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

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REGION 10 BULLETIN NO: 2013-19

Subject: Deadline for ECHO-Web Re-Authorization

Program Area: Electronic Clearing House Operation (ECHO)

Date: June 4, 2013

The Federal Transit Administration (FTA) is required to comply with Federal financial management policies and guidelines governing internal controls over user access to financial systems owned, maintained, and operated by the Agency. This review is required by the Federal Information Security Management Act (FISMA) of 2002.

In order to comply with this review, FTA is requesting all Grantees to verify that their Electronic Clearing House Operation (ECHO) system user access information is accurate. Many ECHO-Web user accounts are in a suspended status. Suspended accounts are those users that have not accessed the system in 30 days. Please verify and determine if your ECHO-Web users still require access and/or if any changes to the user account have occurred.

All applicable ECHO-Web authorization or reauthorization forms must be completed and submitted no later than **July 15, 2013**. User accounts that have not been re-authorized by **July 31, 2013** will be locked out of the ECHO-Web system.

Please note: Some forms have changed since May 31, 2013. Do not use old forms.

Active technical support for ECHO-Web is available through the ECHO-Web Help Desk. The ECHO-Web Help Desk operates Monday through Friday, except on Federal Holidays, from 8 a.m. to 4:30 p.m. (Eastern Standard Time). The Help Desk can be reached by calling **202-366-1004**. Messages should be left on the voicemail if calling outside of normal business hours. The Help Desk can also be reached via email at ECHO_Web@fta.dot.gov.

The ECHO-Web user access forms must be submitted for approval, and the originals must be sent to the Regional office for further processing. For access user forms, please contact Region 10's Deborah Ensor at 206-220-7950. You may submit a PDF version to the Region 10 mailbox at fta.tro10mail@dot.gov for verification prior to mailing the originals. Once you have received verification that all the documentation is correct, mail originals to the FTA Region 10, Attn: ECHO-Web, 915 Second Avenue, Ste 3142, Seattle, WA 98174-1002.

For further information, please contact Region 10's Deborah Ensor at 206-220-7950 or by email at deborah.ensor@dot.gov.

Sincerely,

for R.F. Krochalis
Regional Administrator