

The logo consists of a blue rounded rectangular background. Inside, the words "DO NOT PAY" are written in a bold, sans-serif font. "DO" and "PAY" are white with a thin black outline. "NOT" is red with a white outline. The letter "O" in "NOT" has a blue circle in its center.

DO NOT PAY

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
 - **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

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- ✓ 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

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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.

Terms and Conditions

I have a need to know the information in the Do Not Pay Portal in order to perform my official job duties. I agree only to access the data that is necessary to perform those duties. I will not access Do Not Pay for fraudulent purposes. I acknowledge that browsing, or any unauthorized access of Do Not Pay data, constitutes a serious breach of the confidentiality of that information and may be subject to criminal and civil penalties.

I will make no unauthorized changes to data delivered to me from Do Not Pay. I will not use the information obtained from Do Not Pay, either inadvertently or deliberately for personal gain (for example, to initiate unauthorized refunds/ payments, or to wrongfully grant/deny rights, benefits or privileges).

While assessing and researching this site, I may be alerted to information on persons, entities, firms or subcontractors with whom I have a direct or indirect financial interest. In the event that I suspect or later become aware of a conflict of interest or financial interest, I agree to report this immediately to the appropriate Federal agency ethics official.

When I no longer have an official need for the Do Not Pay information, I will request that my access to the site be terminated.


I will not disclose any information from Do Not Pay to any unauthorized person. Any unauthorized disclosure of information, failure to disqualify myself from participation in any decision process in which I have a financial interest, or use of Do Not Pay for other than the specific authorized purpose may result in an investigation that could lead to disciplinary actions and other consequences including the loss of Do Not Pay access.

Accept
Decline

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Do Not Pay Home Page

The screenshot shows the Do Not Pay Portal Home Page. At the top, there is a navigation bar with the following links: [Online Search](#), [Batch Matching](#), [Continuous Monitoring](#), [Helpful Information](#), and [Access to The Work Number](#). Below the navigation bar, there is a search form with the following fields: SSN / EIN / TIN (with a note: 9 digits, no spaces or dashes), First Name, Last Name, DUNS Number (with a note: Plus 4), and Business Name. There are 'Search' and 'Clear' buttons, and a 'Search Tips' link. To the right of the search form, there is a section titled 'Want to start a new search?' with the heading 'Enter one of the following criteria:' and a list of search criteria: Social Security Number (SSN) or Employer Identification Number (EIN) or Taxpayer Identification Number (TIN); SSN/EIN/TIN and Last Name; SSN/EIN/TIN and Last Name and First Name; Last Name and First Name; Business Name; SSN/EIN/TIN and Business Name; Business Name and DUNS and Plus 4; Business Name and DUNS; DUNS; and DUNS and Plus 4. Below this list, there is a section titled 'To get the best results, here are some other tips:' with five numbered tips. The page is marked 'SENSITIVE BUT UNCLASSIFIED' and includes a 'Log Off' button in the top right corner. The footer contains links for Treasury, BPD, Accessibility, Privacy Policy, Help Desk Contact Information, and Data Quality.

- ✓ 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

The screenshot shows a web form titled 'Online Search' with three tabs: 'Online Search' (selected), 'Batch Matching', and 'Continue'. Below the tabs is an 'Access Group' dropdown menu set to 'Access to All Groups'. The 'SSN / EIN / TIN' field is highlighted with a red box and includes a note '(9 digits, no spaces or dashes)' and an example '123123123'. Below it are 'First Name' and 'Last Name' text input fields, with the 'Last Name' field also highlighted with a red box. Further down are 'DUNS Number' and 'Plus 4' text input fields, and a 'Business Name' text input field. At the bottom are three buttons: 'Search', 'Clear', and 'Search Tips' (with a question mark icon).

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)

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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 |
|-------|-----------------------------------------|------------|
| 0 | Office of Foreign Assets Control (OFAC) | 10/10/2012 |
| 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.

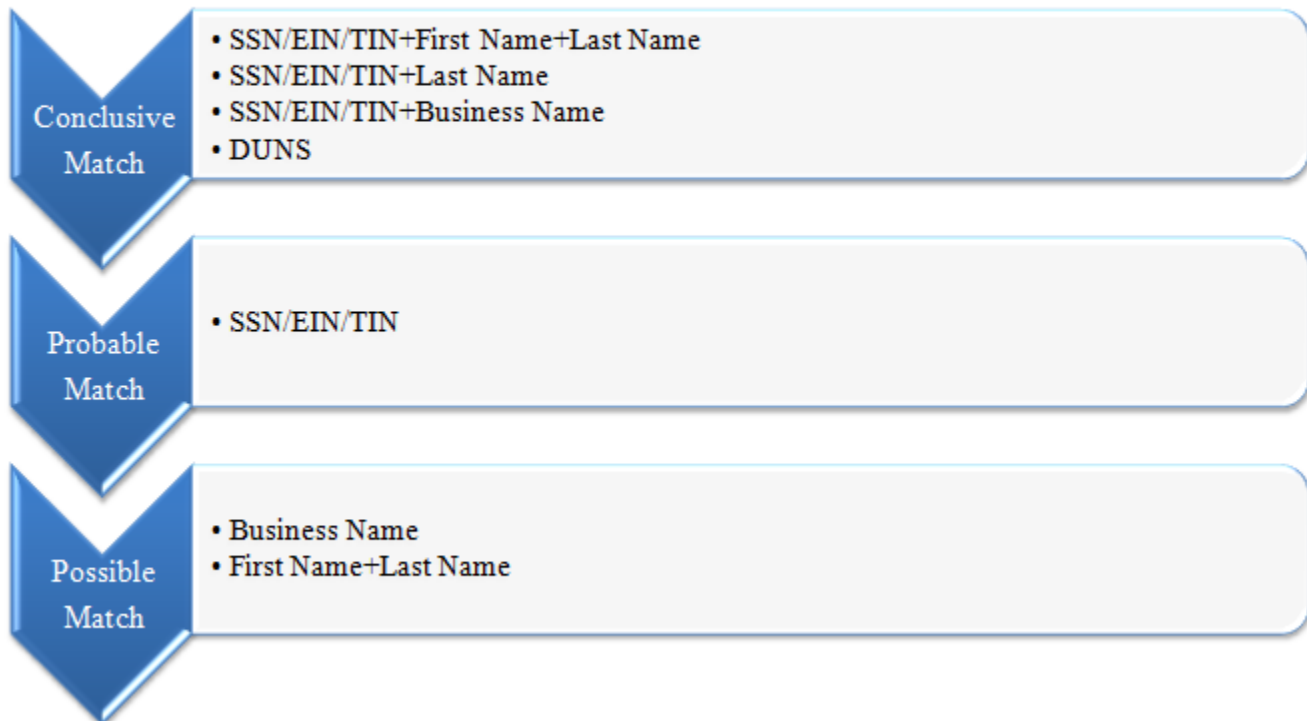
Continuous Monitoring-A search that is accomplished by taking in an agency's file, storing it within the Do Not Pay infrastructure and comparing it against selected data sources for any matches. Do Not Pay's data sources are refreshed on a regular basis and will continuously compare the file to the data 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

Matching Rules



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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.

ITIM Self-Service

Online Search | Batch Matching | **Continuous Monitoring** | Helpful Information | Access to The Work Number

FILE SELECTION FOR CONTINUOUS MONITORING

Do Not Pay Matches
 CCR Validation Matches
 ?

| | | | | | |
|----------------------------------------------------|-------|------------------------|-------------|------------|------------------------|
| 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.

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| 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.

| Status - CCR Expiration Date | CAGE Code | Business Name | DBA (Doing Business As) | City | State | Country | Details |
|------------------------------|-----------|------------------------------------------------|------------------------------------------------------------|---------------------|-------|---------|-------------------------|
| 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 | 0V150 | 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 | 34Q55 | 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.

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[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: Eeo4/16PwsRWVPI8o+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.



helping prevent improper payments

SENSITIVE BUT UNCLASSIFIED

 *An Official Website of the United States Government*

Announcements

ITIM Self-Service

Online Search
Batch Matching
Continuous Monitoring
Helpful Information
Access to The Work Number

FILE SELECTION FOR BATCH MATCHING

Do Not Pay Matches

 CCR Validation Matches
 ?

| 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 |

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

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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.

SENSITIVE BUT UNCLASSIFIED

Text

Filter Matching Results for 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 |

Select to Filter by Payment Amount:

Total Payment Amount to Payee

Select to Filter by Agency Location Code:
 12345678
 20050000

Select to Filter by Agency Group Code:
 N/A
 Zone Office A
 Zone Office B

163 Matches Found Select all checkboxes:

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

Select Boxes to Filter by Data source and/or Matches, and Click Submit:

SENSITIVE BUT UNCLASSIFIED

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.](#)

Do Not Pay Portal User Guide

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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 |

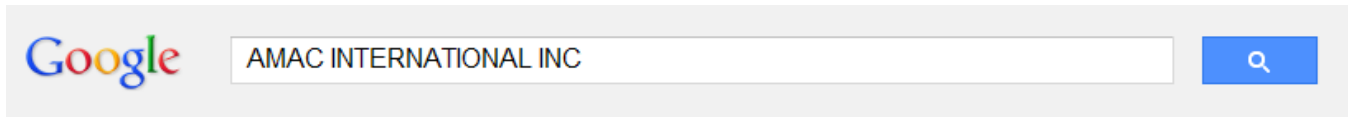
23 total matches

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 |
|--------------------------|----------------------|-------------------|-----------|---------------|-------------------------------|------------|----------------------|--------------------|---------------------------------|---------|
| <input type="checkbox"/> | 12345678 | Zone Office B | | N/A | AMAC INTERNATIONAL INC | | \$1,106.00 | 1 | Excluded Parties List - Private | POSSIBL |
| <input type="checkbox"/> | 12345678 | Zone Office B | | N/A | SUNRISE ADULT DAY HEALTH CARE | | \$553.00 | 1 | Excluded Parties List - Private | POSSIBL |
| <input type="checkbox"/> | 12345678 | Zone Office B | | N/A | FFFFFFFFFFFFFFFFFFFFFF | 166694831 | \$550.00 | 1 | Excluded Parties List - Private | CONCLU |
| <input type="checkbox"/> | 20050000 | N/A | | N/A | QA TEST BUSINESS EPLS PUB | 101757248 | \$100.00 | 1 | Excluded Parties List - Private | CONCLU |
| <input type="checkbox"/> | 20050000 | N/A | | N/A | QA TEST BUSINESS EPLS | 101756158 | \$98.00 | 1 | Excluded Parties List - Private | CONCLU |
| <input type="checkbox"/> | 12345678 | Zone Office B | 0 | N/A | GORDON AMSBARY | | \$553.00 | 1 | Excluded Parties List - Private | POSSIBL |
| <input type="checkbox"/> | 12345678 | Zone Office B | 0 | N/A | QASIM ULAYO | | \$553.00 | 1 | Excluded Parties List - Private | POSSIBL |
| <input type="checkbox"/> | 12345678 | Zone Office A | 159013852 | SSN | ABEL CARREON | | \$246.92 | 1 | Excluded Parties List - Private | POSSIBL |
| <input type="checkbox"/> | 20050000 | Zone Office B | 474870417 | TIN | TREMAINE CORP | | \$553.00 | 1 | Excluded Parties List - Private | POSSIBL |
| <input type="checkbox"/> | 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.



Search

About 3,030,000 results

Web

[AMAC International - The FCPA Blog - The FCPA Blog](#)

[www.fcpcbog.com/blog/tag/amac-international](#) - Cached

Images

Apr 8, 2009 ... Shu is the President, Secretary and Treasurer of **AMAC International Inc.**, a high-tech company based in Newport News, with another office in ...

Videos

News

[AMAC International Inc. - Office of Science - U.S. Department of ...](#)

[science.energy.gov/sbir/success-stories/amac/](#) - Cached

Shopping

Mar 2, 2011 ... Company: **AMAC International, Inc.** 12050 Jefferson Avenue ARC, Suite 348. Newport News, VA 23606-4385. PI: Dr. Quan-Sheng Shu. Title: ...

More

Show search tools

[AMAC International Inc.: Private Company Information - Businessweek](#)

[investing.businessweek.com/research/stocks/private/snapshot.asp?...](#) - Cached

AMAC International Inc. company research & investing information. Find executives and the latest company news.

Do Not Pay Portal User Guide

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

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 |
|----------------------|-------------------|----------------------------|----------|---------|------------------------|------------|------------------------------------------------------------------|
| 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 |
|-------|-----------------------------------------|------------|
| 0 | Office of Foreign Assets Control (OFAC) | 10/10/2012 |
| 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



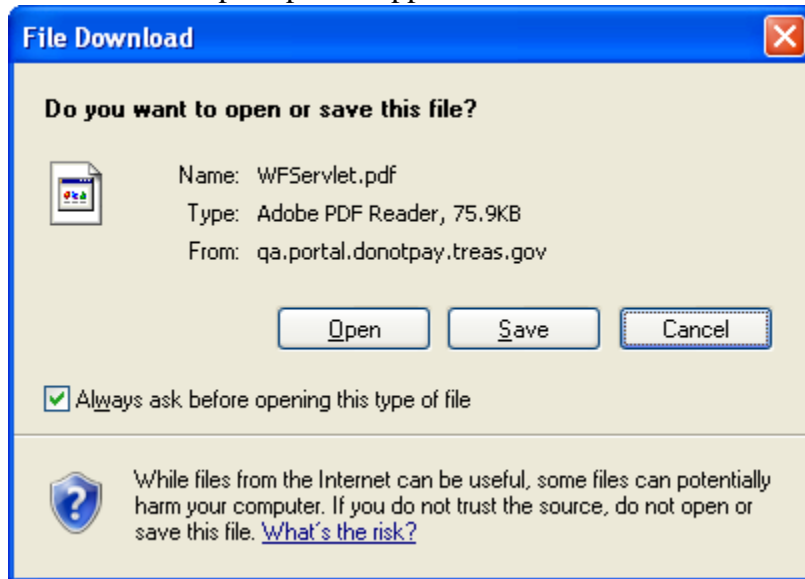
51 Matches Found

| Count | Source | As of Date |
|-------|-----------------------------------------|------------|
| 0 | Office of Foreign Assets Control (OFAC) | 10/10/2012 |
| 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 | | |

Do Not Pay Portal User Guide


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.



helping prevent improper payments

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 *An Official Website of the United States Government*

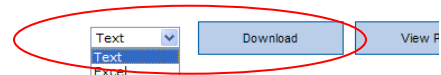
Announcements

ITIM Self-Service

| 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 | 11/07/2012 11:25:33 AM |

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

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Filter Matching Results for 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 |

Select to Filter by Payment Amount:

Total Payment Amount to Payee greater than or equal to

Select to Filter by Agency Location Code:

All Values
12345678
20050000

Select to Filter by Agency Group Code:

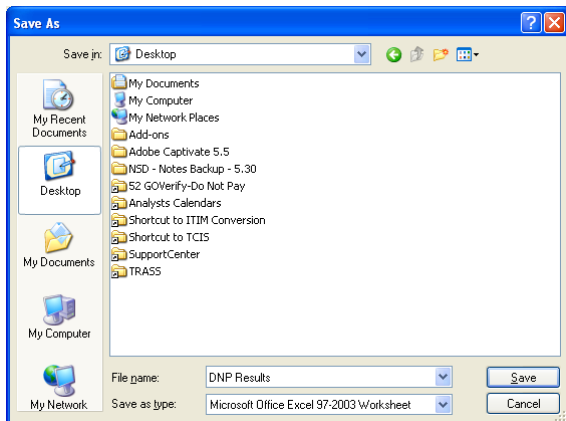
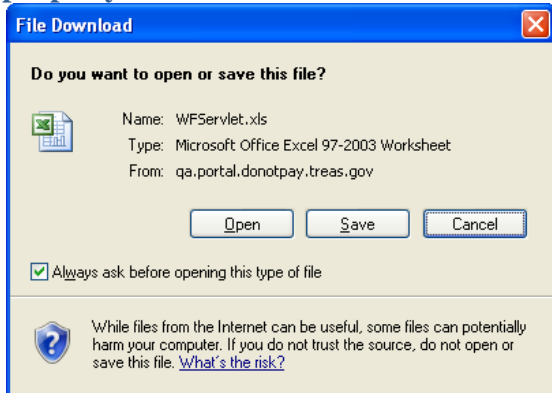
All Values
N/A
Zone Office A
Zone Office B

163 Matches Found Select all checkboxes:

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

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.



Do Not Pay Portal User Guide

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

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Text

Filter Matching Results for Batch Matching

| File name | Total # of Records | Received Date/Time | From Date | Through Date | Match Date/Time |
|-----------------------------------------|--------------------|-----------------------|-------------|--------------|-----------------------|
| Small 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

Select to Filter by Agency Location Code:

Select to Filter by Agency Group Code:

Matches Found Select all checkboxes:

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

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](#).

Do Not Pay Portal User Guide

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.



Please click [here](#) to login and begin your search

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.



You're leaving our website.

If you're not redirected in 8 seconds or would like to leave now, [click this link](#) to go to the website you have selected.

Thank you for visiting.

You're going to a website that is not managed or controlled by the Bureau of the Public Debt. Its privacy policies may differ from ours.

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.

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Select Text option then click Download

Filter Matching Results for Batch Matching

| File name | Total # of Records | Received Date/Time | From Date | Through Date | Match Date/Time |
|--------------------------------|--------------------|-----------------------|-------------|--------------|-----------------------|
| DC Pension Payment Annuity ACH | 13,478 | 05/03/2012 3:35:23 PM | Unavailable | 05/01/2012 | 09/20/2012 4:03:35 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
 20050000

Select to Filter by Agency Group Code:

8,974 Matches Found Select all checkboxes:

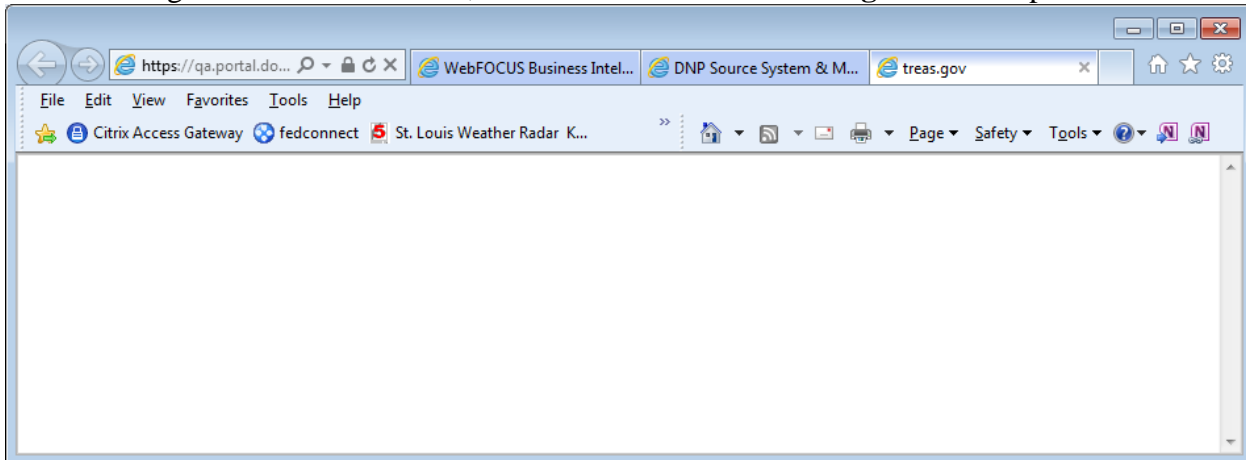
| Data Source | # of CONCLUSIVE matches | # of PROBABLE matches | # of POSSIBLE matches |
|------------------------------------------------------------------------------------------------|------------------------------|-----------------------------|--------------------------------|
| <input type="checkbox"/> Bankruptcy - American Info Source as of 06/23/12 | 354 <input type="checkbox"/> | 51 <input type="checkbox"/> | 0 <input type="checkbox"/> |
| <input type="checkbox"/> TOP Debt Check as of 08/11/12 | 126 <input type="checkbox"/> | 23 <input type="checkbox"/> | 0 <input type="checkbox"/> |
| <input type="checkbox"/> SSA Death Master File as of 08/18/12 | 15 <input type="checkbox"/> | 0 <input type="checkbox"/> | 0 <input type="checkbox"/> |
| <input type="checkbox"/> State Beneficiary Data - PARIS as of 03/01/12 | 0 <input type="checkbox"/> | 0 <input type="checkbox"/> | 0 <input type="checkbox"/> |
| <input type="checkbox"/> Credit Alert and Interactive Voice System as of 03/02/12 | 0 <input type="checkbox"/> | 0 <input type="checkbox"/> | 0 <input type="checkbox"/> |
| <input type="checkbox"/> Central Contractor Registration as of 09/02/12 | 0 <input type="checkbox"/> | 0 <input type="checkbox"/> | 0 <input type="checkbox"/> |
| <input type="checkbox"/> Excluded Parties List - Private as of 08/15/12 | 0 <input type="checkbox"/> | 0 <input type="checkbox"/> | 3,339 <input type="checkbox"/> |
| <input type="checkbox"/> Excluded Parties List - Public as of 08/15/12 | 0 <input type="checkbox"/> | 0 <input type="checkbox"/> | 3,339 <input type="checkbox"/> |
| <input type="checkbox"/> List of Excluded Individuals and Entities as of 06/07/12 | 0 <input type="checkbox"/> | 0 <input type="checkbox"/> | 1,727 <input type="checkbox"/> |
| <input type="checkbox"/> Office of Foreign Assets Control - US Dept of Treasury as of 05/27/12 | 0 <input type="checkbox"/> | 0 <input type="checkbox"/> | 0 <input type="checkbox"/> |

Select Boxes to Filter by Data source and/or Matches, and Click Submit:

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Do Not Pay Portal User Guide

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.

 A screenshot of a web browser window displaying a 'Filter Matching Results for Batch Matching' dialog box. The dialog box has a title bar that says 'SENSITIVE BUT UNCLASSIFIED'. Below the title bar, there is a table with columns: 'File name', 'Total # of Records', 'Received Date/Time', 'From Date', and 'Through Date'. The first row shows 'DC Pension Payment Annuity ACH' with 13,478 records, received on 05/03/2012 at 3:35:23 PM, with no from date and a through date of 05/01/2012. Below the table are filter options for 'Payment Amount' (set to 'greater than or equal to 50') and 'Agency Location Code' (set to 'All Values'). A summary line indicates '8,974 Matches Found'. At the bottom, there is a table with columns for 'Data Source', '# of CONCLUSIVE matches', and '# of PROBABLE matches'. A file download dialog box is overlaid on the bottom right, asking 'Do you want to open or save WFServlet0fa733f7 from qa.portal.donotpay.treas.gov?'. The 'Open', 'Save', and 'Cancel' buttons are circled in red.

| File name | Total # of Records | Received Date/Time | From Date | Through Date |
|--------------------------------|--------------------|-----------------------|-------------|--------------|
| DC Pension Payment Annuity ACH | 13,478 | 05/03/2012 3:35:23 PM | Unavailable | 05/01/2012 |

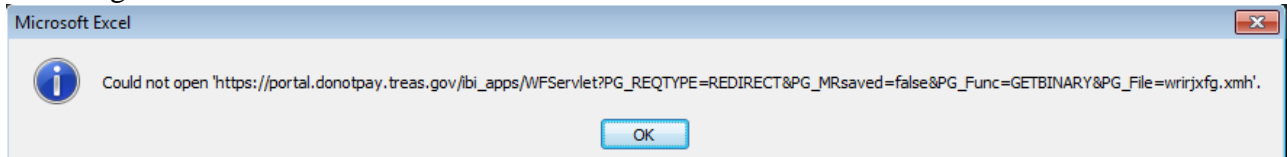
| Data Source | # of CONCLUSIVE matches | # of PROBABLE matches |
|----------------------------------------------------------|-------------------------|-----------------------|
| Bankruptcy - American Info Source as of 06/23/12 | 354 | 51 |
| TOP Debt Check as of 08/11/12 | 126 | 23 |
| SSA Death Master File as of 08/18/12 | 15 | 0 |
| State Beneficiary Data - PARIS as of 03/01/12 | 0 | 0 |
| Credit Alert and Interactive Voice System as of 03/02/12 | 0 | 0 |

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

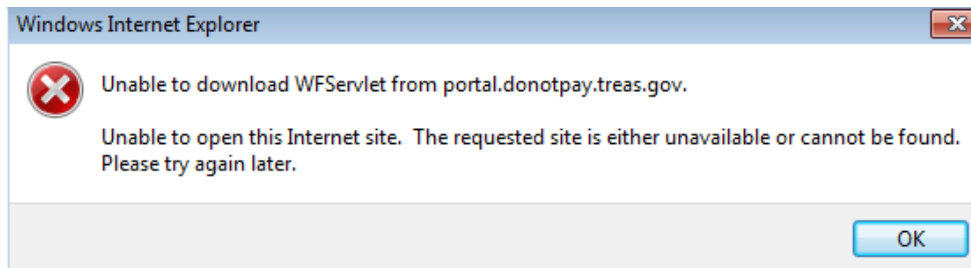
Appendix 2

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

