TCMM TREASURY COLLATERAL MANAGEMENT AND MONITORING
BUREAU OF THE FISCAL SERVICE

TCMM 2.0

FI and LSA User Guide

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Introduction

This document contains information directed to all individuals accessing TCMM and intended for Local Security Administrators (LSAs) at Financial Institutions responsible for managing the access of other within their organization.

Note: There should always be two people assigned as the LSA at each Financial Institution accessing TCMM. Setting up new user access and user access modification requires the action of two LSA.

Overview

The Treasury Collateral Management and Monitoring (TCMM) system is a centralized application operated by the Federal Reserve Bank to monitor securities pledged as collateral for the following two Treasury programs:

- 31 CFR Part 202 – Depositaries and Financial Agents of the Federal Government
- 31 CFR Part 225 – Acceptance of Bonds Secured by Government Obligations in Lieu of Bonds with Sureties

This web-based application provides Financial Institutions (FI) and Federal Program Agencies (FPA) with online access to review pledged account balances and generate reports. In addition, it provides FPAs the ability to make collateral requirement updates for their restricted security accounts.

FI User Roles:

FI User

As a FI user at a Financial Institution, you will have access to do the following transactions:

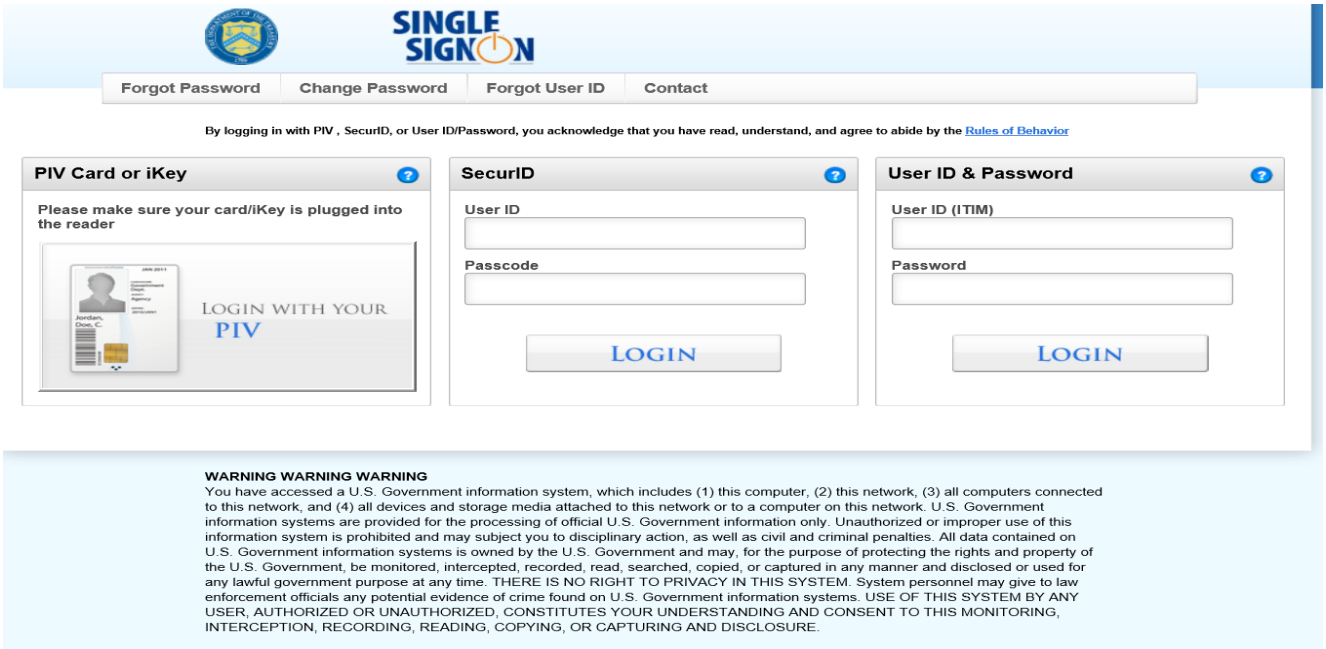
- Monitor Account
- View Scheduled ATBC
- View ATBC Change History
- View Reports

Getting Started

Note: TCMM is a single sign on application using IBM Security Identity Manager (ISIM) for user provision to provide enhanced sign-on and password functionality to all Treasury applications.
The User Name, Treasury User ID, Logon ID and User ID are terms used interchangeably within the application when setting up additional LSAs or FI users when changing passwords.

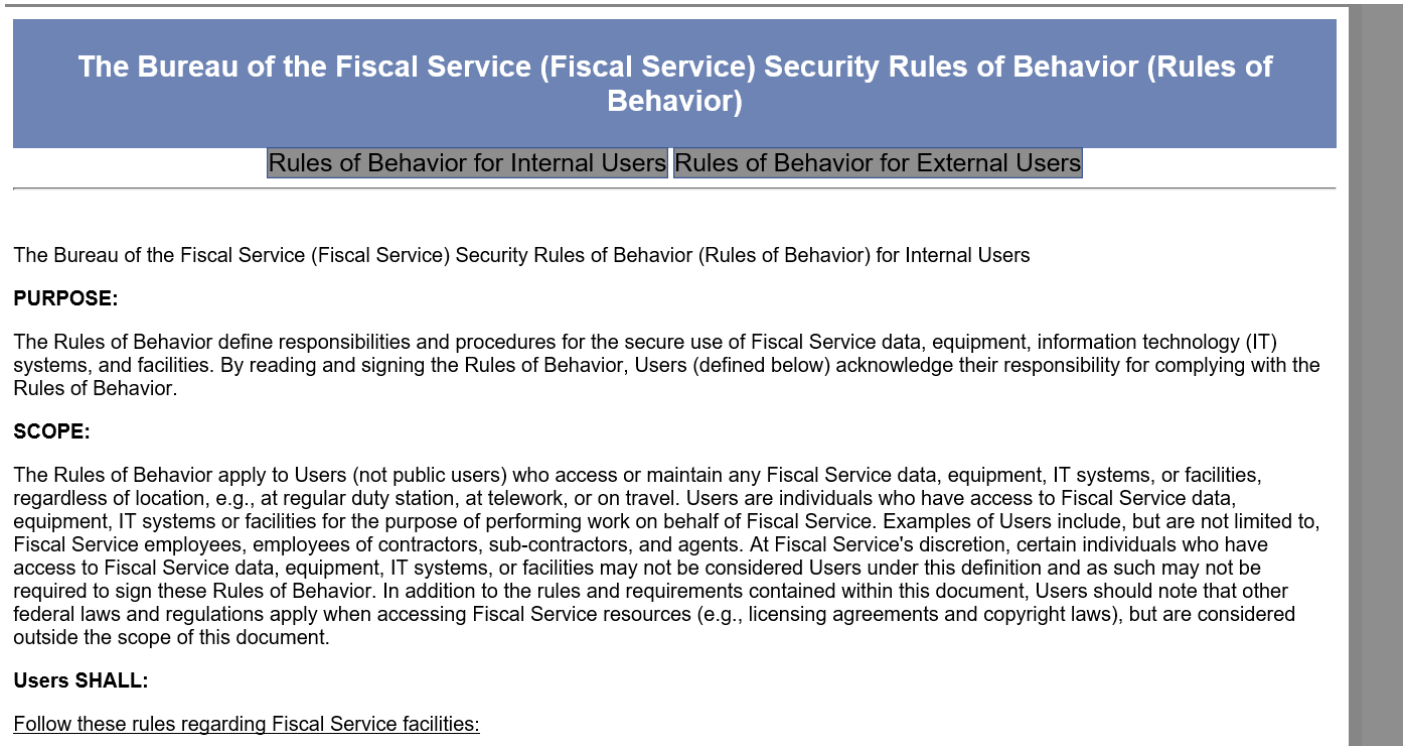
Log onto: https://isim.fiscal.treasury.gov/itim/self

- Remember to bookmark the site!
- The User ID and temporary password will be provided in two separate e-mails from ISIM
- Enter the User ID and temporary password. You will be prompted to immediately change the password. See password guidelines in the next section.



- All first-time users will need to read and accept the **Rules of Behavior** for ISIM. These rules explain your responsibilities regarding your logon ID and password. If you reject the **Rules of Behavior**, you will be redirected to the logon screen and you will be unable to access the

TCMM application. Users are encouraged to read the Legal and Privacy Notices that are specific to TCMM.



The Bureau of the Fiscal Service (Fiscal Service) Security Rules of Behavior (Rules of Behavior)

Rules of Behavior for Internal Users | Rules of Behavior for External Users

The Bureau of the Fiscal Service (Fiscal Service) Security Rules of Behavior (Rules of Behavior) for Internal Users

PURPOSE:

The Rules of Behavior define responsibilities and procedures for the secure use of Fiscal Service data, equipment, information technology (IT) systems, and facilities. By reading and signing the Rules of Behavior, Users (defined below) acknowledge their responsibility for complying with the Rules of Behavior.

SCOPE:

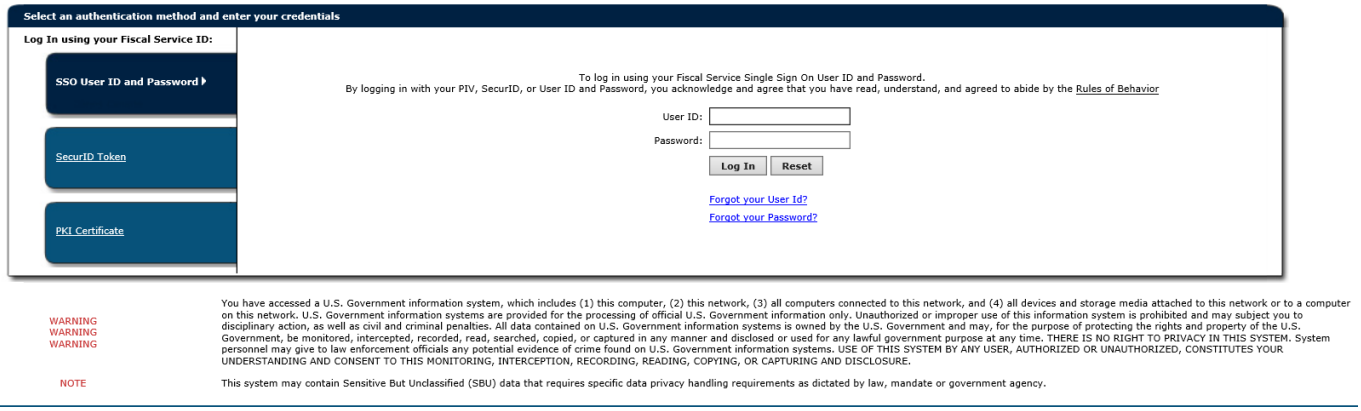
The Rules of Behavior apply to Users (not public users) who access or maintain any Fiscal Service data, equipment, IT systems, or facilities, regardless of location, e.g., at regular duty station, at telework, or on travel. Users are individuals who have access to Fiscal Service data, equipment, IT systems or facilities for the purpose of performing work on behalf of Fiscal Service. Examples of Users include, but are not limited to, Fiscal Service employees, employees of contractors, sub-contractors, and agents. At Fiscal Service's discretion, certain individuals who have access to Fiscal Service data, equipment, IT systems, or facilities may not be considered Users under this definition and as such may not be required to sign these Rules of Behavior. In addition to the rules and requirements contained within this document, Users should note that other federal laws and regulations apply when accessing Fiscal Service resources (e.g., licensing agreements and copyright laws), but are considered outside the scope of this document.

Users SHALL:

Follow these rules regarding Fiscal Service facilities:

- After the Rules of Behavior have been accepted, you will be directed to the **Answer Secondary Authentication Questions** and **Shared Secret** page of ISIM. You must answer three of the questions in order to access TCMM.
- After these questions have been answered, you must enter a **shared secret**. The **shared secret** is a value used to validate your identity should you require assistance in resetting your password. Although this value is a secret, it is OK to reveal the value to a LSA or help desk administrator when resetting your account. The shared secret must be at least three characters long.
- After the shared secret has been entered, click **Next**.
- A confirmation page will be displayed, confirming that the following have been completed:
  - Fiscal Service Rules of Behavior Agreement and
  - Secondary Authentication Questions.

- Going forward, access the TCMM application **https://tcmm.fiscal.treasury.gov**. This URL is the location where you will enter your user ID and password to access the TCMM application.



Password Guidelines

Passwords must be at least 12 characters; only two of those characters may be repeated. Passwords must include ALL of the following:

NOTE: The new password must satisfy the following requirements:

- Must be at least 12 characters and no longer than 25 characters.
- Must contain at least one uppercase letter.
- Must contain at least one lowercase letter.
- Must contain at least one numeric character.
- Must contain at least one special character from this set: !@#$%^*()_+-=
- Must not repeat any of your last ten passwords.
- Must not have been your password in during the last ten days.
- Must not be a word in a language, slang, dialect, or jargon.
- Must not be related to personal identity, history, environment, or other personal associations.
- Must not be shared or displayed in plain view.

Important Note

Passwords should not be stored on your hard drive even if there is a “remember password” feature. Your password should never be shared with anyone else or used by anyone else. You are responsible for all activity that occurs under your User ID.

Password Use and Suspension

- Users will be logged out after 15 minutes of inactivity.
  - If a user attempts to perform a function in TCMM after 15 minutes of inactivity, the logon page will appear for the user to log on again. The user should then log back in.
- Users will be suspended after three unsuccessful attempts to log on and will need to contact the Treasury Support Center to receive a temporary password. Temporary passwords are system-generated and will be e-mailed by ISIM.
- Passwords will expire every120 days. Users who have not changed their password within120 days will be automatically directed to the Password Change Request page after logging onto TCMM.
- TCMM access will be inactivated after 120 days of inactivity and suspended automatically after 13 months of inactivity. Please log on to the system regularly to ensure your access is maintained.
- If you choose to change your password, go to TCMM's logon page) and choose **Change Password** in the upper right corner.
- Passwords should not include information stored in your profile.
- An identical password cannot be used for ten consecutive password changes.
- You should always exit TCMM by selecting the Log Out link **(top right corner of the Welcome page).** If you close your browser without clicking the Log Out link, you will remain logged on for a 15-minute period. **After you log out, be sure to close the browser.**

Forgot Password or User ID

If you have forgotten your password, go to the TCMM website and click on **Forgot Password**.

1. Enter your User ID. Click **Next**.
2. Answer the secondary authentication questions correctly and click **Next**. If the secondary authentication questions are answered incorrectly, after the third failed attempt, you will receive notice that you must contact the Treasury Support Center.
3. Enter and confirm your new password. Click **Next**.
4. Click **Finish**. Begin using your new password the next time you sign onto TCMM.
5. Be sure to close all of your browser windows before logging into TCMM

again. If you have forgotten your User ID, go to the TCMM website and click

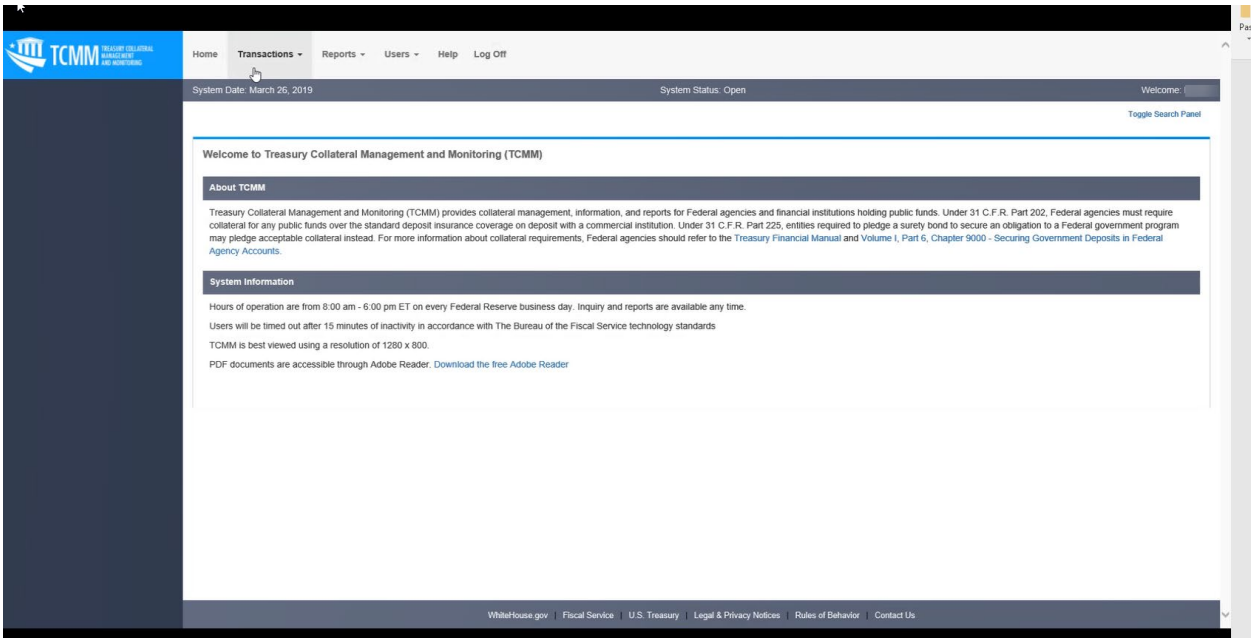
Forgot User ID.

1. Enter your e-mail address and click **Next**.

2. Your User ID will be emailed to you by ISIM.
3. Click **Finish**.

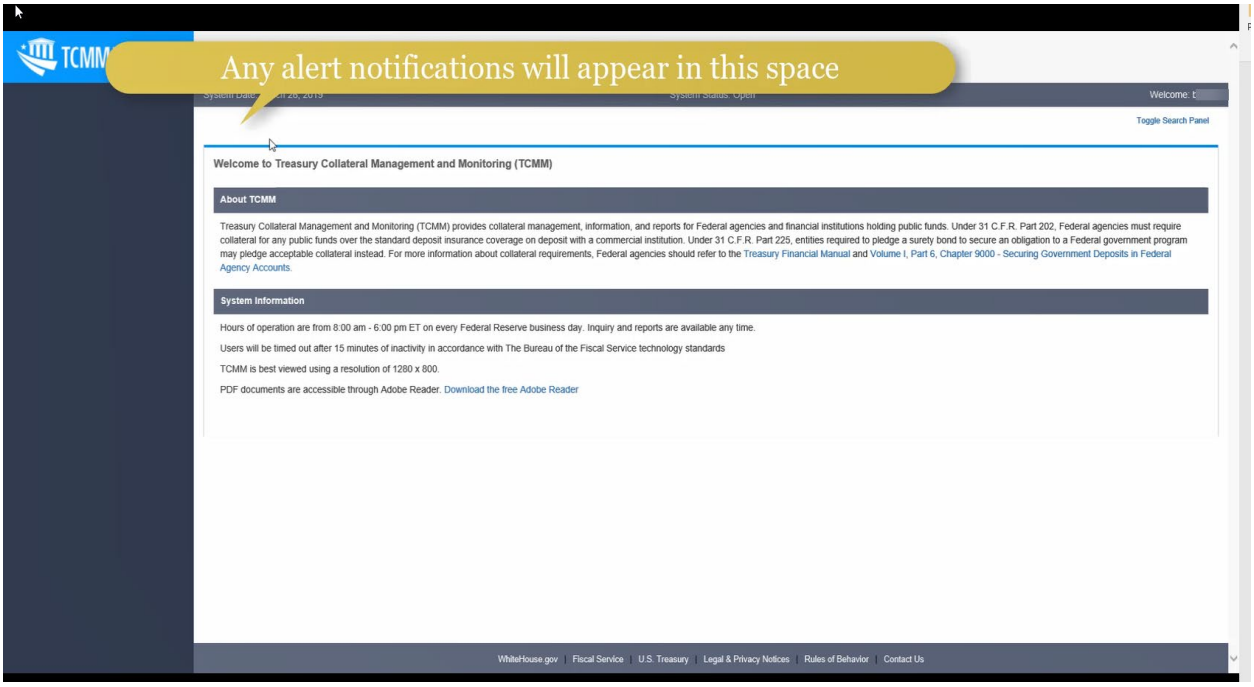
Welcome Home Page and Menus for a FI User

The menu will be built based on the permissions assigned to the user. Any alert notices will display above the Welcome. All users will have 'Home', 'Users' → 'Change Password', 'Help' and 'Logoff'.



Alert Notices

Any alert notices will display above the "Welcome" of the home page. This will contain information about new releases, if the system is unavailable for maintenance or any notification that you need to be made aware of when logging into the system.

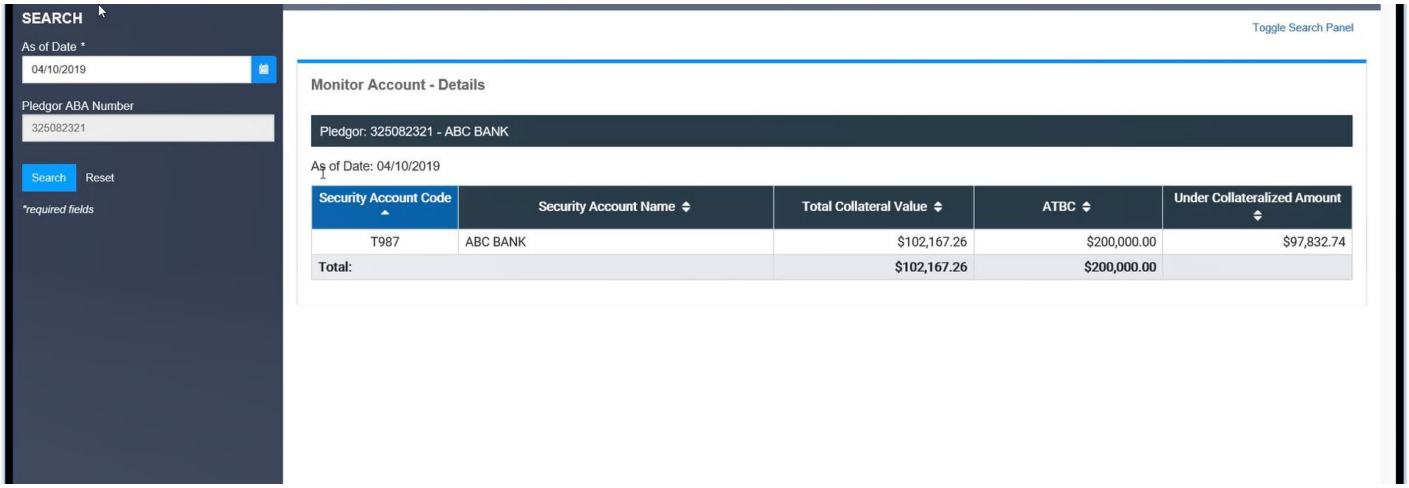


Transactions

Monitor Accounts

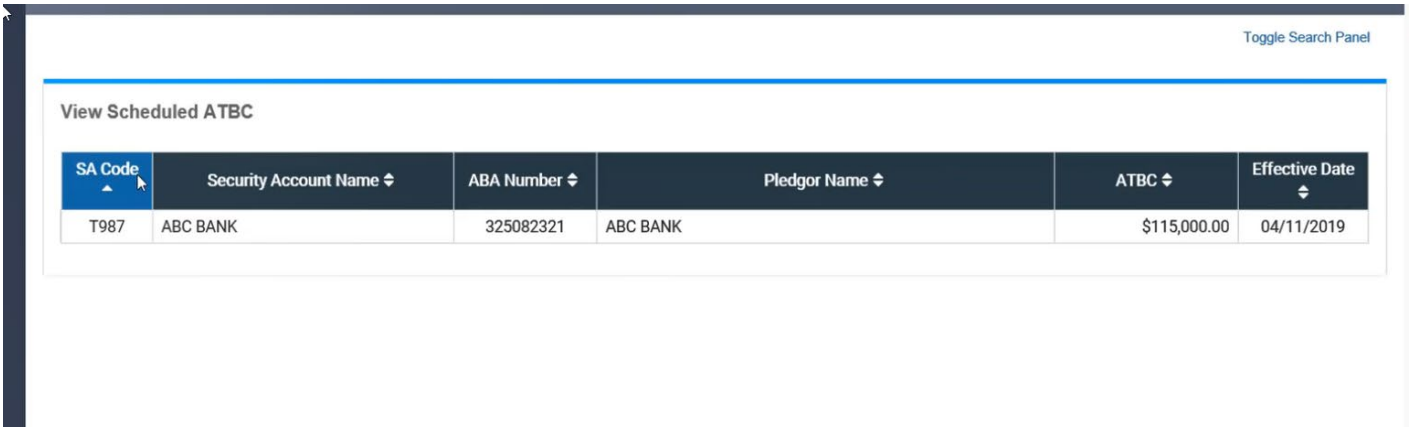
Monitor Account allows the user to see the balances of ATBC values and Collateral Values for the As of Date that is chosen on the search. The ABA number is defaulted and protected to the single ABA that the user has permission to view.

When the user searches, the results will display all Security Accounts related to the Pledgor Account. A grand total displays at the bottom.



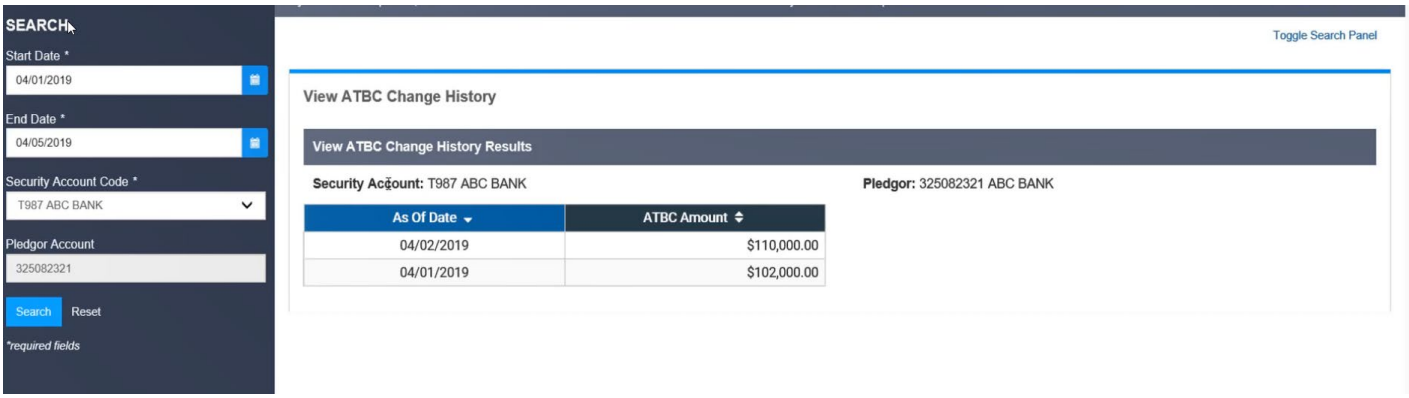
View Scheduled ATBC Changes

The page will load with all future scheduled verified ATBCs. Only the Security Accounts that are related to the specific Pledgor Account will be listed.



View ATBC Change History

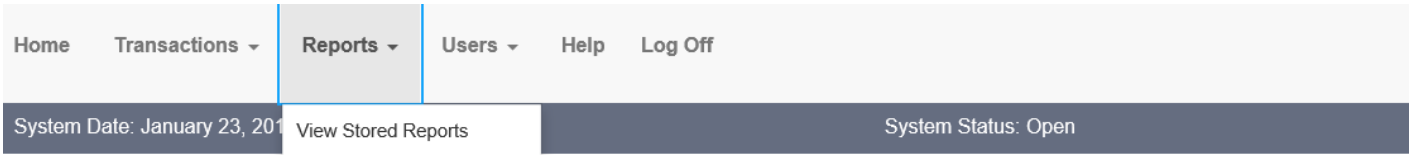
The user can view any ATBC change that was verified between the start and end dates chosen. Again, FI user can only view the Security Accounts associated to the Pledgor Account. The ABA is pre-populated with the ABA that the user has been granted permission and it is protected to prevent any changes.



View Stored Reports

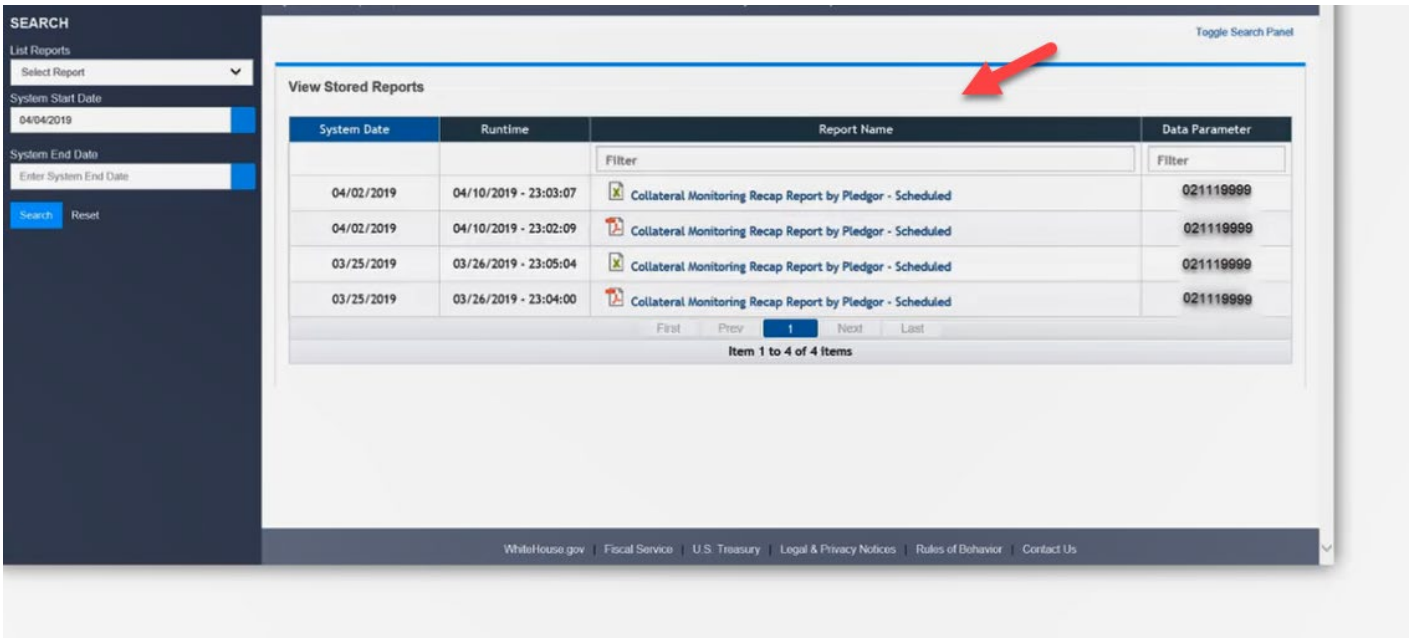
Viewing reports is very easy now. The search and the results list is all on one page. When the page loads, it displays the list of ALL available reports to which the user has access, sorted with the most recent on top. The page displays the icon of PDF or Excel to denote the format of that particular report instance. The user can click on the icon/report name to display the report. Excel reports are downloaded and the PDF reports will open in a new tab.

You can refine the search criteria by selecting a specific report or entering a date range. The list of reports in the drop down will be filtered to show the ones that role has permission to view.



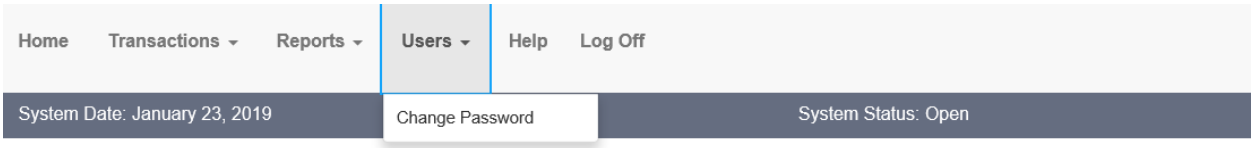
LSA and FI users will have be able to view the following reports in TCMM:

- Collateral Monitoring Recap Report



Change Password

- To change your password, click on to “Users” and you will be presented with the “Change Password” option.
- Click on to “Change Password” you will be routed to the Fiscal Service Sign On page to change your password.



Helpful Notes

- Links are clickable and open in new tab
- The menu and footer will always be visible on every page.
- The Search panel will always display, even if the user has scrolled down in the page. This allows the user to change their search at any time.
- The Search panel can be toggled to not display if the user would like to see the page details larger. The user can also display the panel again at any time.
- Reset will always redisplay the page in the state displayed the first time the page was loaded from the menu.
- Required fields are marked with an asterisk.
- Longer pages will have a 'back to top' link.
- If the user has made a change on the page and tries to navigate elsewhere, they will be notified that they have not saved their changes and can choose to stay on the page if they want to save their changes.
- All lists are selectable but not all pages have additional detail to display. If the page does have additional details, when the user selects a row from the list, the details will display in focus.
- All lists are sortable and no longer limited to 100 records.

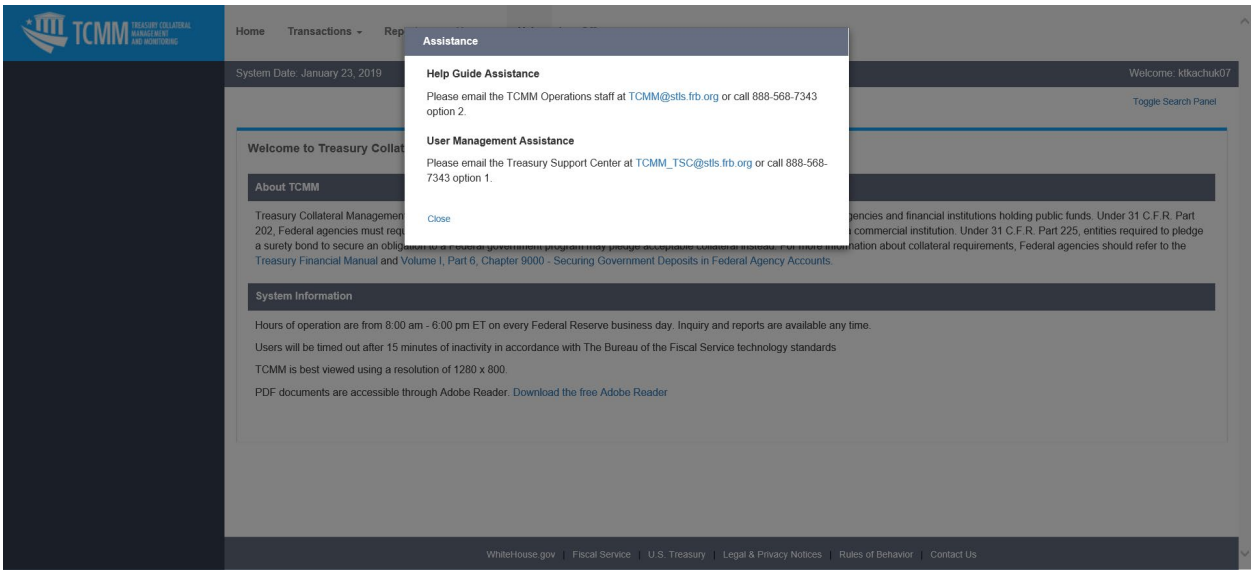
Date Validation

- The user can either enter the dates or use the calendar control. If the user enters a date that is invalid like "13/21/2018", then when the user goes to the next field, the date is cleared since it isn't valid
- The calendar control will prevent the user from choosing weekends but not holidays. If the user chooses a holiday, the date will be validated when they click submit.
- All dates have a global boundary but specific pages may prevent future dates.
    - The date cannot go any further back than 18 months from the current date.
    - The date cannot go more than 6 months in the future from the current date.

Questions or Assistance

For questions or assistance, please contact the TCMM Treasury Support Center at 1-888-568-7343 or email us at TCMM@stls.frb.org for Help Guide Assistance or TCMM_TSC@stls.frb.org for User Management assistance.

Contact information is also available on the Welcome page by clicking on “Help”.



LSA Roles and Responsibilities for setting up FI users

Roles and Responsibilities

1. Grants access to TCMM v ISIM (IBM Security Identity Manager) for other employees at the financial institution.
   - New user account access and user account modification require the action of two
   - As an LSA, you cannot change your own access. Another LSA must change it for you.
2. Manage user accounts
   - Issues a temporary password when other LSA or user has forgotten his/her password.
   - Assigns a temporary password when other LSA or user has been suspended. Passwords are suspended after three failed attempts to log on.
   - Inactivates password for other LSA or user who do not need access for a short period of time. If someone temporarily leaves your department and/or institution, he/she will continue to have access to the system through the Internet and have an active password unless you inactivate the password.
   - Deletes users when another LSA or user leaves your financial institution. This is important because passwords are not automatically suspended until they have been inactive for 12 months.

LSA and User Set-up and Changes

To have access to TCMM the user must have an identity created and then an account. The user identity only gives the individual the user name and password. This identity can be used for other Treasury applications. After the user has an identity, an account is created which gives the user access to TCMM.

Important Note: All users must have a unique email address. The application does not allow an email address to be used more than once. A user can only have one logon ID.

Setting up an Identity

1. Sign onto ISIM (https://isim.fiscal.treasury.gov/itimext).
2. Click on **Organization** > **New External Identity.**

3. Enter the user's External information.
4. Select the **Corporate** tab.
    a. In the **Identity Organization** field, click the **Search** button and search for your financial institution's ABA number. Select the radio button for your ABA number and click the **Add** button.
    b. In the **Sponsoring Application** field, select the **Search** button and search for TCMM. Select the radio button next to **TCMM (SSO)** and click the **Add** button and **Done**.
5. Select the **Contact** tab and enter the user's contact information.
6. Select between **Schedule for Now** and **Schedule for Later**. Click the **Submit** button.

Once the identity has been created, the system will automatically generate the User ID and the password. The creator of the identity will receive an email stating that the add process in ISIM has completed. The owner of the identity (the actual user) will also receive an email containing the user id and a separate email containing the password.

If the Identity already exists because it was created in UPS for another application (like TT&L Plus), there will be an item in the **To-Do List** saying **Identity With Same Name Already Exists**. This must be approved and that user will now appear in ISIM for an account to be created for them. The system determines that the identity already exists based on matching the email address.

Modifying an Identity

1. Sign onto ISIM (https://isim.fiscal.treasury.gov/itimext).
2. Select the **Search** menu and click on **Person.**
3. Enter the Search criteria and click **Search.**
4. Click on the **Select** link for the individual.
5. Select the **Manage Personal Info** link.
6. Update information for the user.

Updating personal information for a user will result in ISIM sending an email to that user notifying them that their information has been updated.

To Setup Account:

1. Sign onto ISIM (https://isim.fiscal.treas.gov/itimext).
2. Select the **Search** menu and click on **Person.**
3. Enter the Search criteria and click **Search.**
4 .Click on the **Select** link for the individual.
5 .Select the **Manage Accounts** link.
6. Click on the **New** button.
7. Select the **TCMM** radio button and click **Submit.**
8. To add someone as an **LSA**, set the **Managed Organizations** by clicking the **Search** button and entering your institution's ABA number. Click **checkbox** next to your ABA, click **Add**, then **Done**.
9. For both an LSA and a user, add **entitlements** by clicking the **Click to Modify** link.
10. In the **ABA Number** field, enter your institution's ABA number.
11. For the **Role**, select **LSA** from the drop down for an LSA user. Select **FI** for any other user within your organization.
12. Click **Add** and make sure it appears in the Existing table.
13. Click **Save and Close.**
14. Set the Schedule for Now or Schedule for Later and click **Submit.**

To Approve Account:

1. Sign onto ISIM (https://isim.fiscal.treas.gov/itimext).
2. ITIM displays **Your To-Do List** on the first page. Any pending requests will be listed here.
3. Select the **Account Approval** link.
4. The **Requestee** is the person receiving the access to TCMM. To view the access role being granted (LSA or FI), select the **View Request Data**.
5. Click on the **Approve** link.

Suspend, Restore or Remove Access

If an LSA or user will be out of your financial institution for a period of time, their access can be temporarily suspended. When the person returns, you can restore that person again.

1. Sign onto ISIM (https://isim.fiscal.treasury.gov/itimext).
2. Select the **Search** menu and click on **Person.**
3. Enter the Search criteria and click **Search.**

4. Click on the **Select** link for the individual.
5. Select the **Manage Accounts** link.
6. Select the checkbox for the line that has **TCMM** as the Service.
7. Click the **Suspend** or **Restore** button.

Remove Access

You must remove access for an LSA or user if he/she leaves your financial institution.

1. Sign onto ISIM (https://isim.fiscal.treasury.gov/itimext).
2. Select the **Search** menu and click on **Person.**
3. Enter the Search criteria and click **Search.**
4. Click on the **Select** link for the individual.
5. Select the **Manage Accounts** link.
6. Select the checkbox for the line that has **TCMM** as the Service.
7. Click the **De-provision** button.