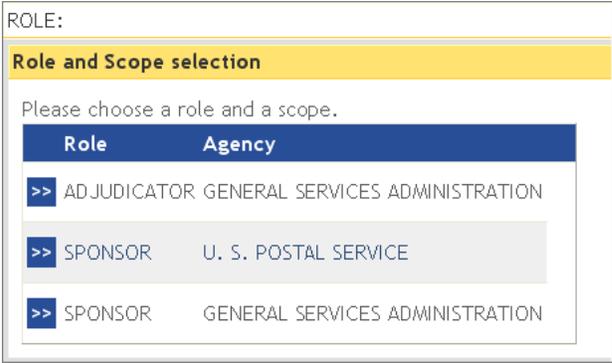
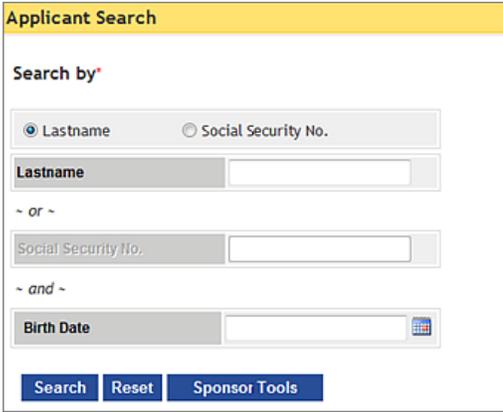




This guide provides Sponsors with helpful tips for completing the Sponsorship portion of USAccess records. Log on to the Assured Identity™ Portal at <https://gsa.identitymsp.com/AssuredIdentityportal>.

<p>Choose Your Role</p> <p>If you hold more than one role in the USAccess system, the roles display when you log in to the Portal. To perform the role of Sponsor, choose Sponsor.</p>	
<p>Search for the Applicant</p> <p>To edit an existing record or enter a new Applicant, you must first search for the record. Text fields are provided for you to search by Last Name and Date of Birth, or by Social Security Number and Date of Birth.</p>	
<p>Choose an Action</p> <p>The following buttons display with the search results:</p>	
<p>New Applicant</p>	<p>No Applicant records are found. The New Applicant button allows the Sponsor to create a new Applicant record. You are given the option to sponsor the Applicant immediately or wait until a later time.</p>
<p>View Applicant New Sponsorship</p>	<p>The Applicant record was found, but the Applicant requires sponsorship by your Agency. To sponsor the Applicant for your agency, click New Sponsorship. Click View Applicant to view and/or edit the Applicant's personal information.</p>
<p>View Applicant Edit Sponsorship</p> <p>Sponsor Utility</p>	<p>The Applicant record was found and the Applicant is sponsored by your Agency. Click View Applicant to view and/or edit the Applicant's personal information. Click Edit Sponsorship to edit the sponsorship information. Click Sponsor Utility to quickly resend Sponsorship Complete and Card Ready for Pick-up e-mails, or to reissue and reprint cards.</p>



Enter Complete Legal Names

Remember, the Sponsor is the gatekeeper of the chain of trust. It is critical that the Sponsor enter accurate, complete information.

- Names are entered on the **Biographic Data** page. This is the first page you are presented with when you create a new record.
- Enter complete legal names of Applicants. Nicknames or initials cannot be entered as complete legal names.
- Enter a middle name or middle initial if one is available. If no middle name is available, enter **NMN** for No Middle Name. **DO NOT LEAVE THE FIELD BLANK.** Do not use any other acronym.

Examples:

Applicant name is Donald (Skip) Smith. Enter Donald Smith. Include a middle name if available. Enter Skip Smith as an alias.

Applicant name is D. D. Johnson. Look for legal name. If legal name is not included in the application materials, contact the Applicant for a complete legal name.

Applicant name is Donald (Skip) Smith. In this case, Skip is not a middle name; it is a nickname. This Applicant has no middle name available. Enter NMN for "No Middle Name."

Enter Foreign Nationals into the USAccess System

Foreign Nationals can be entered into the USAccess system provided they hold a valid Social Security Number. Indicate an Applicant is a Foreign National by choosing their citizenship country from the **Citizenship** drop-down list on the **Biographic Data** page.

ROLE: SPONSOR - GENERAL SERVICES ADMINISTRATION

Edit Applicant agencysponsor@tester.new Logout

NEW TESTER, 1/2/1981 Issuance Criteria: 2 X Show Applicant Status

Biographic Data			
First Name *	NEW	Middle Name *	NMN
Last Name *	TESTER	Suffix	
Social Security No. *	xxx-xx-3234	Birth Date *	01/02/1981
Citizenship *	KOREA	Race	
Tax ID		Foreign ID	
Personal Home Email		Other Email	
Home Phone		Cell Phone	

[Next](#) [Cancel](#)

[Change Password?](#)



Change Citizenship Status

The Foreign National designation displays in the **PIV Card Type** field on the **Sponsor Applicant** page in the **Card Information** section. USAccess Credentials for Foreign Nationals are printed with a blue color stripe. Changing an applicant's citizenship is a two step process. Follow this process to ensure the correct color stripe is printed on the credential when a change to citizenship is required:

1. Search for the Applicant. Select **View Applicant**. Change Citizenship to desired country on the Biographic Data page. Click the **Next** buttons to click through the Biographic Data section and click **Finish** to save the record.
2. Search for the Applicant again and this time select **Edit Sponsorship**. No changes need to be made to the Sponsorship record, but it must be saved to save the updated PIV Card Type. Click the **Next** buttons to click through the Sponsorship section and click **Finish** to save the record.

User Principal Name

The User Principle Name (UPN) is a specific identifier used in the USAccess certificates that are contained on the PIV Credential. It is constructed in the form of an e-mail address, but it may or may not be an actual e-mail address.

The UPN can be created in one of two ways:

- The USAccess system can generate a unique UPN.
- The Sponsor can enter a UPN specified by the Agency. Typically, it is an Agency-wide decision to adopt an Agency-specified UPN or let the system generate one. If you are in doubt as to which UPN to assign, contact your Agency Role Administrator.

Sponsorship Information	
Agency *	SECURITIES AND EXCHANGE COMMISSIO
Employee Type *	EMPLOYEE
Agency Rank	
Contract Number	
User Principal Name	<input type="radio"/> System Generated UPN <input checked="" type="radio"/> User Specified
	33144000023273474@agency.gov



E-mail Addresses

There are three fields where an e-mail address can be entered:

- The **Personal/Home Email** field and the **Other Email** field on the **Biographic Data** page. These two fields are optional and do not need to be completed.
- The **Work Email** field on the **Sponsorship Information** page. This field must be completed if the Applicant will be required to use his or her card for digital signature and/or encryption purposes. Leave the default selection, **Yes**, beside **Require Digital Signature and Encryption Certificates**.

ROLE: SPONSOR - GENERAL SERVICES ADMINISTRATION

Sponsor Applicant agencysponsor@tester.aa Logout

NEW TESTER, 1/2/1981 Issuance Criteria Show Applicant Status ●●●●

Sponsor Info Card Address Info Save	Sponsorship Information			
	Agency *	GENERAL SERVICES ADMINISTRATION	Sub-agency	GENERAL SERVICES ADMINISTRATION ▾
	Employee Type *	EMPLOYEE ▾	Employee Status *	ACTIVE ▾
	Agency Rank	▾	Employee ID	
	Contract Number		Work Email	Tester@aa.bb.gov
	User Principal Name	<input checked="" type="radio"/> System Generated UPN <input type="radio"/> User Specified	Work Phone	
	Sub-Agency Abbreviation		Agency Person ID	
	Card Information			
	PIV Card Required	<input checked="" type="radio"/> Yes <input type="radio"/> No	Require Digital Signature and Encryption Certificates	<input checked="" type="radio"/> Yes <input type="radio"/> No
	Smart Card Type	STANDARD DUAL INTERFACE ▾	PIV Card Type	FEDERAL EMPLOYEE
	Agency Role	▾	Federal Emergency Response Official	<input type="radio"/> Yes <input checked="" type="radio"/> No
	Card Header	UNITED STATES GOVERNMENT ▾	Agency Text	▾
	<input type="button" value="Next"/> <input type="button" value="Cancel"/>			

[Change Password?](#)



If the Agency will not be providing an e-mail address for the Applicant, select **No** beside **Require Digital Signature and Encryption Certificates** and leave the **Work Email** field blank.



There currently is no way to reverse this decision once the Applicant is enrolled and the card is printed. Be sure this Applicant will not require an e-mail address before you select **No**.

ROLE: SPONSOR - GENERAL SERVICES ADMINISTRATION

Sponsor Applicant agencysponsor@tester.aa Logout

NEW TESTER, 1/2/1981 Issuance Criteria: 2 ✗ Show Applicant Status ● ● ● ●

Sponsorship Information			
Agency *	GENERAL SERVICES ADMINISTRATION	Sub-agency	GENERAL SERVICES ADMINISTRATION
Employee Type *	EMPLOYEE	Employee Status *	ACTIVE
Agency Rank		Employee ID	
Contract Number		Work Email	
User Principal Name	<input checked="" type="radio"/> System Generated UPN <input type="radio"/> User Specified	Work Phone	
	47000000178111@fedidcard.gov	Agency Person ID	
Sub-Agency Abbreviation			
Card Information			
PIV Card Required	<input checked="" type="radio"/> Yes <input type="radio"/> No	Require Digital Signature and Encryption Certificates	<input type="radio"/> Yes <input checked="" type="radio"/> No
Smart Card Type	STANDARD DUAL INTERFACE	PIV Card Type	FEDERAL EMPLOYEE
Agency Role		Federal Emergency Response Official	<input type="radio"/> Yes <input checked="" type="radio"/> No
Card Header	UNITED STATES GOVERNMENT	Agency Text	

✗ Digital Signature

Next **Cancel**

Change Password?

E-mail Notification of Missing or Inaccurate Data

The USAccess system performs specific criteria checks on the Applicant's record before it is released for card printing. When a record fails the criteria checks for work e-mail address, UPN, employment status, and/or employment type, the record is flagged and an e-mail message is sent to the Sponsor. The Sponsor must verify the information and edit the Applicant's record to correct the inaccurate or missing data before the card can be printed.

To: <SPONSOR_EMAIL_W>
Subject: USAccess - Applicant Sponsorship Update Required: Missing Work E-mail Address

Dear <SPONSOR_FNAME>,

Please note that the following Applicant does not have a work email address. As a result, this Applicant will not have a USAccess credential printed. This is important since the email will be populated on the digital certificates.

Name: <APPLICANT_FNAME APPLICANT_LNAME>

If you need to correct this Applicant's sponsorship data, please log into the USAccess Sponsorship portal and make the necessary changes to their Sponsorship data. Once you enter a valid email address, the process will automatically initiate to have the USAccess credential produced for them if all other system checks are successful.



Information Toolbar

When an Applicant has been entered into the system, the Information Toolbar indicates the status of his/her record on all pages in the **View Applicant** and **Edit Sponsorship** sections of the Sponsorship portal. The example below shows the Information Toolbar on the **Biographic Data** page. The icon indicators at the upper right corner of the Toolbar, beside *Hide Applicant Status*, show, at a quick glance, whether there are any problems with the Applicant's status. More specific status information is displayed along the bottom of the Information Toolbar.

ROLE: SPONSOR - GENERAL SERVICES ADMINISTRATION

Edit Applicant agencysponsor@tester.aa Logout

NEW TESTER, 1/2/1981 Issuance Criteria: 2 ✗ Hide Applicant Status ●●●●

Sponsorship Status: **SPONSORED** Enrollment Status: **INCOMPLETE** Adjudication Status: **INCOMPLETE** Issuance Status: **NO STATUS**

Biographic Data

First Name *	NEW	Middle Name *	NMN
Last Name *	TESTER	Suffix	
Social Security No. *	xxx-xx-3234	Birth Date *	01/02/1981
Citizenship *	UNITED STATES	Race	
Tax ID		Foreign ID	
Personal/Home Email		Other Email	
Home Phone		Cell Phone	

Next **Cancel**

Change Password?



Issuance Criteria are available on the Information Toolbar. Issuance criteria are the Pre-issuance Validation rules that must be satisfied for a Credential to move to issuance status. When criteria failures exist for the selected record, the number of criteria failures and an **X** are displayed next to the **Issuance Criteria** link. Selecting **Issuance Criteria** opens a drop-down list which shows the status of all the criteria. Incomplete criteria are indicated by an **X**.

ROLE: SPONSOR - GENERAL SERVICES ADMINISTRATION

Edit Applicant agencysponsor@tester.aa Logout

NEW TESTER, 1/2/1981 Issuance Criteria: 2 X Hide Applicant Status ●●●●

Sponsorship Status: SPONSORED		Enrollment Status: INCOMPLETE	Is Adjudicated	X	Issuance Status: NO STATUS
Is Registered			X		
Biographic Data Address Data Save	Biographic Data		Applicant Citizenship Country	✓	
	First Name *	NEW	Matches Card Type		
	Last Name *	TESTER	Has Active Employment Status	✓	
	Social Security No. *	xxx-xx-3234	Has UPN	✓	
	Citizenship *	UNITED STATES	Has Unique UPN	✓ 1981	
	Tax ID		Has Valid Employee Type Code	✓	
	Personal Home Email		Has Valid First Name	✓	
	Home Phone		Has Valid Last Name	✓	
			Has Valid Middle Name	✓	
			Is Sponsored	✓	
		Requires PIV Card	✓		
		Ship To Address Is Active	✓		
		Sponsor Has EID	✓		
		Valid Return To Address	✓		
		Valid Ship To Address	✓		

Change Password? **Next** **Cancel**

Card Action Request Wizard

Once an Applicant's Credential has been printed, most changes made to the Applicant's record will require a reprint, reissue, or certificate renewal card action. The Card Action Request Wizard prompts you to enter information in the Wizard to determine the required action.

The following are some of the changes to an Applicant's record that require a card action request:

- Name
- Employee type
- Biometric (lose fingers or hand)
- Sub Agency
- Law Enforcement status
- Agency Rank
- Card header
- Emergency Response Official status
- Lost or stolen Credential



Note: Text fields will be grayed-out and unavailable for information that cannot be changed.

Changes made to a record are indicated by an exclamation point  icon. Information about the change is available on the Information Toolbar.

In the following image of the **Biographic Data** page, the Applicant's middle initial has been changed. Notice the  beside **Middle Name** and a corresponding  beside **Show Previous Card Info** on the Information Toolbar.



Changes to an Applicant's record must be saved before the changes display on the Information Toolbar or before a card action can be requested.

ROLE: SPONSOR - GENERAL SERVICES ADMINISTRATION

Edit Applicant agencysponsor@tester.aa Logout

STAGING LCSJUNED, 1/27/1981 Issuance Criteria Show Applicant Status  Show Previous Card Info 

Biographic Data Address Data Save	Biographic Data			
	First Name *	<input type="text" value="STAGING"/>	Middle Name * 	<input type="text" value="P"/>
	Last Name *	<input type="text" value="LCSJUNED"/>	Suffix	<input type="text"/>
	Social Security No. *	<input type="text" value="xxx-xx-3242"/>	Birth Date *	<input type="text" value="01/02/1981"/> 
	Citizenship *	<input type="text" value="UNITED STATES"/> 	Race	<input type="text" value="BLACK OR AFRICAN AMERICAN"/>
	Tax ID	<input type="text"/>	Foreign ID	<input type="text"/>
	Personal/Home Email	<input type="text"/>	Other Email	<input type="text"/>
	Home Phone	<input type="text"/>	Cell Phone	<input type="text"/>
	<input type="button" value="Next"/> <input type="button" value="Cancel"/>			

[Change Password?](#)



Selecting **Show Previous Card Info** expands the Information Toolbar and displays a side-by-side comparison of the data elements that have changed. If the Credential has been issued, this is a comparison between the information currently printed on the Credential (Previous Value) and the recent changes made to the record (Next Value).

In the example below, the Applicant’s middle initial was modified. Initially, the Credential was printed without a middle initial because the Applicant had “NMN” (No Middle Name) for the Middle Name value. The Sponsor then updated the record with the correct middle initial, “P”. The next time the Credential is printed, it will be printed with the middle initial “P”.

The Card Action Request Wizard will determine if a reprint, reissue, or certificate update is required for this or any change made to an Applicant’s record.

ROLE: SPONSOR - GENERAL SERVICES ADMINISTRATION

Edit Applicant agencysponsor@tester.aa Logout

STAGING LCSJUNED, 1/2/1981 Issuance Criteria Show Applicant Status ●●●● Hide Previous Card Info !

The following data elements have changed. These values will be replaced after a new request is completed through the Card Action Wizard

	Previous Value	Next Value
Middle Initial modified	NMN	P

Biographic Data

Address Data
Save

First Name *	STAGING	Middle Name *	P
Last Name *	LCSJUNED	Suffix	
Social Security No. *	xxx-xx-3242	Birth Date *	01/02/1981
Citizenship *	UNITED STATES	Race	BLACK OR AFRICAN AMERICAN
Tax ID		Foreign ID	
Personal/Home Email		Other Email	
Home Phone		Cell Phone	

Next **Cancel**

[Change Password?](#)

When the **Next** button is selected, you will be prompted to run the Card Action Request Wizard to determine the required card action.

For this example, let’s assume a Credential Holder has married and requested her last name be changed on her Credential. The Sponsor has changed her last name in her record and will now run the Card Action Request Wizard to determine the correct card action.



A card action request may also be made from the **Card Actions** tab on the **Sponsor Utilities** page. See the “Sponsor Utility – Card Actions” section below.

Card Action Request Needed!

Would you like to start the Card Action Request Wizard now?



The Card Action Request Wizard asks you a series of questions. Your answers will determine whether a Reprint, Reissue, or Certificate Update is needed.

Since the Credential Holder in our example has an existing credential and has possession of her Credential, the Sponsor answers yes to this question.

 *If a credential was never issued for the Credential Holder, then this first question does not appear.*

1. Select Yes or No and click **Next**.

Card Action Request Wizard

The current card is: Active

Does the applicant or an Agency official have the card in possession?

Yes
 No

Next **Cancel**

The reason for our card action is a Data Update because the Sponsor updated the Credential Holder's biographic data with the last name change.

2. Select a reason for the Card Action and click **Next**.

Card Action Request Wizard

Please select a reason for this Card Action:

DATA UPDATE
DATA UPDATE
MANUFACTURER'S DEFECT
DAMAGED
EXPIRED
BIOMETRIC UPDATE

Previous **Next** **Cancel**

At the end of the process, the Wizard presents the recommended action.

- In the **Select An Action** section, you can choose to follow the recommended action or select an Upgrade Action from the drop-down list.
- In the **On Completion** section, select a radio button to choose the page to which you would like to return on completion of the card action. The choices are **Applicant Search** page or **Sponsor Utilities** page.

3. Click **Finish** to complete the request.

Card Action Request Wizard

Select An Action

The recommended action is **Reissue**

You can select an Upgrade Action from this list

Reprint
Reprint
Reissue

On Completion

Return to the Applicant Search page
 Return to the Sponsor Utilities page

Please click Finish to complete the request.

Previous **Finish** **Cancel**



Sponsor Utility – Card Actions

A card action request may also be made from the **Sponsor Utilities** page. Select **Sponsor Utilities** from the **Applicant Search** page. Select the **Card Actions** tab, and then select the **Start** button to run the Card Action Request Wizard.

ROLE: SPONSOR - GENERAL SERVICES ADMINISTRATION

Sponsor Utilities sponsor@gsa.gsa.gov Logout

STEVE BACKFILLCTU-B, 1/1/1980 Issuance Criteria Show Applicant Status ●●●● Show Previous Card Info !

Search

Card Actions System Notifications Sponsor Reassignment

Request Card Action **Start**

No PIV cards found.

Sponsor Utility - System Notifications

The Sponsor can send e-mails from the **Sponsor Utilities** page on the **System Notifications** tab.

ROLE: SPONSOR - GENERAL SERVICES ADMINISTRATION

Sponsor Utilities super.sponsor@gsa.gov Logout

STAGING WIZARDCC, 1/2/1981 Issuance Criteria: 1 ✗ Show Applicant Status ●●●●

Search

Card Actions System Notifications Sponsor Reassignment

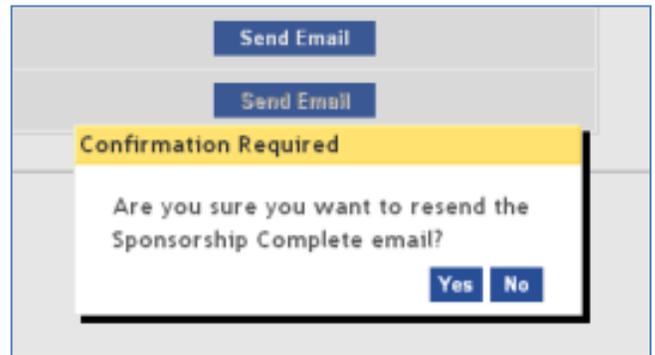
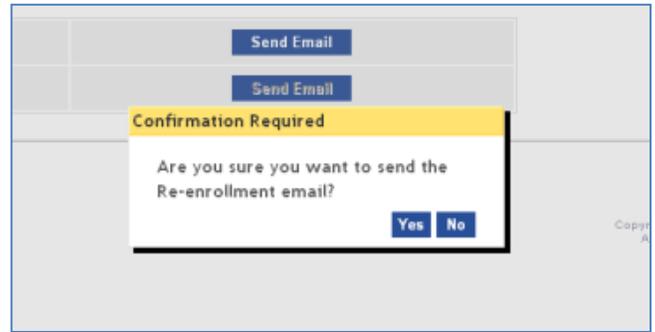
Applicant needs to Enroll or Re-Enroll	Send Email
Credential Checked-In and Ready for Pick Up	Send Email



Applicant needs to Enroll or Re-Enroll

When you click the **Send Email** button, the system detects whether the Applicant needs to enroll for the first time, or if the Applicant needs to re-enroll.

- If an Applicant needs to re-enroll, the system asks if you want to send the *Re-enrollment* email. If you click Yes, the system sends the *Reminder to Re-enroll* email to the Applicant. The *Reminder to Re-enroll* email reminds Applicants they must visit an enrollment workstation to present their identity documents, have their picture taken, and submit fingerprints. It informs them they will not receive their new Credential until they complete this step. It also provides instructions for how to make an appointment to re-enroll.
- If the Applicant needs to enroll for the first time, the system asks you if you want to resend the *Sponsorship Complete* email to the Applicant. The *Sponsorship Complete* e-mail contains the Applicant's Sponsorship information and directions for completing enrollment in the USAccess program.



Credential Checked-In and Ready for Pick Up

The *Credential Ready for Pick-up* e-mail contains the subject "USAccess - Credential Ready for Pick Up" and explains where to pick up the Credential, how to make an appointment for card activation, and how to activate the Credential using the password included.



The Credential Ready for Pick Up e-mail can only be sent if the Applicant has been enrolled and his/her Credential has been printed and inventoried by the pick-up location. If the Credential has not been printed and inventoried by the pick-up location, the option to send the e-mail is disabled/grayed out.



Record/Editing is Blocked During Card Printing

A warning message is displayed if card printing is in progress for the selected Applicant. The message states that Sponsors can only terminate or suspend the employee's status because the card is being printed. This is part of the effort to "lock down" the Applicant's record and prevent changes from being made (such as name, ship to address, etc.) because these types of changes will not take effect while card printing is in progress. The Sponsor must wait until printing is completed to make changes (e.g., reprint, change name, etc.).

ROLE: SPONSOR - GENERAL SERVICES ADMINISTRATION

Sponsor Applicant agencysponsor@tester.aa Logout

NEW TESTER, 1/2/1981 Issuance Criteria: 2 X Show Applicant Status

Sponsor Info Card Address Info Save	Sponsorship Information			
	Agency *	GENERAL SERVICES ADMINISTRATION	Sub-agency	GENERAL SERVICES ADMINISTRATION
	Employee Type *	EMPLOYEE	Employee Status *	ACTIVE
	Agency Rank		Employee ID	
	Contract Number		Card Printing in Process	
	User Principal Name	<input checked="" type="radio"/> System Generated UPN <input type="radio"/> User Specified		
	Sub-Agency Abbreviation	47000000178111@fedidcard.gov		
	Card Information			
	PIV Card Required	<input checked="" type="radio"/> Yes <input type="radio"/> No		
	Smart Card Type	STANDARD DUAL INTERFACE		
Agency Role		PIV Card Type	FEDERAL EMPLOYEE	
Card Header	UNITED STATES GOVERNMENT	Federal Emergency Response Official	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Digital Signature		Agency Text		

Next Cancel

Select Card Shipping Address

Credentialing Centers and locations where cards can be shipped often change. They may move to a new location or be decommissioned and close permanently. If you attempt to select an address within 21 calendar days of the site closure (End Date), the address will be available for selection in the **Site** drop-down list on the **Card Shipping Address** page, however, you will not be able to save the record and will receive a warning message to select another shipping address. Once the address End Date has passed, the address will no longer appear in the drop-down list. This will ensure that a card will be delivered to a location that is still active and available by the time it is ready to be shipped.

ROLE: SPONSOR - GENERAL SERVICES ADMINISTRATION

Sponsor Applicant gsa.sponsor@dev.gsa.lab Logout

JAMIE POLLARD, 1/1/1980 Issuance Criteria: 5 X Show Applicant Status

Sponsor Info Card Address Info Save	Card Shipping Address			
	Shipping Method	FEDEX STANDARD		
	State	MARYLAND		
	Select Address*	Site	Expires	8/20/2010
	Street Address 1	ASSATEAGUE ISLND NATL SEASHORE		
	City	Berlin	Street Address 2	
	Zip Code	21811	State	
			Country	

Shipping Address Expiration

This site is set to be decommissioned on 8/20/2010. To allow enough time for the card to be printed and shipped before the site is decommissioned, issuance requests must occur before 7/30/2010 for this site. Please select a different Shipping address.

OK



Sponsor Tools – Sponsor Reassignment

When a Sponsor leaves the Agency/Organization or no longer holds the Sponsor role, Applicant records are left without an active Sponsor of Record. The Sponsor Reassignment Tool allows an employee who currently holds the Sponsor role to assume Sponsorship of Records within his or her scope that do not violate the Separation of Duties rule.

The Sponsor Reassignment Tool is accessed from the **Applicant Search** page.

1. Select **Sponsor Tools** to navigate to the **Sponsor Reassignment** page.

Applicant Search

Search by*

Lastname Social Security No.

~ or ~

~ and ~

On the **Sponsor Reassignment** page, the Sponsor List displays the current Sponsors within scope, the current Sponsor’s Agency or sub-Agency, the number of Applicant records for which each Sponsor is the Sponsor of Record, and whether the Sponsors listed currently hold the Sponsor Role (Role Status).

ID	Sponsor Name	Sub Agency	App. Count	Role Status		
1000000002	ADJUDICATOR, GSA MIDDLE	GENERAL SERVICES ADMINISTRATION	2059	SPONSOR	<input type="button" value="View Applicants"/>	<input type="button" value="Reassign All"/>
1000000070	APPLICANT, NEW A	GENERAL SERVICES ADMINISTRATION	499	NOT A SPONSOR	<input type="button" value="View Applicants"/>	<input type="button" value="Reassign All"/>
1000119693	CHINA, US	GENERAL SERVICES ADMINISTRATION	109	NOT A SPONSOR	<input type="button" value="View Applicants"/>	<input type="button" value="Reassign All"/>

2. To assume sponsorship of all of a current Sponsor’s Applicants without viewing the Applicants, click **Reassign All**.



It is good practice to review the current Sponsor’s list of Applicants before assuming sponsorship of all the Applicants.

3. To review the current Sponsor’s list of Applicants before assuming sponsorship of all the Applicants, click **View Applicants**.



Applicants available for reassignment are displayed with an empty check box in the **Reassign** column. Only 10 Applicants per page are displayed. Hyperlinked page numbers display below the Applicant list.

Applicants for CHINA, US			
Reassign	ID	Applicant Name	Sub Agency
<input type="checkbox"/>	1000120047	HUNDREDONE, APPLICANT	GENERAL SERVICES ADMINISTRATION
<input type="checkbox"/>	1000120048	HUNDREDONE, APPLICANT	GENERAL SERVICES ADMINISTRATION
<input type="checkbox"/>	1000120051	HUNDREDONE, APPLICANT	GENERAL SERVICES ADMINISTRATION
<input checked="" type="checkbox"/>	1000120050	HUNDREDONE, APPLICANT	GENERAL SERVICES ADMINISTRATION
<input type="checkbox"/>	1000120044	HUNDREDONE, APPLICANT	GENERAL SERVICES ADMINISTRATION
<input type="checkbox"/>	1000120046	HUNDREDONE, APPLICANT	GENERAL SERVICES ADMINISTRATION
<input checked="" type="checkbox"/>	1000120161	TRIP, INDIA	GENERAL SERVICES ADMINISTRATION
<input checked="" type="checkbox"/>	1000120162	TRIP, INDIA	GENERAL SERVICES ADMINISTRATION
<input checked="" type="checkbox"/>	1000120163	TRIP, INDIA	GENERAL SERVICES ADMINISTRATION
<input type="checkbox"/>	1000120158	TRIP, INDIA	GENERAL SERVICES ADMINISTRATION

1 2 3 4 5 6 7 8 9 10 ...

You cannot assume sponsorship for Applicants whose records are marked with an **X** because of the Separation of Duties rule. For example, if you hold the Adjudicator role, you cannot be Sponsor of Record for the Applicants you also adjudicate.

4. Click **Reassign All** to immediately assume sponsorship of all Applicants listed on all pages.



*Alternatively, Applicants can be selected individually by clicking the check box (thereby adding a check mark) beside the Applicants for whom you want to assume sponsorship. Click **Reassign Selected** when you have completed your selection and you want to complete the reassignment.*



Sponsor Utility – Sponsor Reassignment

1. To reassign sponsorship for individual Applicants, use the **Applicant Search** page to search for the Applicant.
2. When the Applicant’s record displays, select **Sponsor Utility** next to the Applicant’s record to navigate to the **Sponsor Utilities** page.

Search		Reset		Sponsor Tools							
ID	Last Name	First Name	Birth Date	Social Security	Email	Status					
1000121975	DOE	JANE	01/01/1980	XXX-XX-1975	DUSTIN.MILLER@HP.COM	REGISTERED	View Applicant	Edit Sponsorship	Sponsor Utility		

3. On the **Sponsor Utilities** page, select the **Sponsor Reassignment** tab to view the status of the Applicant’s Sponsor of Record.

Sponsor Utilities 47001000060855@FEDIDCARD.GOV Logout

JANE DOE, 1/1/1980 Issuance Criteria: 0 ✓ Show Applicant Status ●●●●

Search

Card Actions System Notifications **Sponsor Reassignment**

Current Sponsor of Record: HUNDREDONE, APPLICANT (NOT A SPONSOR) [Reassign Sponsor](#)

4. Click **Reassign Sponsor** to assume sponsorship for the Applicant.

Sponsor Utilities 47001000060855@FEDIDCARD.GOV Logout

JANE DOE, 1/1/1980 Issuance Criteria: 0 ✓ Show Applicant Status ●●●●

Search

Card Actions System Notifications Sponsor Reassignment

Current Sponsor of Record: HUNDREDONE, APPLICANT (NOT A SPONSOR) [Reassign Sponsor](#)



If the Separation of Duties check fails, the **Reassign Sponsor** button will be disabled and you will not be able to assume sponsorship of the applicant.