



U.S. Department
of Transportation
**Federal Transit
Administration**

REGION X
Alaska, Idaho, Oregon,
Washington

915 Second Avenue
Federal Bldg. Suite 3142
Seattle, WA 98174-1002
206-220-7954
206-220-7959 (fax)

REGION 10 BULLETIN NO: 2011-28

Subject: Mandatory ECHO-Web Recertification Process

Program Area: Accounting, Grants Management

Date: May 25, 2011

The Federal Transit Administration (FTA) is now in the process of recertifying users of the Electronic Clearing House Operations (ECHO)-Web grants payment system. In prior years, grantees were required to submit new ECHO User forms and Rules of Conduct forms for all staff, even if no changes were needed.

To simplify the process, Region 10 is requesting that your Authorizing Official send us the names of your staff that have ECHO-Web system access, indicating if that person has “inquire only” access or “update” access and send them to Beth Sier at elizabeth.sier@dot.gov and Annette Le at annette.le@dot.gov **no later than July 15, 2011.**

If there are discrepancies, or users do not access the system within 90 days and are locked out, the complete ECHO-Web user package – the ECHO User Access form and Rules of Conduct form – must be submitted to the Region 10 mailbox at fta.tro10mail@dot.gov. A clean, scanned copy will suffice.

For further information, contact Region 10’s Beth Sier at 206-220-7956 or email elizabeth.sier@dot.gov.

Sincerely,

for
R.F. Krochalis
Regional Administrator