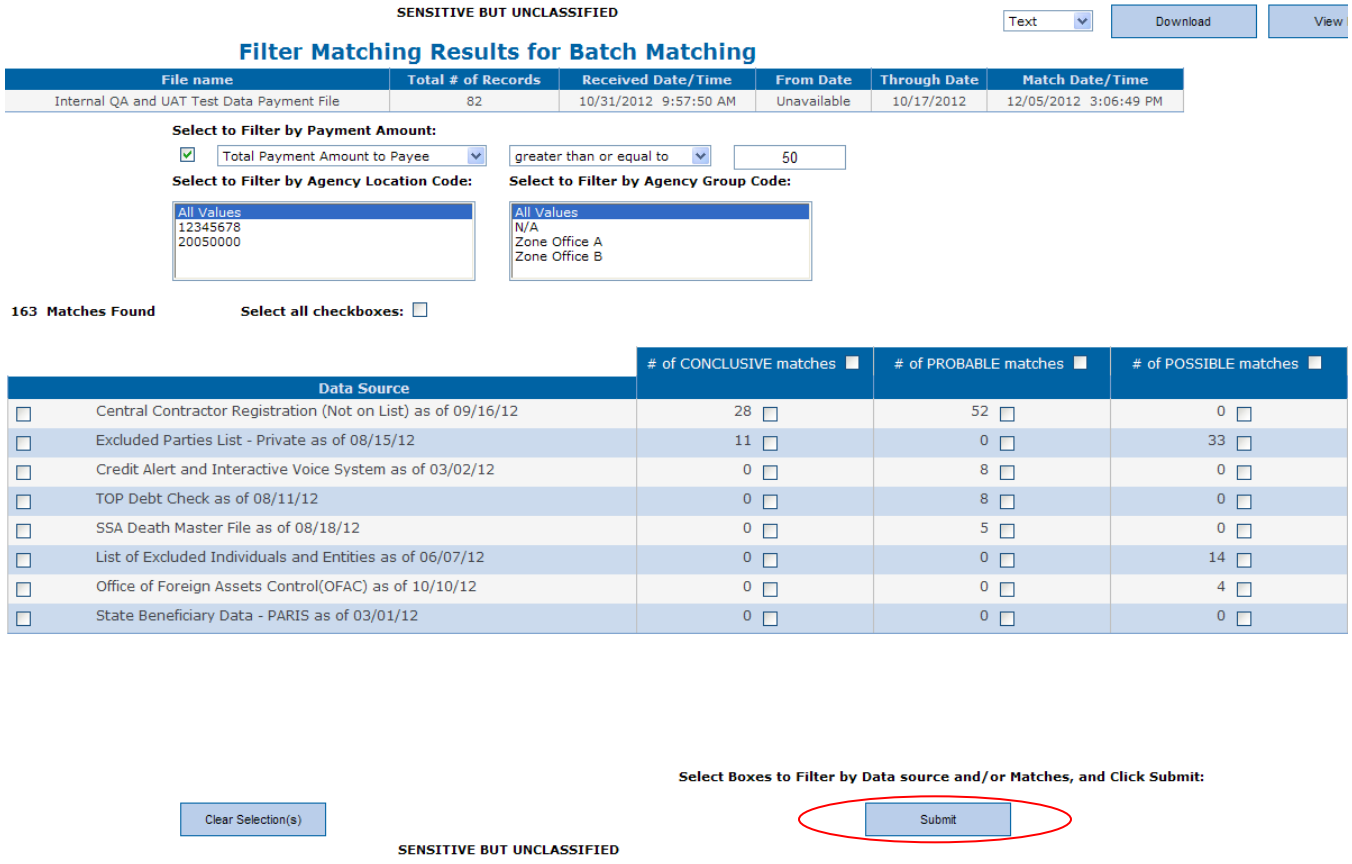
Registration Status:	Active in CCR; Registration valid until 06/05/2013.
DUNS:	001019970
DUNS PLUS4:	
CAGE/NCAGE:	1R6K3
Legal Business Name:	SOUTHWESTERN BELL TELEPHONE, L.P.
Doing Business As (DBA):	AT&T KS, AT&T MO, AT&T OKLAHOMA, AT&T ARKANSAS, AT&T TEXAS
Division Name:	AT&T GOVERNMENT SOLUTIONS
Division Number:	
Company URL:	
TIN:	781943448
Financial Institution:	JPMORGAN CHASE BANK
ABA Routing Number:	MAWDN5wLq
Account Number:	Eeo4/I6PwsRWVPI8o+WA
Account Type:	C
Physical Street Address 1:	530 MCCULLOUGH, 4TH FL
Physical Street Address 2:	
Physical City:	SAN ANTONIO
Physical State:	TX
Physical Foreign Province:	
Physical Zip/Postal Code:	782152104
Physical Country:	US
Mailing Name:	MARK V. MATARAZZI

Do Not Pay Matches

To view Do Not Pay Matches, select the Do Not Pay Matches option at the top of the screen, then click on the file name to be viewed.

To view the results of the search click on the most recent file you submitted under “File Name.”

The next screen allows the ability to filter on multiple criteria: payment amount (for Batch Matching only), payee, data source, types of matches, Agency Group Codes (AGC) or Agency Location Codes (ALC). Check the appropriate boxes to refine your results then click the Submit button. If you would like to see all matches, check the select all checkboxes field.



Second Filter-Results Summary Screen. This screen provides a high level summary of the matches based on the filters you selected in the previous screen and can be downloaded or printed for the agency's records by clicking on the "Download" or "View PDF" buttons at the top right side of the screen. Detailed instructions for this are available in the Downloading and Printing section.

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Text Download

Matching Results Summary - Batch Matching

File name	Total # of Records	Received Date/Time	From Date	Through Date	Match Date/Time
Internal QA and UAT Test Data Payment File	82	10/31/2012 9:57:50 AM	Unavailable	10/17/2012	12/05/2012 3:06:49 PM

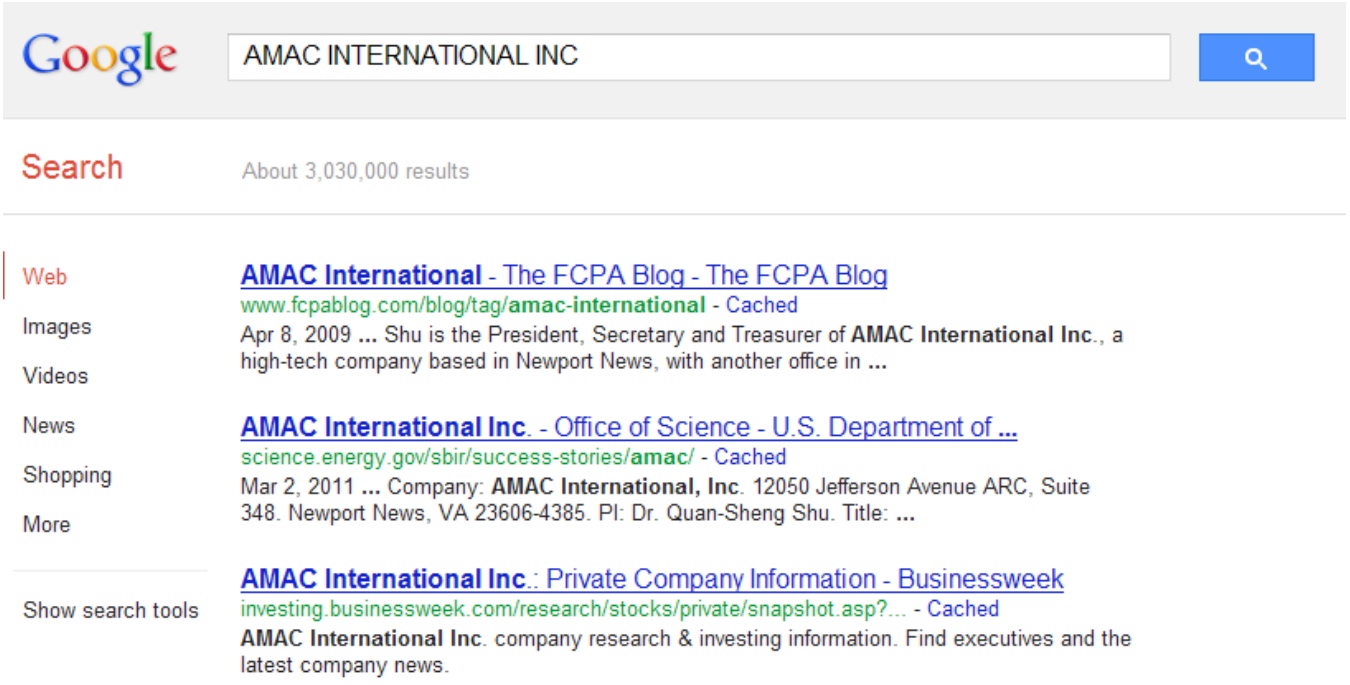
23 total matches

Select all: ☐

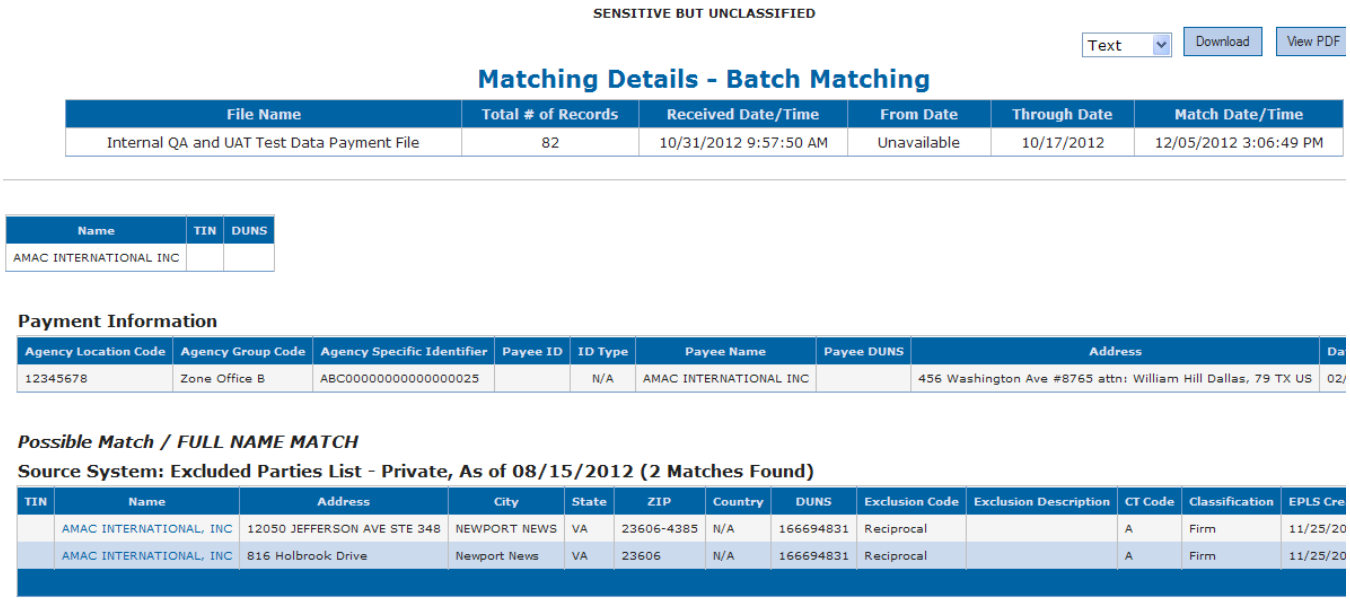
	Agency Location Code	Agency Group Code	Payee ID	Payee ID Type	Payee Name	Payee DUNS	Total Payment Amount	Number of Payments	Match Source	Match
☐	12345678	Zone Office B		N/A	AMAC INTERNATIONAL INC		$1,106.00	1	Excluded Parties List - Private	POSSIBL
☐	12345678	Zone Office B		N/A	SUNRISE ADULT DAY HEALTH CARE		$553.00	1	Excluded Parties List - Private	POSSIBL
☐	12345678	Zone Office B		N/A	FFFFFFFFFFFFFFFFFFFFF	166694831	$550.00	1	Excluded Parties List - Private	CONCLU
☐	20050000	N/A		N/A	QA TEST BUSINESS EPLS PUB	101757248	$100.00	1	Excluded Parties List - Private	CONCLU
☐	20050000	N/A		N/A	QA TEST BUSINESS EPLS	101756158	$98.00	1	Excluded Parties List - Private	CONCLU
☐	12345678	Zone Office B	0	N/A	GORDON AMSBARY		$553.00	1	Excluded Parties List - Private	POSSIBL
☐	12345678	Zone Office B	0	N/A	QASIM ULAYQ		$553.00	1	Excluded Parties List - Private	POSSIBL
☐	12345678	Zone Office A	159013852	SSN	ABEL CARREON		$246.92	1	Excluded Parties List - Private	POSSIBL
☐	20050000	Zone Office B	474870417	TIN	TREMAINE CORP		$553.00	1	Excluded Parties List - Private	POSSIBL
☐	20050000	N/A	783366283	TIN	PAMELA SMITH		$100.00	1	Excluded Parties List - Private	POSSIBL

Continue to Details

Clicking on the payee name will give you GOOGLE search results.



Selecting a row and clicking the Continue to Details button, takes you to the final Filter Screen- Individual Record Detail Screen


SENSITIVE BUT UNCLASSIFIED

Text | Download | View PDF

Matching Details - Batch Matching

File Name	Total # of Records	Received Date/Time	From Date	Through Date	Match Date/Time
Internal QA and UAT Test Data Payment File	82	10/31/2012 9:57:50 AM	Unavailable	10/17/2012	12/05/2012 3:06:49 PM

Name	TIN	DUNS
AMAC INTERNATIONAL INC		

Payment Information

Agency Location Code	Agency Group Code	Agency Specific Identifier	Payee ID	ID Type	Payee Name	Payee DUNS	Address	Da
12345678	Zone Office B	ABC00000000000000025		N/A	AMAC INTERNATIONAL INC		456 Washington Ave #8765 attn: William Hill Dallas, 79 TX US	02/

Possible Match / FULL NAME MATCH

Source System: Excluded Parties List - Private, As of 08/15/2012 (2 Matches Found)

TIN	Name	Address	City	State	ZIP	Country	DUNS	Exclusion Code	Exclusion Description	CT Code	Classification	EPLS Cre
	AMAC INTERNATIONAL, INC	12050 JEFFERSON AVE STE 348	NEWPORT NEWS	VA	23606-4385	N/A	166694831	Reciprocal		A	Firm	11/25/20
	AMAC INTERNATIONAL, INC	816 Holbrook Drive	Newport News	VA	23606	N/A	166694831	Reciprocal		A	Firm	11/25/20

This page can be downloaded or printed for the agency's records by clicking on the "Download" or "View PDF" buttons at the top right side of the screen. Detailed instructions for this are available in the Downloading and Printing section.

Downloading and Printing Results

Online Search Results

Results from Online searches can be viewed and downloaded as a PDF file.

From the Search Results screen, click on the count for the data source matches that you wish to view.

Note: If you click the View PDF on this main results screen, only the results for the first data source listed will be displayed.

Search Results for First Name: JOHN, Last Name: DOE

View PDF

51 Matches Found

Count	Source	As of Date
46	SSA Death Master File	08/18/2012
0	State Beneficiary Data - PARIS	03/01/2012
5	TOP Debt Check	08/11/2012

TIN	Name	DOD	DOB	Reporting Entity	Reporting Entity Desc	City (from ZIP)	State (from ZIP
315980726	JOHN DOE	10/00/1983	04/30/1907	NY	NEW YORK	TUPPER LAKE	NY
317842976	JOHN J DOE	03/15/1968	05/31/1896	PE	DISCREPANCY AMONG RECORDS	BRENTWOOD	NY
320566526	JOHN DOE	03/00/1984	01/23/1907	NY	NEW YORK	ROCHESTER	NY
343841717	JOHN DOE	04/00/1970	07/02/1892	NY	NEW YORK	WILLARD	NY
343842081	JOHN DOE	05/00/1972	07/15/1899	NY	NEW YORK	WILLARD	NY
346844392	JOHN DOE	07/00/1971	07/02/1887	NY	NEW YORK	WASSAIC	NY
349967639	JOHN DOE	08/00/1987	01/01/1936	NY	NEW YORK	WASSAIC	NY
360457443	JOHN DOE	12/00/1955	04/06/1906		UNKNOWN		

The page will reload with the match summary and the results only for that data source. Click the View PDF button.

Search Results for First Name: JOHN, Last Name: DOE

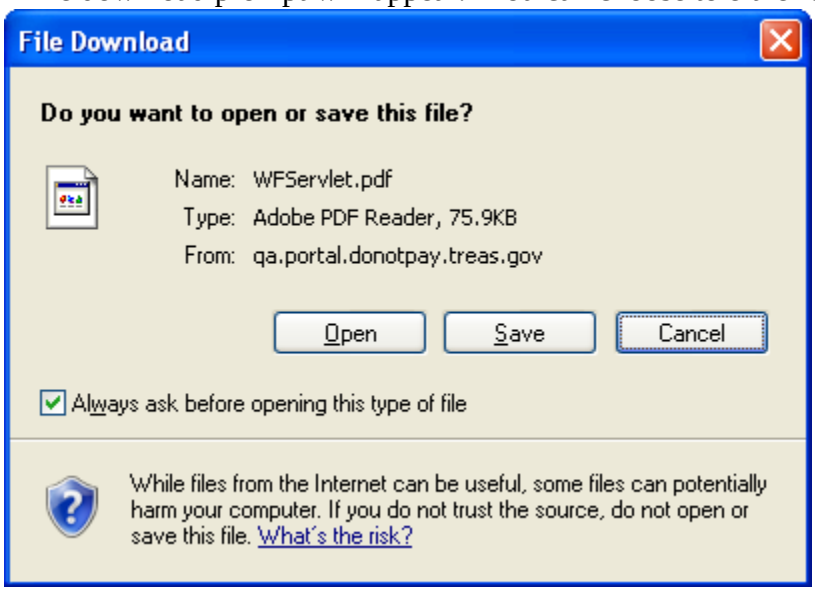
View PDF

51 Matches Found

Count	Source	As of Date
46	SSA Death Master File	08/18/2012
0	State Beneficiary Data - PARIS	03/01/2012
5	TOP Debt Check	08/11/2012

TIN	Name	DOD	DOB	Reporting Entity	Reporting Entity Desc	City (from ZIP)	State (from ZIP
315980726	JOHN DOE	10/00/1983	04/30/1907	NY	NEW YORK	TUPPER LAKE	NY
317842976	JOHN J DOE	03/15/1968	05/31/1896	PE	DISCREPANCY AMONG RECORDS	BRENTWOOD	NY
320566526	JOHN DOE	03/00/1984	01/23/1907	NY	NEW YORK	ROCHESTER	NY
343841717	JOHN DOE	04/00/1970	07/02/1892	NY	NEW YORK	WILLARD	NY
343842081	JOHN DOE	05/00/1972	07/15/1899	NY	NEW YORK	WILLARD	NY
346844392	JOHN DOE	07/00/1971	07/02/1887	NY	NEW YORK	WASSAIC	NY
349967639	JOHN DOE	08/00/1987	01/01/1936	NY	NEW YORK	WASSAIC	NY
360457443	JOHN DOE	12/00/1955	04/06/1906		UNKNOWN		

A file download prompt will appear. You can choose to either open the file or save it.

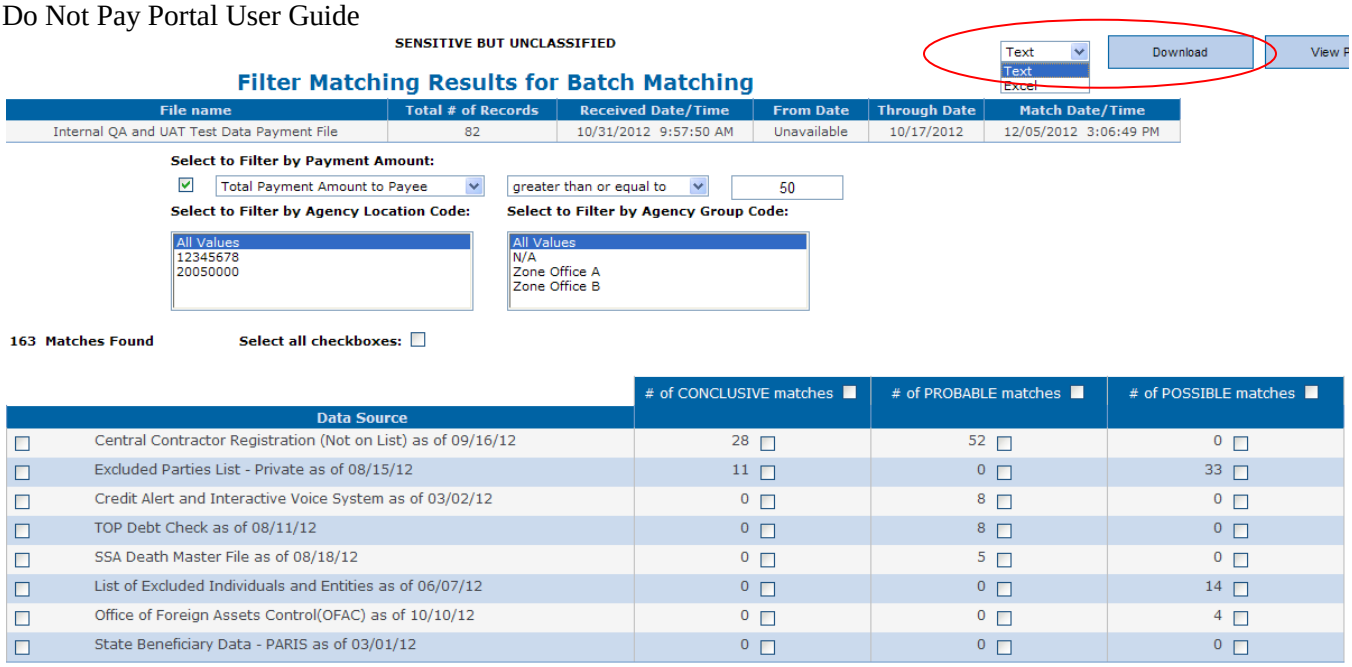


Batch Matching / Continuous Monitoring Results

Results from Batch Matching and Continuous Monitoring searches can be viewed as a PDF or downloaded as Text or Excel file.

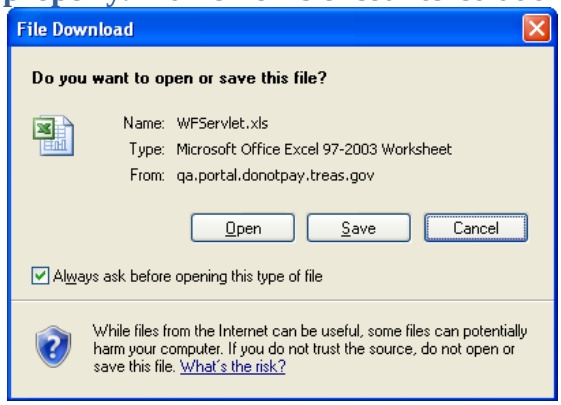
Select the file to be viewed from the Batch or Continuous Monitoring screen.

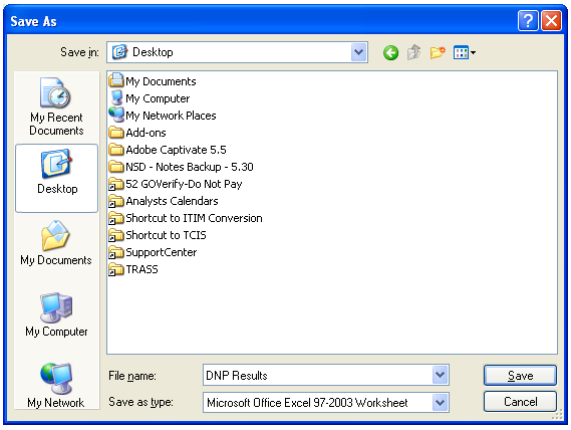
To download the results, select either Text or Excel from the drop down and click the Download button.



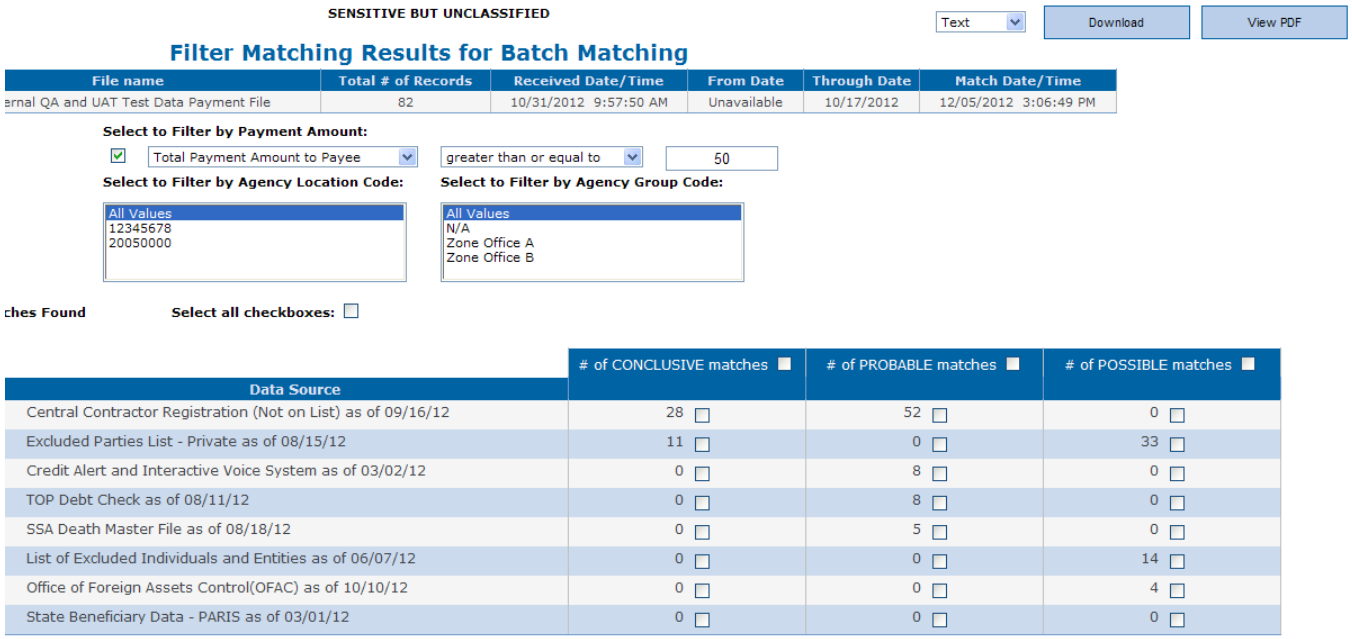
A file download prompt will appear. Choose Save and name the file and select the download location on the next screen.

Note: Existing Internet Explorer Security settings may interfere with the file Opening or Saving properly. If an error is encountered at this point, refer to Appendix 2 below for the solution.





Clicking the View PDF button will display a summary of the matches.



SENSITIVE BUT UNCLASSIFIED

Text | Download | View PDF

Filter Matching Results for Batch Matching

File name	Total # of Records	Received Date/Time	From Date	Through Date	Match Date/Time
ernal QA and UAT Test Data Payment File	82	10/31/2012 9:57:50 AM	Unavailable	10/17/2012	12/05/2012 3:06:49 PM

Select to Filter by Payment Amount:

Total Payment Amount to Payee | greater than or equal to | 50

Select to Filter by Agency Location Code:

All Values
12345678
20050000

Select to Filter by Agency Group Code:

All Values
N/A
Zone Office A
Zone Office B

ches Found **Select all checkboxes:**

Data Source	# of CONCLUSIVE matches	# of PROBABLE matches	# of POSSIBLE matches
Central Contractor Registration (Not on List) as of 09/16/12	28	52	0
Excluded Parties List - Private as of 08/15/12	11	0	33
Credit Alert and Interactive Voice System as of 03/02/12	0	8	0
TOP Debt Check as of 08/11/12	0	8	0
SSA Death Master File as of 08/18/12	0	5	0
List of Excluded Individuals and Entities as of 06/07/12	0	0	14
Office of Foreign Assets Control(OFAC) as of 10/10/12	0	0	4
State Beneficiary Data - PARIS as of 03/01/12	0	0	0

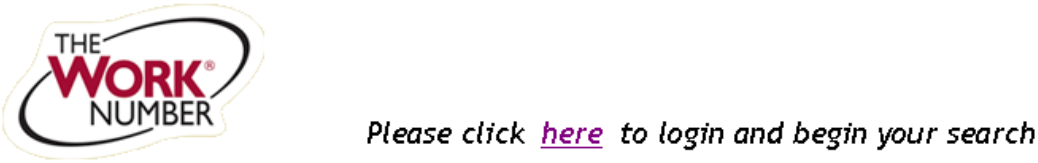
163 Matches Found

Data Source	# of CONCLUSIVE matches	# of PROBABLE matches	# of POSSIBLE matches
Central Contractor Registration (Not on List) as of 09/16/12	28	52	0
Excluded Parties List - Private as of 08/15/12	11	0	33
Credit Alert and Interactive Voice System as of 03/02/12	0	8	0
List of Excluded Individuals and Entities as of 06/07/12	0	0	14
Office of Foreign Assets Control(OFAC) as of 10/10/12	0	0	4
SSA Death Master File as of 08/18/12	0	5	0
State Beneficiary Data - PARIS as of 03/01/12	0	0	0
TOP Debt Check as of 08/11/12	0	8	0

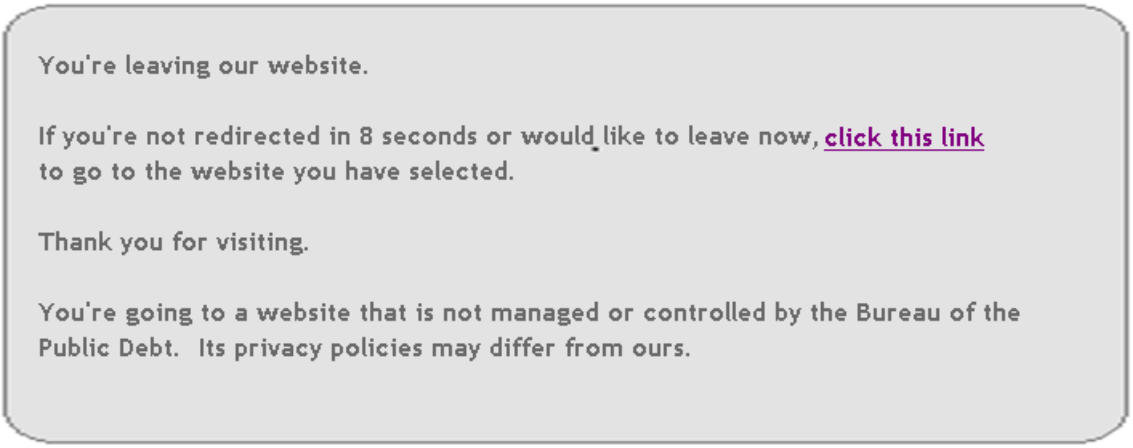
Note: Internet Explorer 9.0 and above have special instructions for downloading Batch Matching or Continuous Monitoring results, which are detailed in Appendix 1 below.

THE WORK NUMBER

The Work Number is the leading provider of employment and income verifications; the data provided could help you determine eligibility for certain government programs.



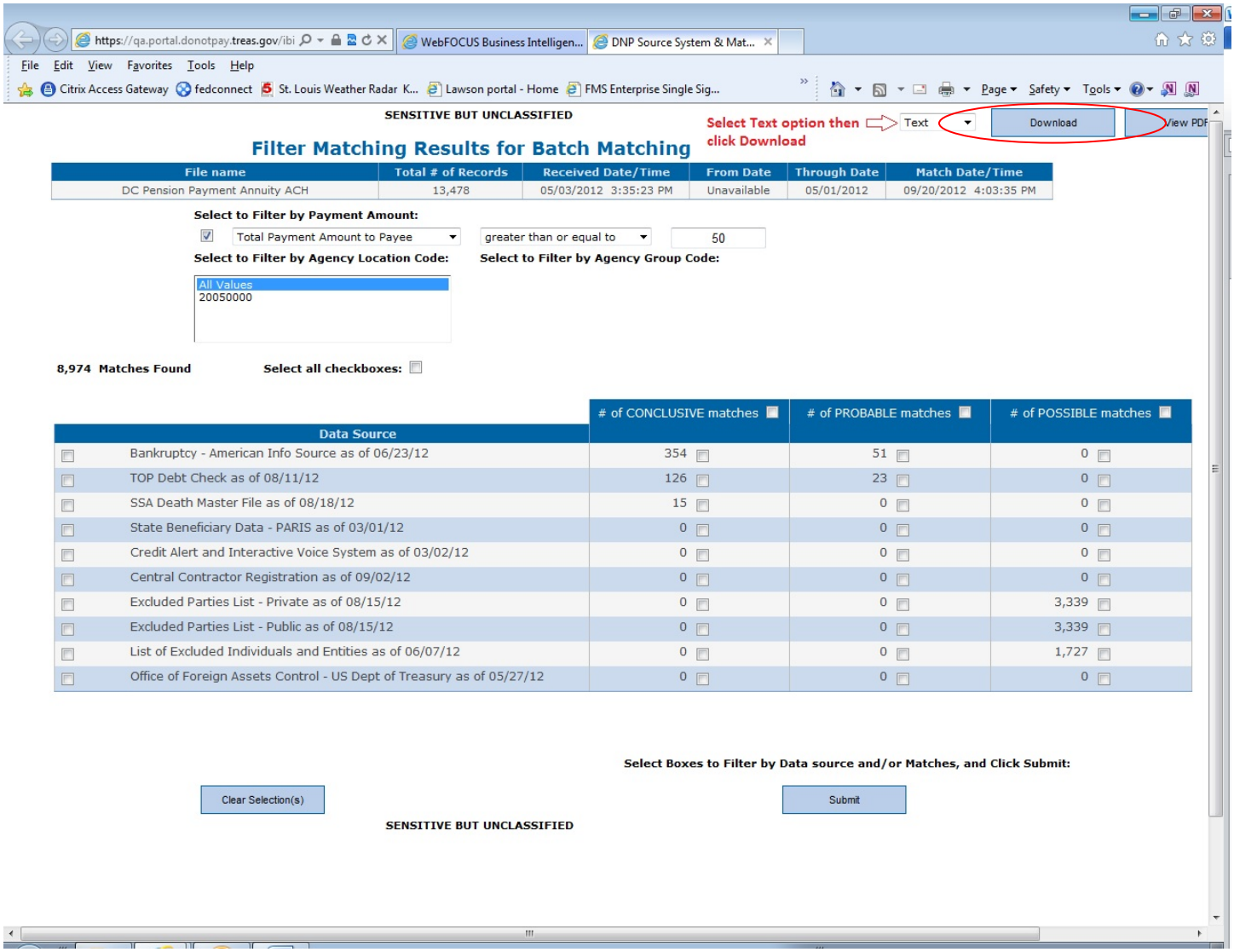
If your agency has access to The Work Number when you click on the tab it will automatically open a link to The Work Number website. If your agency does not have access, they will see a screen which explains to them how to obtain access.



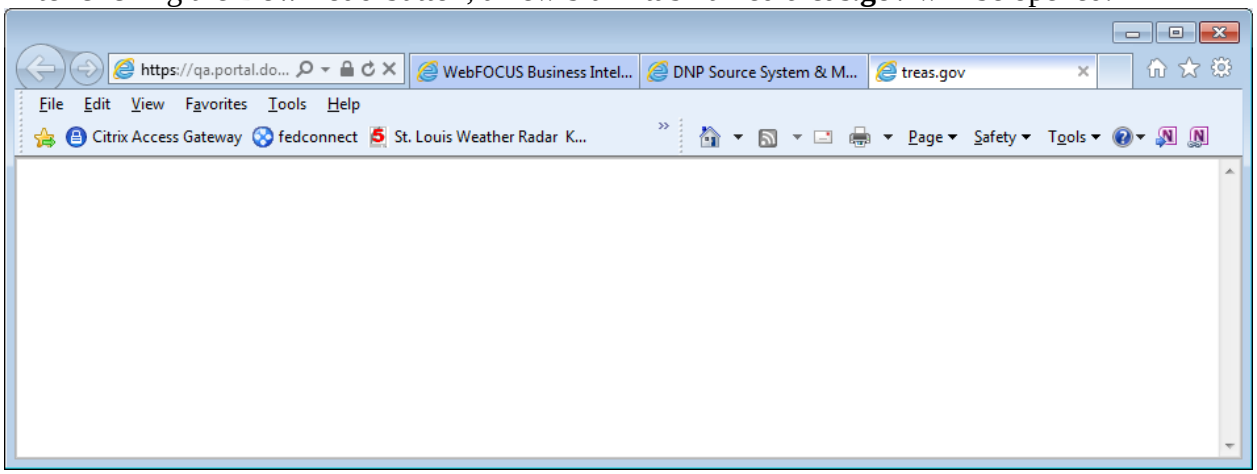
Appendix 1

Downloading Batch/Continuous Monitoring files using Internet Explorer version 9

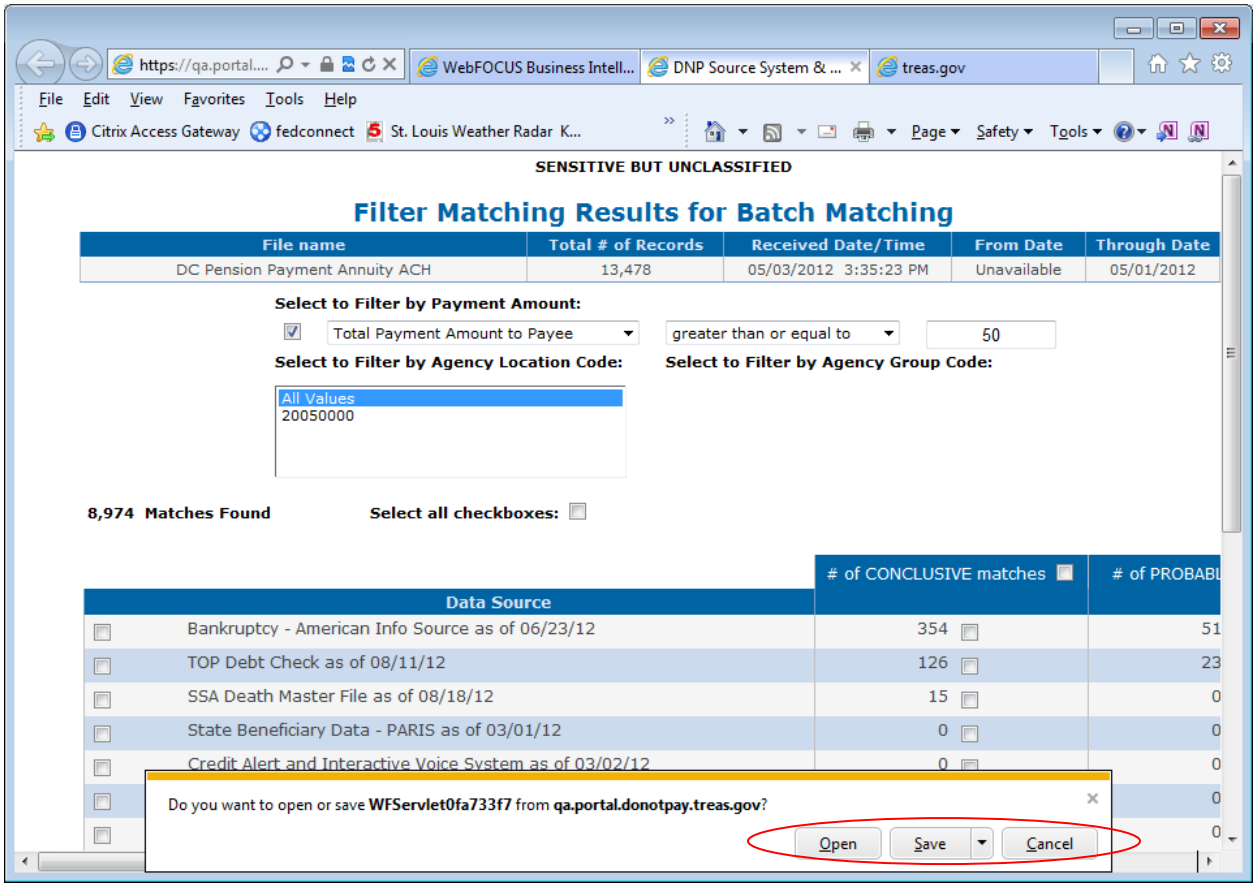
When Downloading a file within either of the results screens of **Filter Matching Results, Matching Results Summary or Matching Details,** you may come across an issue where the dialog box needed to save or open the file is hidden on a new Internet Explorer page/tab, instead of being displayed on the Internet Explorer page/tab that you are currently on.



After clicking the **Download** button, a new blank tab named **treas.gov** will be opened.



Click the tab to the left of the treas.gov tab to display the dialog box to use for opening, saving or canceling the text file you just downloaded.

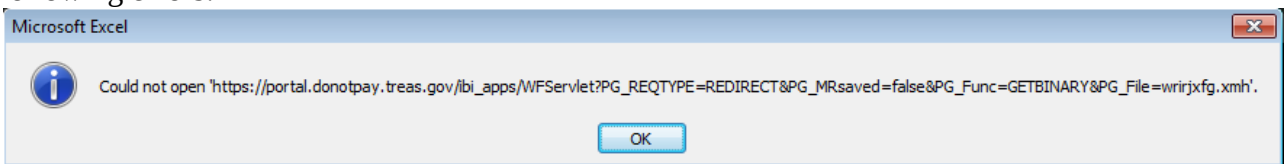


After choosing to Open or Save your file the **treas.gov** blank tab can be manually closed.

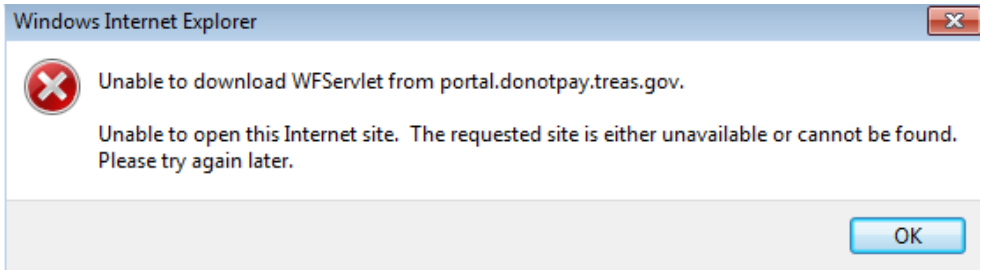
Appendix 2

Error Opening or Saving Batch/Continuous Monitoring files

When Downloading a file within either of the results screens of **Filter Matching Results, Matching Results Summary or Matching Details,** you may come across an issue where you receive one of the following errors:

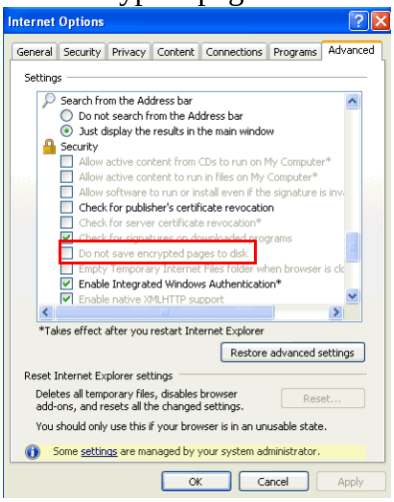


OR



This is caused when existing browser settings prevent the Do Not Pay web interface from being able to access reports.

The solution to this is to change your browser settings so it does not save encrypted pages to disk.

Where this setting is located varies depending on your internet browser version. The instructions for changing this in Internet Explorer 7 are:

1. Open Internet Explorer
2. Go to the Tools -> Internet Options menu
3. Click on the Advanced tab on the dialog box that appears
4. Scroll down in the settings until you find the Security section
5. Ensure that the browser setting under the Security section that reads "Do not save encrypted pages to disk" is checked