Internal Revenue Service

Automated Enrollment

For

e-File Providers

The Externals Guide

Version 4.0.0

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1. About This Guide

1.1. Who Should Use This Guide

The IRS developed this guide for the Modernized e-File (MeF) Application's authorized contacts who need to use Automated Enrollment (AE) to enroll A2A Client Application Systems into the IRS Application to Application (A2A) channel.

1.2. How to Use This Guide

The purpose of this document is to describe the User Interface (UI) for the AE for e-File Providers Application, hereunto, referred to as AE Application. You may or may not need to read this guide from beginning to end depending on your level of experience with Automated Enrollment. You can reference the table of contents to help locate sections of the guide pertaining to the task you need to complete. Section 3.4 "Getting around Automated Enrollment" also guides you to specific tasks and features, so when you have a question about an AE function, it is easy to locate the answer.

1.2.1. Overview of Contents

This guide provides instructions on how to enroll and maintain A2A Client Application Systems using the Integrated Enterprise Portal (IEP). Its scope is limited to the e-file functionality of the AE Application. However, this guide does not discuss any administrative aspects of the AE Application nor does it discuss how to use the IEP other than the aspects you need to know to access the AE Application.

1.2.2. Highlighting

This guide uses the following elements to emphasize key points:

- **Bold**

  Highlight items and indicate specific items from the UI.
- **"Tip, Note, and Important!" Tags**

  Highlight additional information related to the current task or topic.
  - The "**Tip"** tag provides alternative methods of performing a task.
  - The "**Note"** tag explains how the system works or provides information you may use to alter the way you perform a task.
  - The **"Important!"** tag warns when an action could cause critical system errors.

1.3. Assumptions

You must have the following to use the AE Application:

- An IEP username and password and your account has the e-Services MeF role
- You successfully proofed your identity at the required level of assurance (LOA)
- The use of Windows 7 or higher and one of the following Web browsers:
  - Internet Explorer 8 or higher

2. Automated Enrollment Overview

The AE Application provides a user interface for enrolling and maintaining A2A Client Application Systems for the IRS A2A Channel. It assigns a unique A2A Client Application System ID (ASID) to each Application System enrolled. The IRS A2A Channel uses the ASID and the Application System's X509 certificate to authenticate and authorize access to IRS A2A services. The section below summarizes the functionality of the AE Application.

2.1. Features and Functions

Table 2-1 provides a description of the functions available in the AE Application.

Table 2-1 AE Functions

Function	Description
enrollAppSystem	AE Application allows you to enroll an A2A Client Application System into the IRS A2A Channel. Each Application System enrolled must be assigned at least one IRS A2A Service and have certificate authentication.
updateAppSystem	AE Application allows you to modify the A2A Client Application System definition. As an example, you can modify an A2A Client Application System to include additional IRS A2A Services or you can inactivate or un-enroll it.
Upload Certificate	AE Application allows you to change the certificate associated to an A2A Client Application System.

Note: Automated Enrollment no longer supports password authenticated ASIDs (See Appendix D Handling Existing Password Authenticated ASIDs).

2.2. Data Attributes

Table 2-2 describes the data elements used in the AE Application.

Table 2-2 AE Data Elements

Data Element	Description
A2A Client System ID (ASID)	A2A Client System ID (8 characters): This is a unique field assigned to the A2A Client Application System during the enrollment process. The ASID is a combination EFIN + ASID Sequence Number.
A2A System ID Status	The status assigned to the A2A Client Application System. Table 2-4 describes the available statuses for an Application System.
Application System Name	The name assigned to the A2A Client Application System. It is limited to 30 alphanumeric characters.
ASID Sequence Number	A unique 2-digit sequence number used to create the A2A Client System ID (ASID). Enter a unique value in the range of 00 to 99.
Available ETINs	The ETINs the user wants to assign to this A2A Client Application System
Available Services	The IRS A2A Services that are available for MeF state and third party transmitters (see Table 2-3 for a list of the available services).
Certificate Authority	The CA is the trusted entity that issued the digital certificate.
Certificate Expiration	The date the digital certificate is no longer valid.
Certificate File Name	The X509 certificate used to authenticate an A2A Client Application System in the IRS A2A channel.
Credential Type	The authentication method the A2A Client Application System uses when accessing IRS A2A Services. Default is certificate. You cannot change the authentication method.
Customer Name	The Legal Name of the Customer's organization associated to the EFIN.

Description	A description you want to use to identify an A2A Client Application System. It is limited to 50 alphanumeric characters.
Doing Business As	The Doing Business As name of the Customer's organization associated to the EFIN.
EFIN	Electronic Filing Identification Number is the six-digit number assigned by IRS to identify the Providers by IRS district and is used as part of the Declaration Control Number.
ETIN	Electronic Transmitter Identification Number is a five digit number assigned by IRS to each applicant who transmits returns directly to the IRS data communications subsystems or who intends to develop software for the purpose of formatting electronic returns to IRS specifications.
Location	The location of the A2A Client Application System This is usually the City and State where an A2A Client Application System resides. It is limited to 30 alphanumeric characters.
Selected ETINs	The ETINs assigned to an A2A Client Application System
Selected Services	The IRS A2A Services assigned to an A2A Client Application System (see Table 2-3 for a list of the available services).

2.3. IRS A2A Services

Table 2-3 lists the IRS A2A services for State and Third Party Transmitters.

Table 2-3 Available Services

Service	State Agency	Transmitter
ETINRetrieval	X	X
EtinStatus	X	X
Get2290Schedule1		X
Get2290Schedule1s		X
Get2290Schedule1sByMsgID		X
GetAck		X

GetAckNotification	X	
GetAckNotifications	X	
GetAcks		X
GetAcksByMsgID		X
GetNew2290Schedule1s		X
GetNewAckNotifications	X	
GetNewAcks		X
GetNewSubmissions	X	
GetNewSubmissionsStatus		X
GetStateParticipantsList1	X	X
GetSubmission	X	
GetSubmissionReconciliationList	X	
GetSubmissions	X	
GetSubmissionsByMsgID	X	
GetSubmissionsStatus	X	X
GetSubmissionStatus	X	X
SendAcks	X	
SendSubmissionReceipts	X	
SendSubmissions		X

2.4. Allowed Status Changes

Table 2-4 AE Status Matrix summarizes the A2A Client Application System status changes.

Table 2-4 AE Status Matrix

Current Status	Request Status	New Status	Action
	new	active	Allowed
active	inactivate	inactive	Allowed
active	un-enroll	deleted	Allowed
inactive	activate	active	Allowed
inactive	un-enroll	deleted	Allowed
disabled	activate	disabled	Disallowed
disabled	un-enroll	disabled	Disallowed

- "Current Status" is the Status of the Application System
- "Request Status" is the status change request
- "New Status" is the Application System status after the status change request completes
- "Action" indicates whether you can perform the change

Note: AE Application changes the status from new to active after it enrolls an Application System.

Note: Un-enrolling the Application System effectively deletes the ASID from the AE Application, and means you cannot update it again, while inactivating an Application System allows you to inactivate and activate as necessary.

Important! The IRS Help Desk initiates the disabled status when an Application System violated the policies of the IRS.

Note: Once disabled, the Application System cannot access IRS A2A Services; however, the IRS Help Desk can activate the disabled Application System (see Appendix C) for instructions on how to contact the IRS Help Desk.

3. Displaying your ASIDs

You access the AE Application by logging into a secured environment known as the "Integrated Enterprise Portal (IEP)". This section explains how to launch the AE Application and introduces you to the user interface.

3.1. Prerequisites

- You have the e-Services MeF role assigned to your IEP user account.

3.2. How to Do It

Type http://www.irs.gov into your browser. The IRS Home page opens (see Figure 3-1).

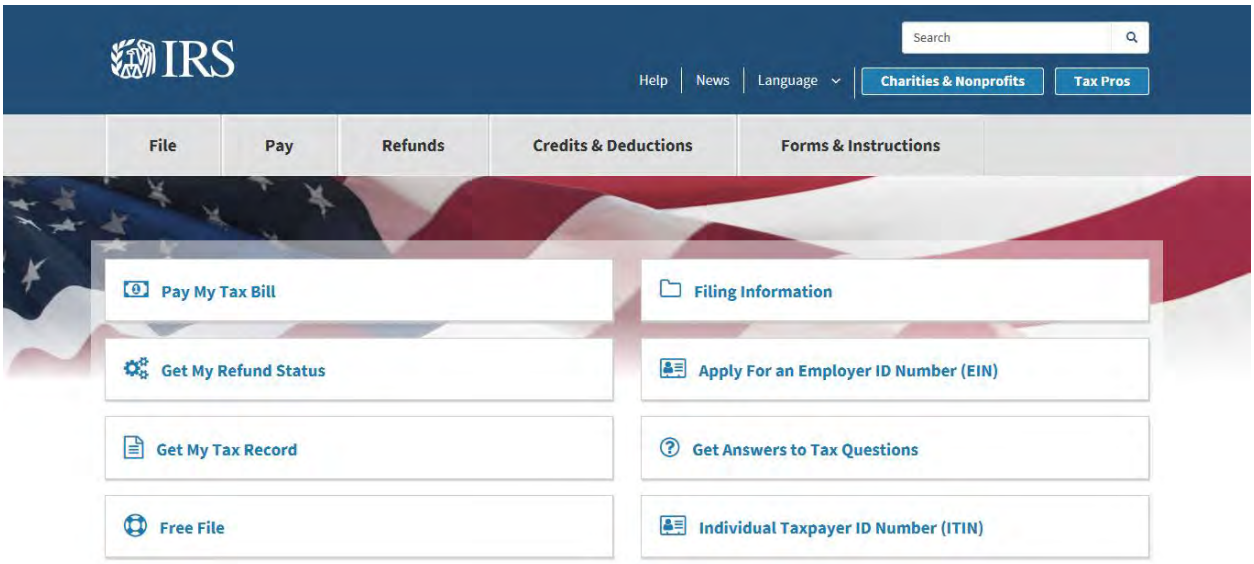

Figure 3-1 IRS Home Page

- Click the "**Tax Pros**" heading at the top of the page (see Figure 3-2).

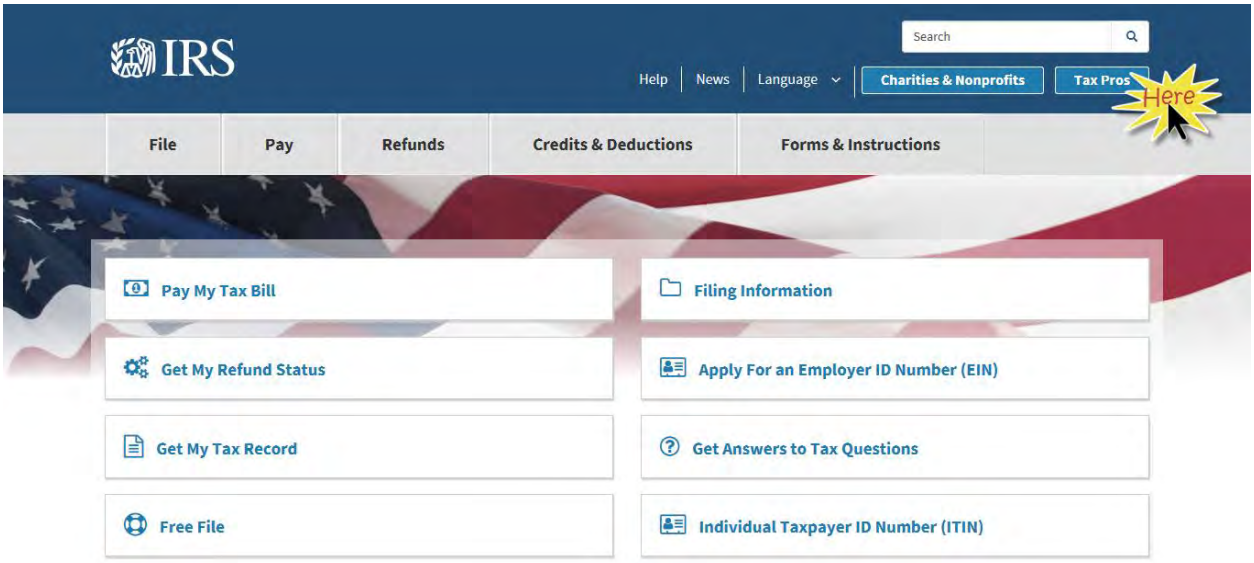

Figure 3-2 for Tax Pros heading

- Click the "**Tax Pros**" heading at the top of the page. The Tax Professionals page opens (see Figure 3-3).

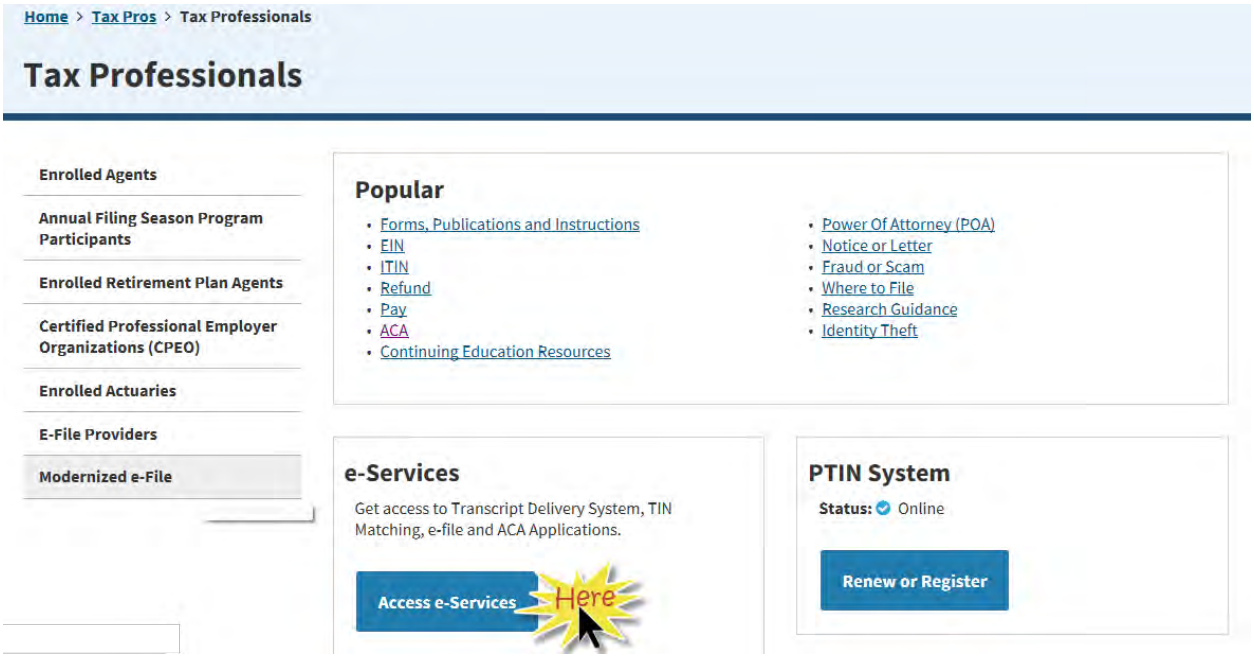

Figure 3-3 Tax Professionals Page

- Click the "**Access e-Services**" link. The e-Services – Online Tools for Tax Professionals page opens (see Figure 3-4).

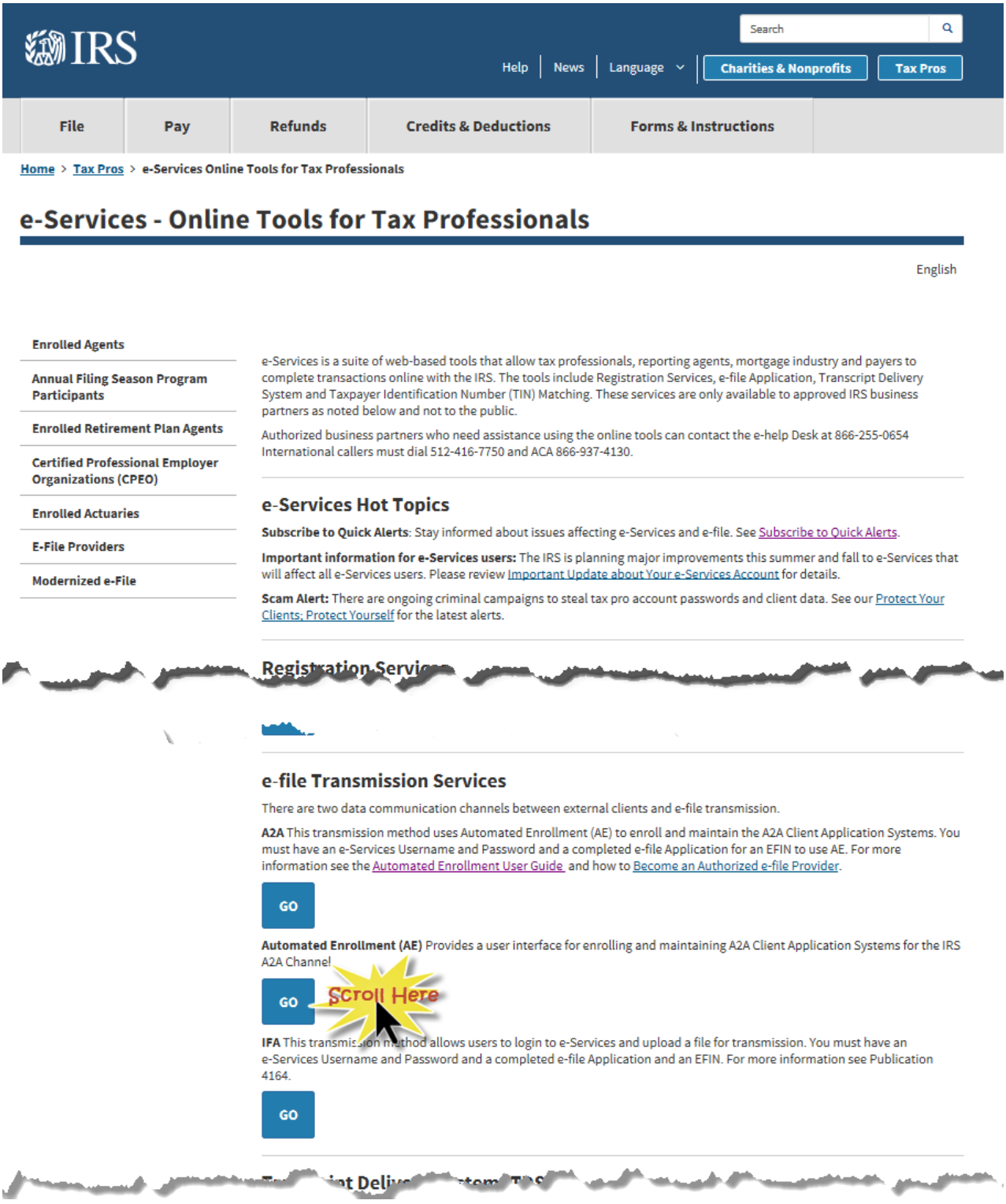

Figure 3-4 e-Services – Online Tools for Tax Professions Page

- Scroll down to the "***e-file Transmission Services (Automated Enrollment AE)***" section and click the "**GO**" link. The Login Page opens. (see Figure 3-5).

3.3. IEP Login

Tip: You can access the IEP Login Page directly by typing the URL https://la.www4.irs.gov/ae_rup_svcs/ into the browser.

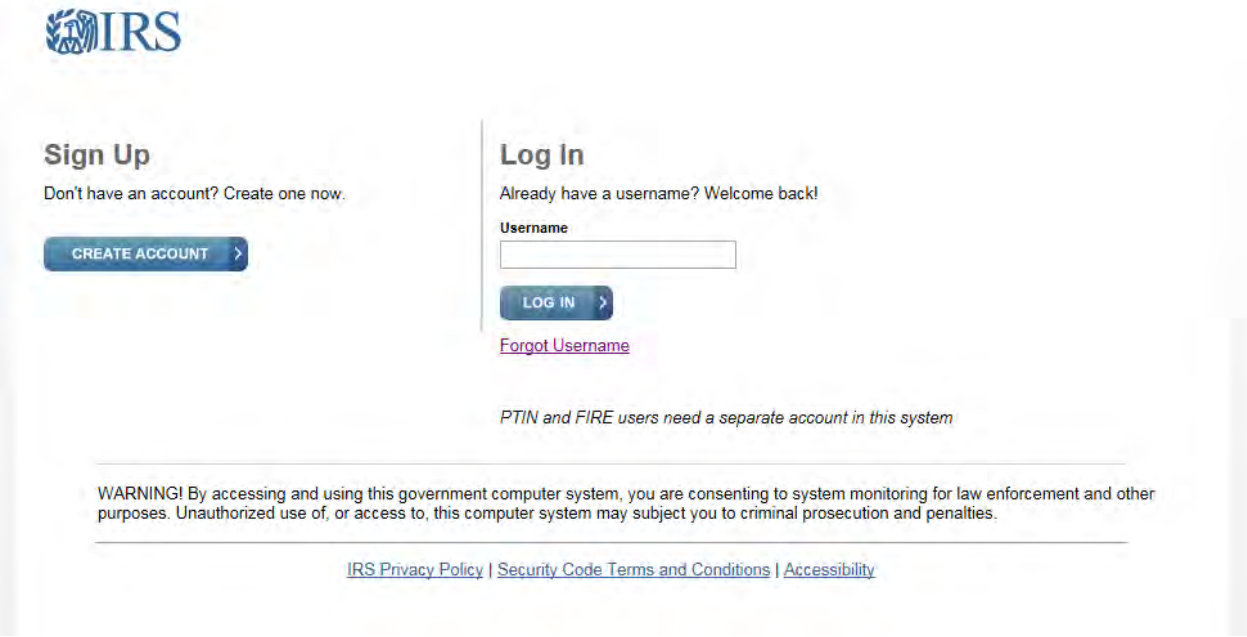

Figure 3-5 IEP Login Page

- Enter your username and click the **LOG IN** button. The Password Page opens (see Figure 3-6).

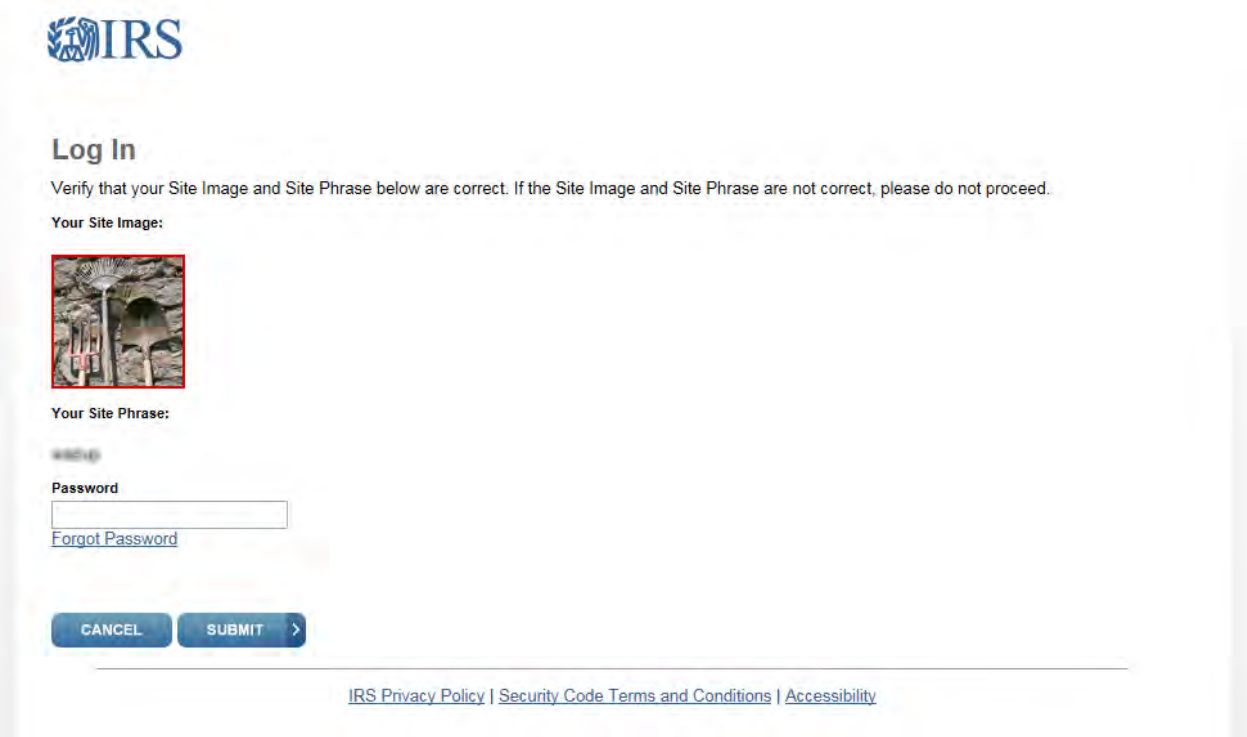

Figure 3-6 Password Page

- Enter your password and click the **Submit** button. The Security Code page opens (see Figure 3-7)

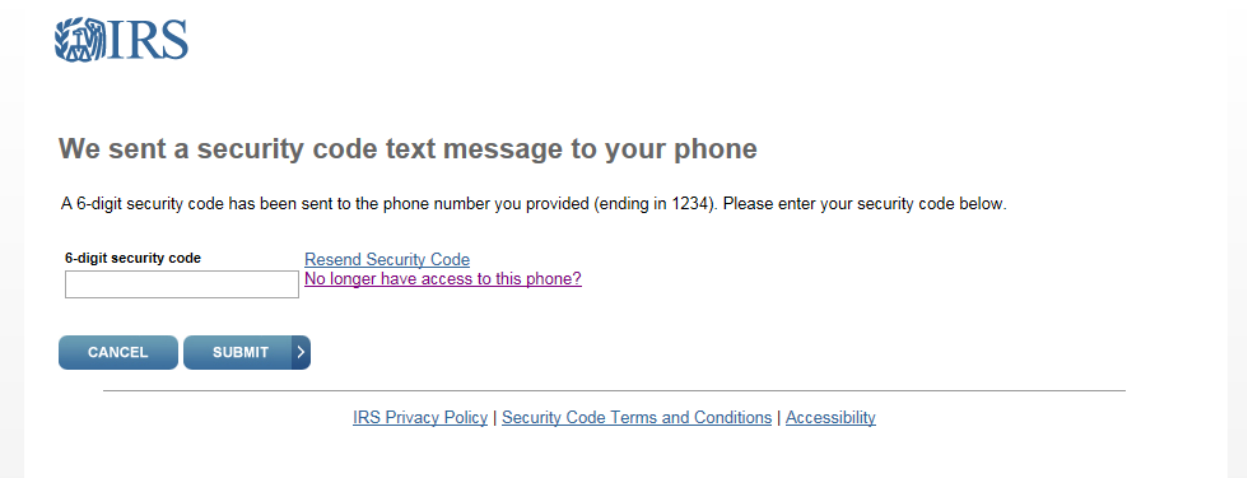

Figure 3-7 IRS Security Code Page

- Enter your six-digit security code and click the **Submit** button. Your login history page opens (see Figure 3-8).

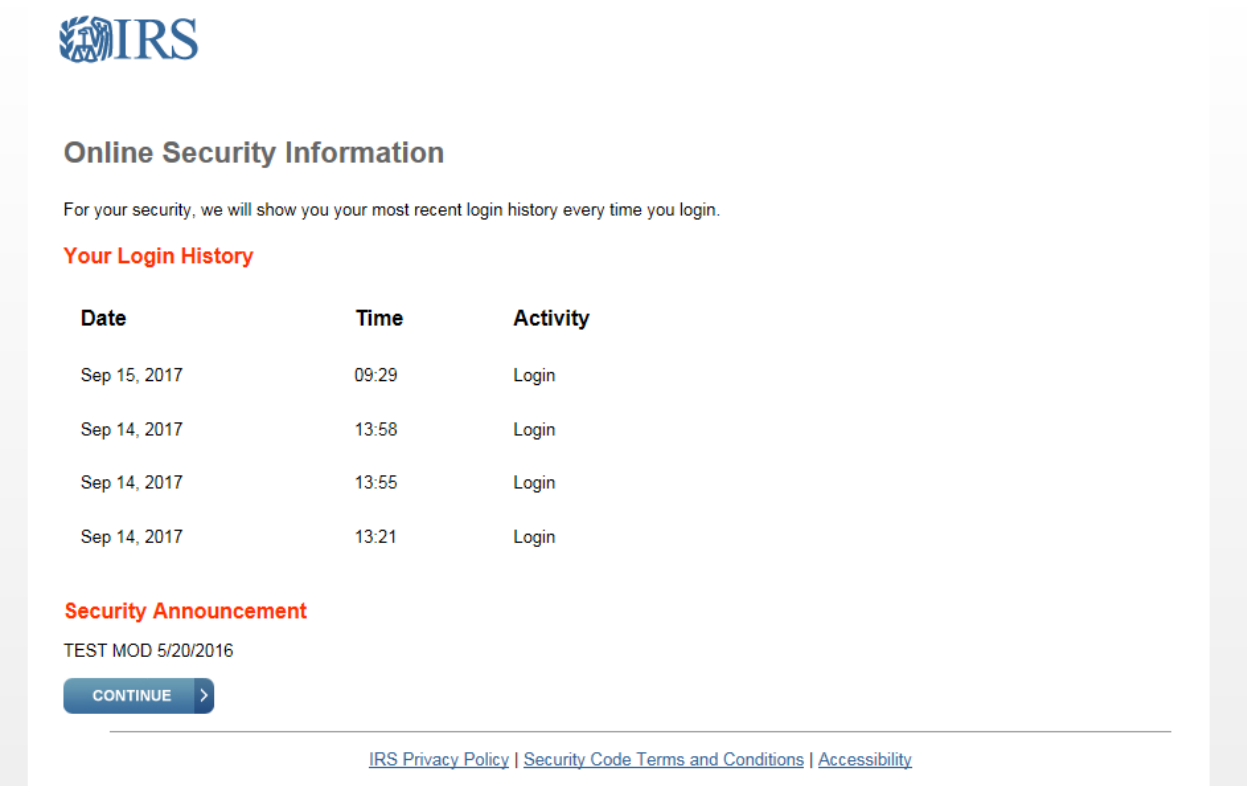

Figure 3-8 Login History Page

- Click the **Continue** button. The IRS Select Organization page opens (see Figure 3-9).

Figure 3-9 IRS Select Organization Page

- Select your e-File organization and click the **Submit** button. The AE Application Search Results Page opens (see Section 3.4 Getting around Automated Enrollment)

Important! When you are finished with your AE Application session please close your browser.

3.4. Getting around Automated Enrollment

The Search Results page (see Figure 3-10) is the launch pad to all of the features and functions of the AE Application. It displays a list of A2A Client Application Systems for the selected organization. From here, you can enroll and maintain A2A Client Application Systems.

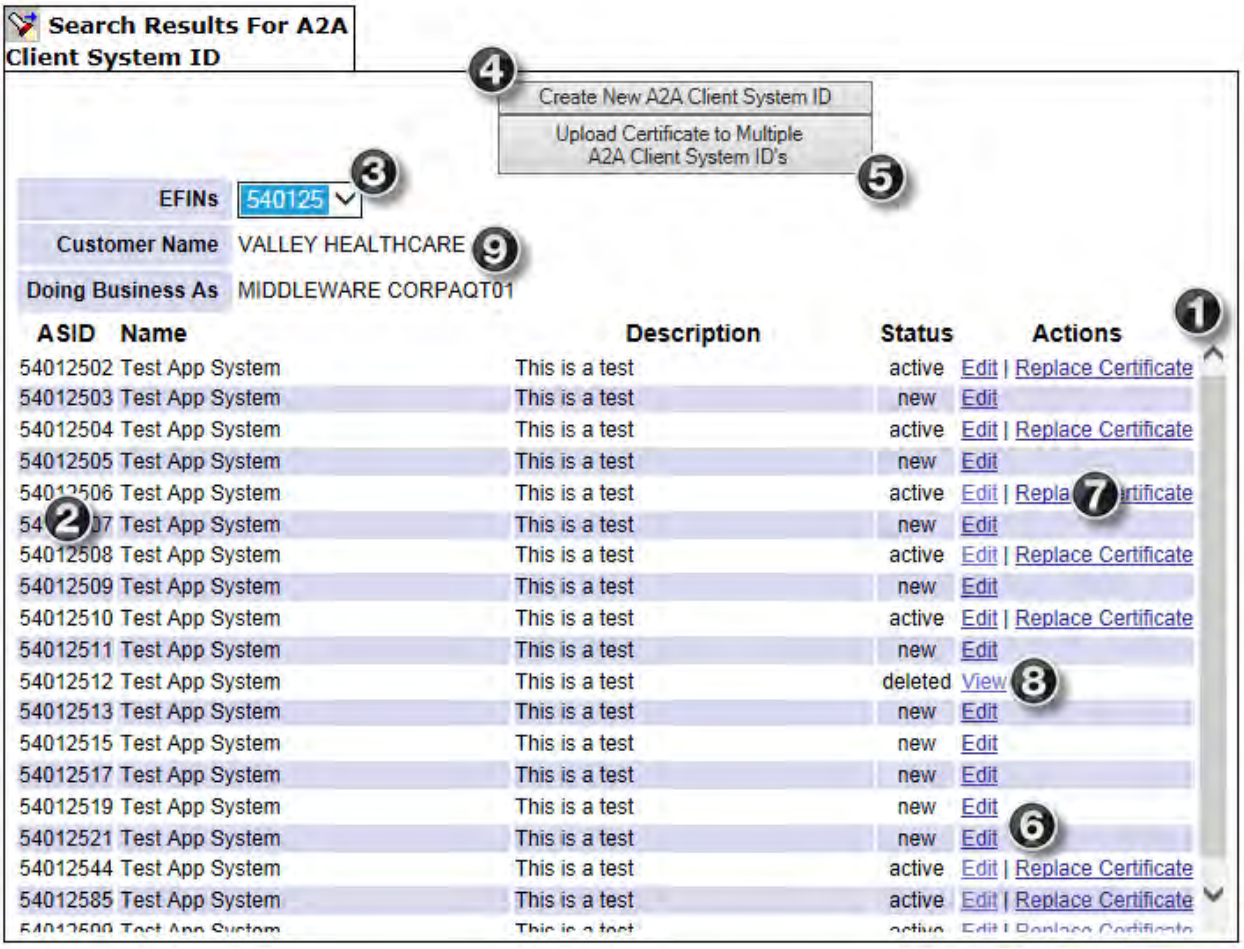

Figure 3-10 AE Application Search Results Page

1	Scroll through the list of Application Systems. The maximum number of records is set to 200.
2	By default, the AE Application sorts the list by EFIN.
3	Click the arrow to the right of the **EFINs** field and select an EFIN to filter the list.
4	Click the **Create New A2A Client System ID** button to enroll a new A2A Client Application System (see Section 4 Enrolling an Application System).
5	Click the **Upload Certificate to Multiple A2A Client System ID's** button to upload a certificate to many Application Systems in one transaction (see Section 10 Bulk Certificate Upload).

6	Click the ***Edit*** link to change an A2A Client Application System definition (see Section 5 Updating an Application System). Here you can change the status of the Application System or you can change any of the following Application System attributes: • Application System name • Description • Location • Upload a new Certificate • Services • ETINs **Note**: The "***Reset Password***" link has been removed from the list of displayed ASIDs. For any existing password authenticated ASIDs click the ***'Edit'*** link to change the credential type to '*Certificate'* (See Appendix D Handling Existing Password Authenticated ASIDs).
7	Click the ***Replace Certificate*** link to upload a new certificate for an Application System (see Section 9 Replacing a Certificate).
8	Click the ***View*** link to display an un-enrolled Application System (see Section 11 Viewing an Un-Enrolled Application System).
9	The AE Application displays your organizations legal name and doing business as (DBA) name provided during the e-File application process

Note: In the event of an error displaying your Application Systems, an error page opens (see Figure 3-11). Contact the IRS Help Desk to report the error condition. Refer to Appendix C for additional information.

Note: You can fix display issues by turning on Internet Explorer Compatibility View.

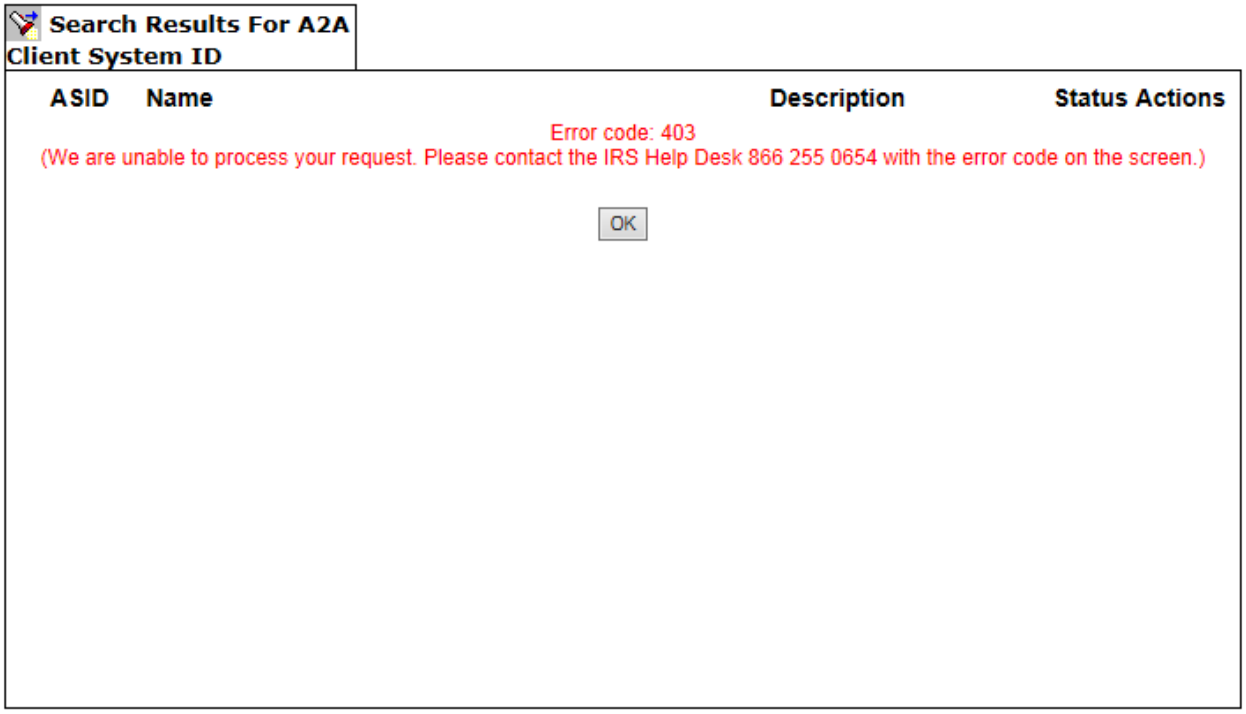

Figure 3-11 Error occurred displaying the search results page

4. Enrolling an Application System

This section describes the actions required to enroll an e-File Client Application System into the IRS A2A Channel.

4.1. Prerequisites

- You have the e-Services MeF role assigned to your IEP user account.
- You have a valid X509 certificate accessible from the local system.

4.2. How to Do It

Figure 4-1 depicts the navigation steps to enroll an Application System.

Figure 4-1 How to Enroll an Application System

- Login to the IEP. (Section 3.3 IEP Login).
- After entering your username, password and security code. Your login history page opens (see Figure 3-8).
- Click the **Continue** button. The IRS Select Organization page opens (see Figure 3-9).
- Select your e-File organization and click the **Submit** button. The AE Application Search Results page opens (see Figure 4-2).

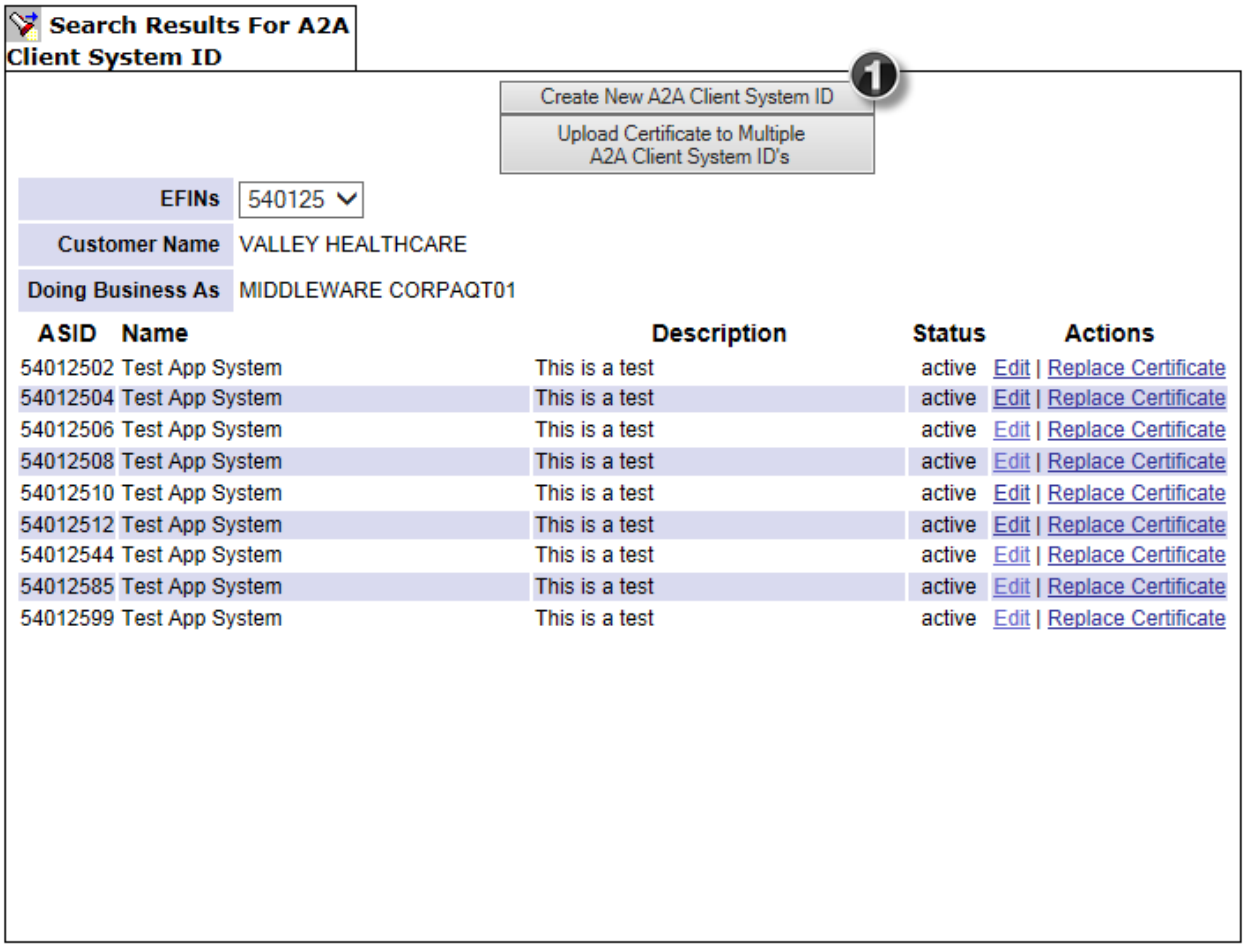

Figure 4-2 Create New A2A Client System ID Button

1	Click the **Create New A2A Client System ID** button. The Create New A2A Client System ID page opens (see Figure 4-3).

Note: The AE Application displays an '**Error Messages**' page in the event of any error. Refer to Appendix B to obtain information on how to handle AE Application errors.

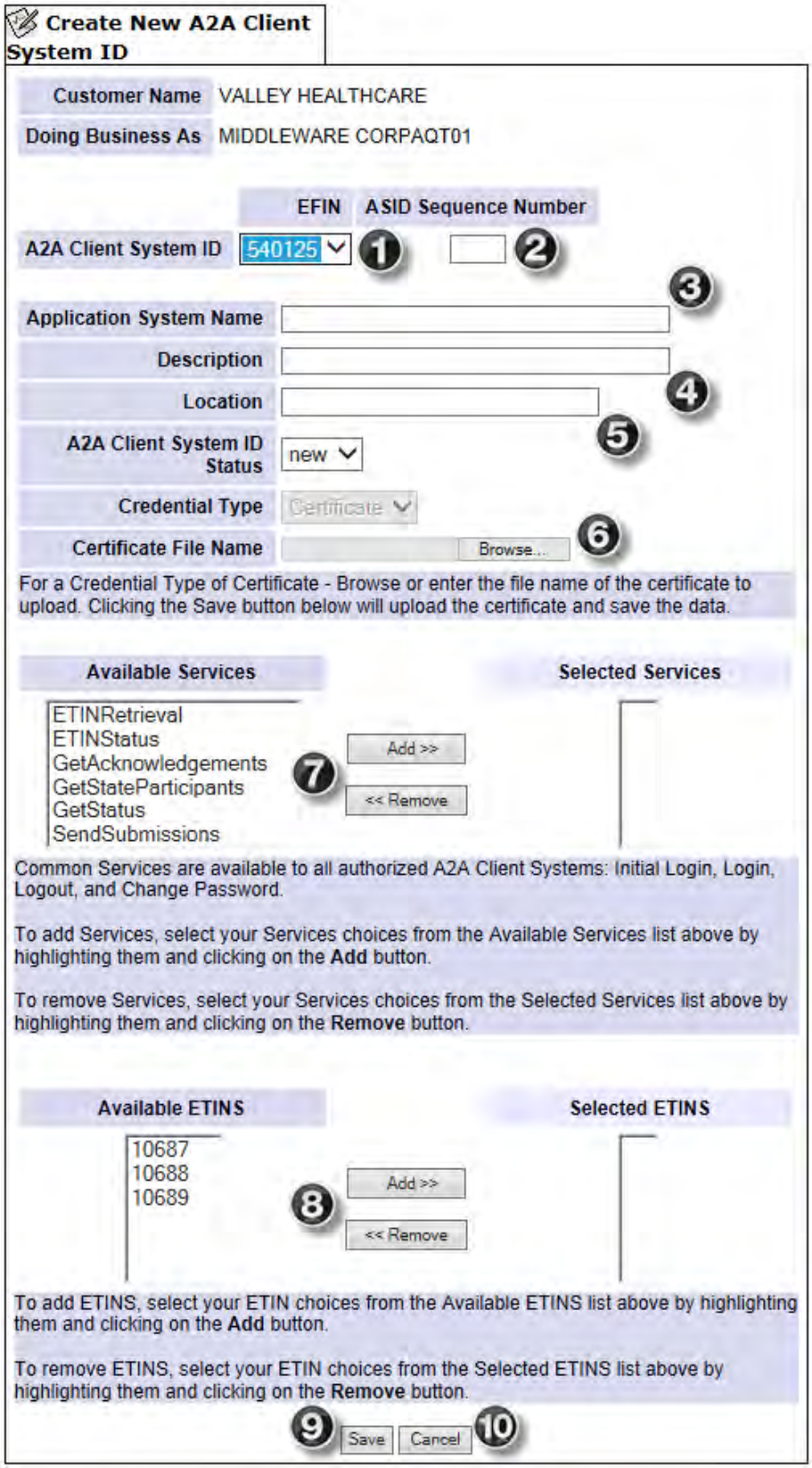

Figure 4-3 Create New A2A Client System ID Page

Fill in the form and click **Save** to enroll the Application System, refer to section 2.2 Data Attributes for a description of each field.

1	**EFIN**: Click the arrow to the right of the **EFIN** field and select an EFIN from the list.
2	**ASID Sequence Number**: Enter a unique 2-digit sequence number. Enter a unique value in the range of 00 to 99
3	**Application** System Name: Enter the name for the Application System.
4	**Description**: Enter the Description for the Application System.
5	**Location**: Enter the Location for the Application System.
6	Click the **Browse** button to select the certificate to assign to this Application System. The certificate must be accessible from the local system.
7	Select at least one IRS A2A Service from the **Available Services** list and click the **Add** button. Table 2-3 lists the available services for state and third party transmitters.
8	Select at least one ETIN from the **Available ETINS** list and click the **Add** button.
9	Click **Save**, if the request is successful the Confirmation for A2A Client System ID page opens (see Figure 4-5).
10	Click **Cancel** to return to the AE Application Search Results page.

Note: In the event of a data entry error, an error dialog opens (see Figure 4-4). Follow the instructions in the dialog and click **OK** to return to the Create New A2A Client System ID page to correct the error.

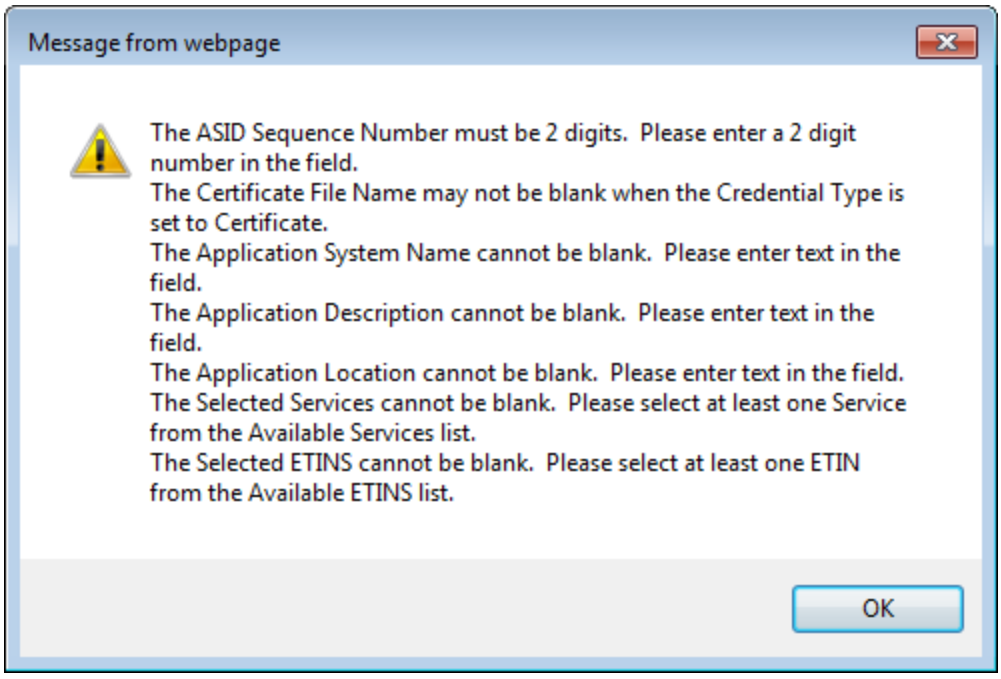

Figure 4-4 A data entry error occurred enrolling an Application System

4.3. Confirmation Page

Figure 4-5 depicts the Application System confirmation page.

Figure 4-5 Confirmation for enrolling an Application System

1	The ASID assigned to the enrolled Application System
2	The Confirmation Message
3	Click **OK** to return to the AE Application Search Results page

5. Updating an Application System

This section describes the actions required to change an e-File A2A Client Application System definition.

5.1. Prerequisites

- You have the e-Services MeF role assigned to your IEP user account.

5.2. How to Do It

Figure 5-1 depicts the navigation steps to change an Application System.

Figure 5-1 How to Edit an Application System

- Login to the IEP. (Section 3.3 IEP Login).
- After entering your username, password and security code. Your login history page opens (see Figure 3-8).
- Click the **Continue** button. The IRS Select Organization page opens (see Figure 3-9).
- Select your e-File organization and click the **Submit** button. The AE Application Search Results page opens (see Figure 5-2).

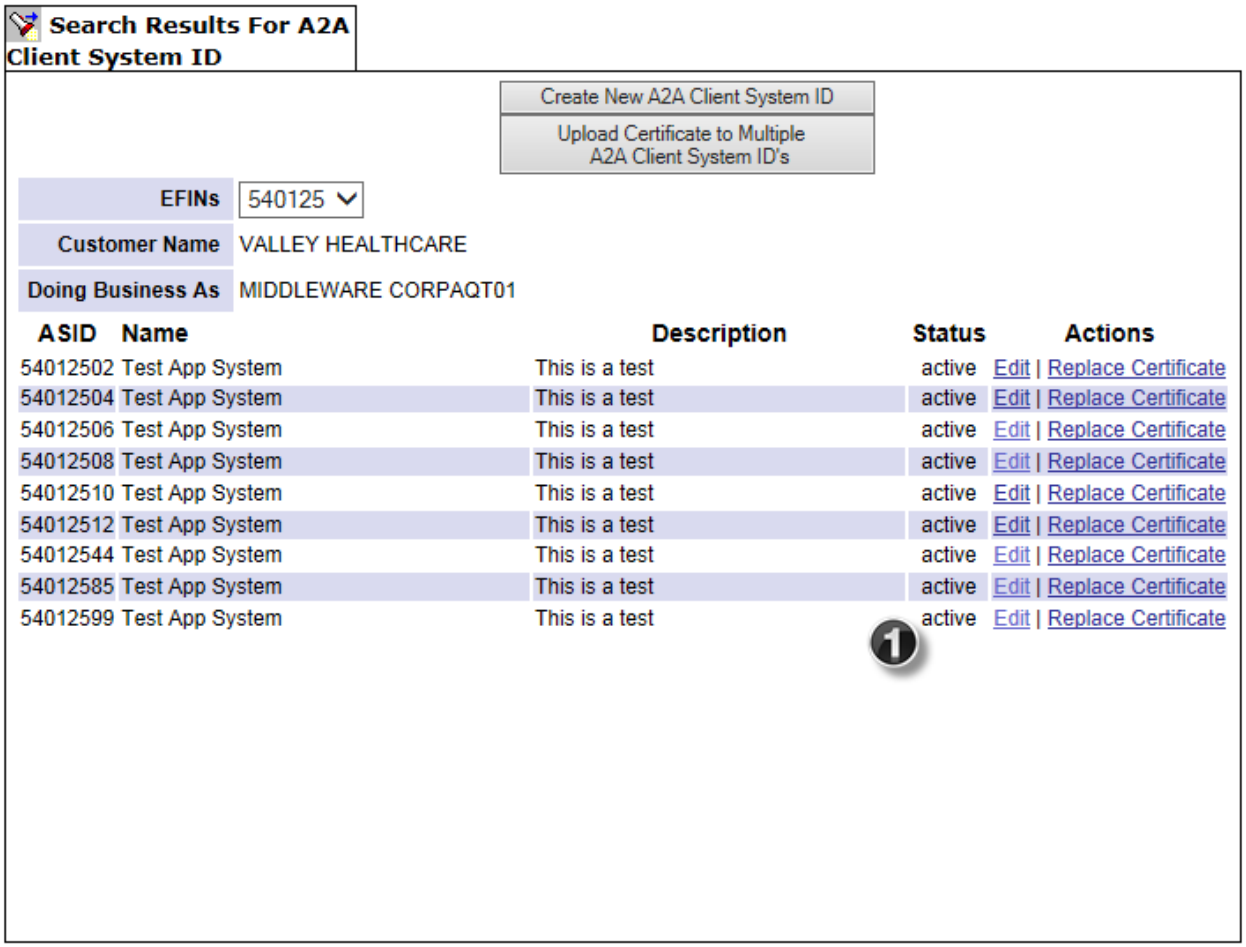

Figure 5-2 Selecting the Application System to update

1	Locate the ***ASID*** and click the ***Edit*** link under the ***Actions*** column. The Edit A2A Client System ID page opens (see Figure 5-3).

Note: The AE Application displays an '**Error Messages**' page in the event of any error. Refer to Appendix B to obtain information on how to handle AE Application errors.

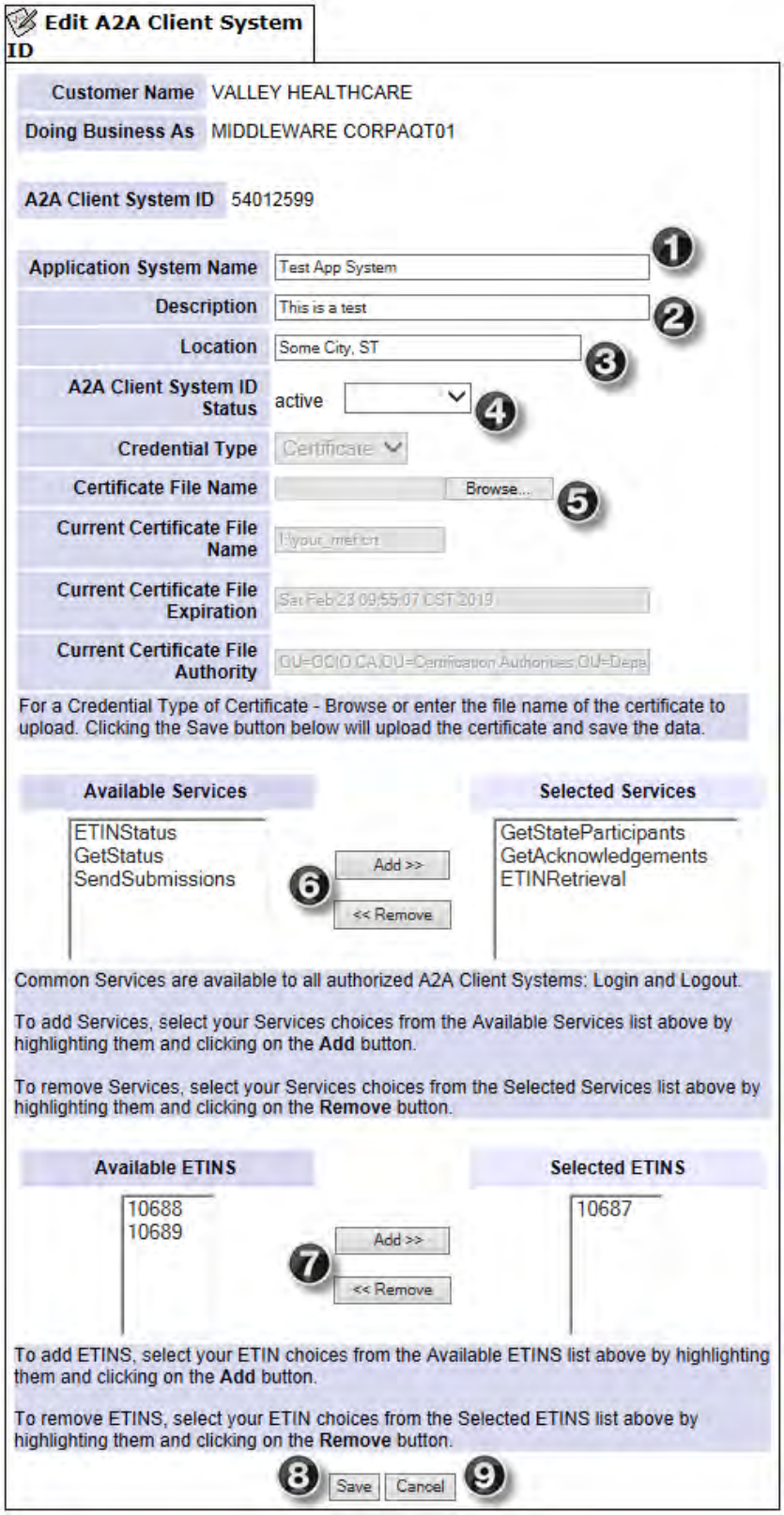

Figure 5-3 Edit A2A Client System ID Page

Update the form and click **Save** to change the Application System definition, refer to section 2.2 Data Attributes for a description of each field.

1	**Application System Name:** If you wish, change the name of the Application System.
2	**Description:** If you wish, change the description of the Application System.
3	**Location:** If you wish, change the location of the Application System.
4	If you wish, click the arrow to the right of the **A2A Client System ID Status** field and select another value from the list. Refer to Table 2-4 AE Status Matrix for a list of allowed status changes for an A2A Client Application System.
5	If you wish, click the **Browse** button to select a new certificate to assign to this Application System. The certificate must be accessible from the local system.
6	If you wish, change the **Selected Services** list. To add an IRS A2A Service, select the service from the **Available Services** list and click the **Add** button. To remove an IRS A2A Service, select the service from the **Selected Service** list and click the **Remove** button.
7	If you wish, change the **Selected ETINS** list. To add an ETIN, select the ETIN from the **Available ETINS** list and click the **Add** button. To remove an ETIN, select the ETIN from the **Selected ETINS** list and click the **Remove** button.
8	Click **Save**, if the request is successful the Confirmation for A2A Client System ID page opens (see Figure 5-5).
9	Click **Cancel** to return to the AE Application Search Results page.

Note: In the event of a data entry error, an error dialog opens (see Figure 5-4). Follow the instructions in the dialog and click **OK** to return to the Edit A2A Client System ID page to correct the error.

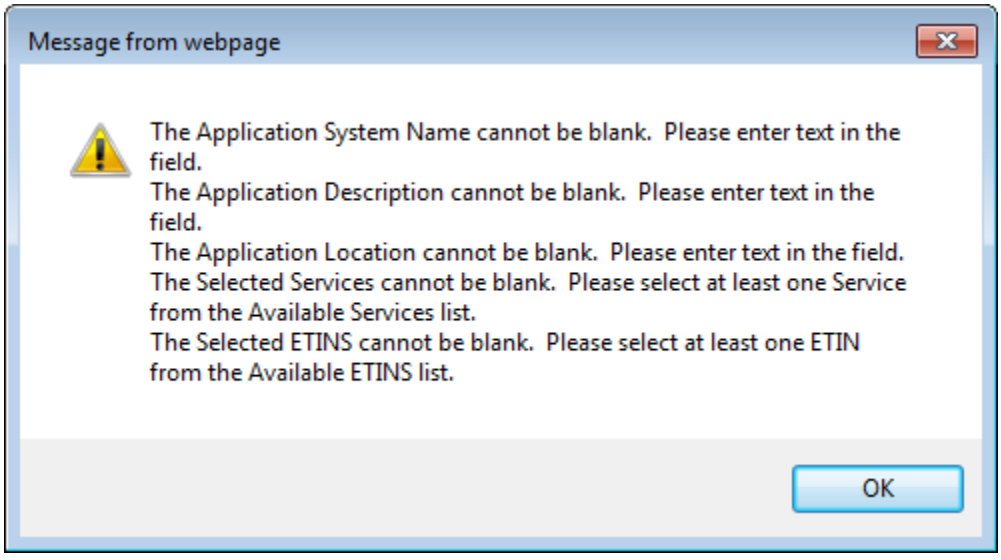

Figure 5-4 A data entry error occurred updating an Application System

5.3. Confirmation Page

Figure 5-5 depicts the Application System confirmation page.

Figure 5-5 Confirmation Page for updating an Application System

1	The Application System has been updated
2	The Confirmation Message
3	Click **OK** to return to the AE Application Search Results page

Important! If you replaced the certificate, the Application System must use the new certificate to access IRS A2A Services.

6. Un-Enrolling an Application System

This section describes the actions required to un-enroll an e-File A2A Client Application System from the IRS A2A Channel.

6.1. Prerequisites

- You have the e-Services MeF role assigned to your IEP user account.

6.2. How to Do It

Figure 6-1 depicts the navigation steps to un-enroll an Application System.

Figure 6-1 How to un-enroll an Application System

- Login to the IEP. (Section 3.3 IEP Login).
- After entering your username, password and security code. Your login history page opens (see Figure 3-8).
- Click the **Continue** button. The IRS Select Organization page opens (see Figure 3-9).
- Select your e-File organization and click the **Submit** button. The AE Application Search Results page opens (see Figure 6-2).

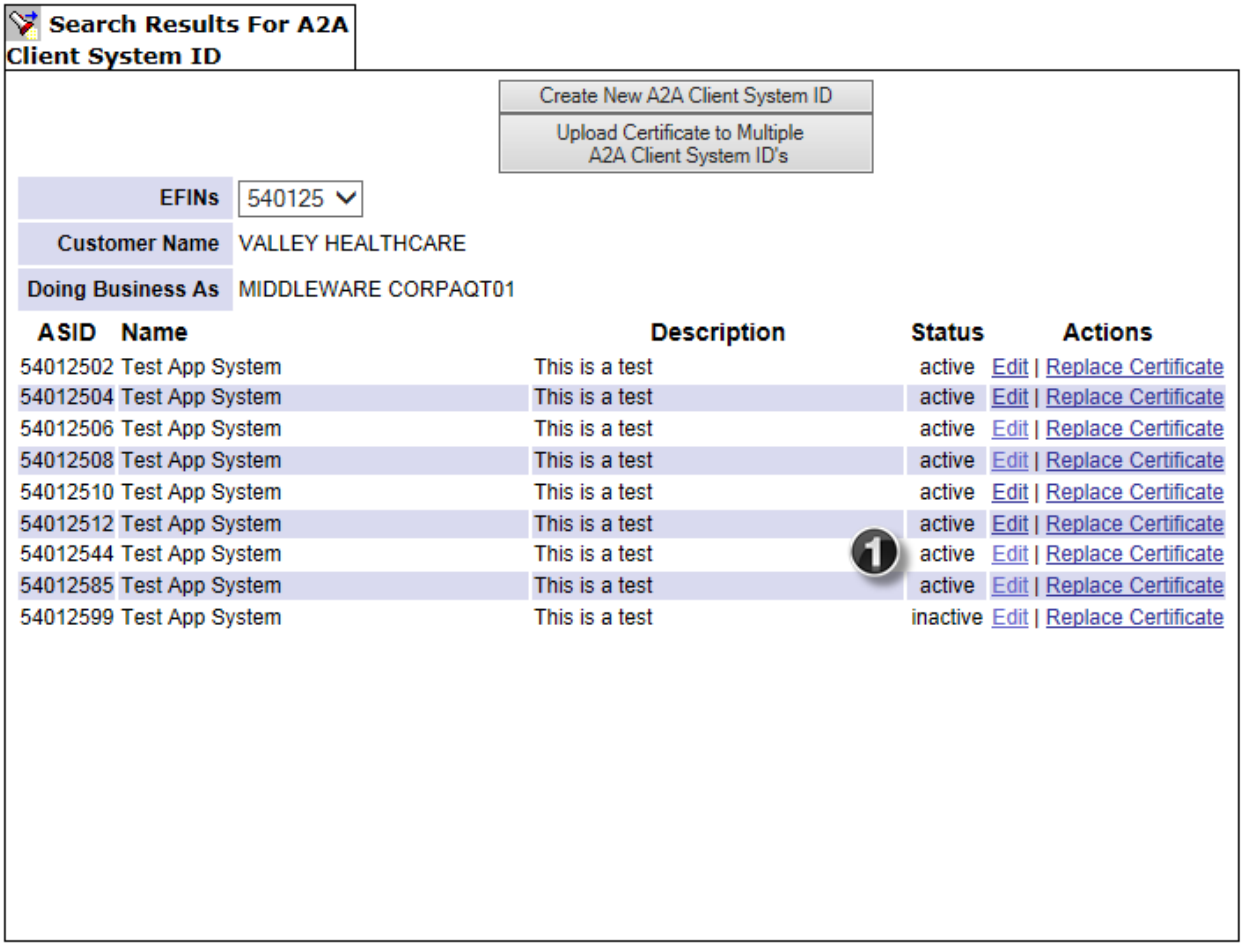

Figure 6-2 Selecting the Application System to un-enroll

1	Locate an active or inactive ***ASID*** and click the ***Edit*** link under the ***Actions*** column. The Edit A2A Client System ID page opens (see Figure 6-3).

Note: The AE Application displays an '**Error Messages**' page in the event of any error. Refer to Appendix B to obtain information on how to handle AE Application errors.

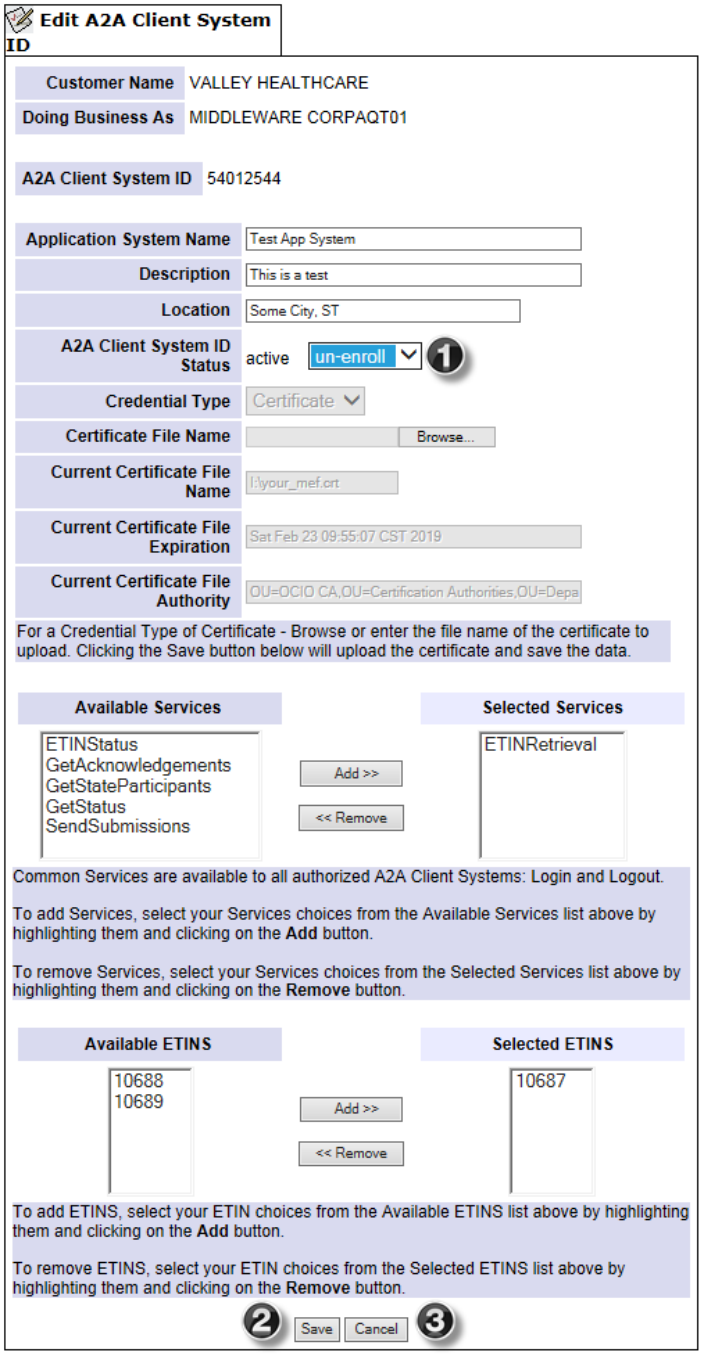

Figure 6-3 Un-enrolling an Application System

1	Click the arrow to the right of the **A2A Client System ID Status** field and select "un-enroll".
2	Click **Save**, if the request is successful the Confirmation for A2A Client System ID page opens (see Figure 6-4).
3	Click **Cancel** to return to the AE Application Search Results page.

6.3. Confirmation Page

Figure 6-4 depicts the Application System confirmation page.

Figure 6-4 Confirmation for un-enrolling an Application System

1	This Application System has been un-enrolled and can no longer access IRS A2A Services
2	The Confirmation Message
3	Click **OK** to return to the AE Application Search Results page

7. Inactivating an Application System

This section describes the actions required to inactivate an e-File A2A Client Application System.

7.1. Prerequisites

- You have the e-Services MeF role assigned to your IEP user account.

7.2. How to Do It

Figure 7-1 depicts the navigation steps to inactivate an Application System.

Figure 7-1 How to Inactivate an Application System

- Login to the IEP. (Section 3.3 IEP Login).
- After entering your username, password and security code. Your login history page opens (see Figure 3-8).
- Click the **Continue** button. The IRS Select Organization page opens (see Figure 3-9).
- Select your e-File organization and click the **Submit** button. The AE Application Search Results page opens (see Figure 7-2).

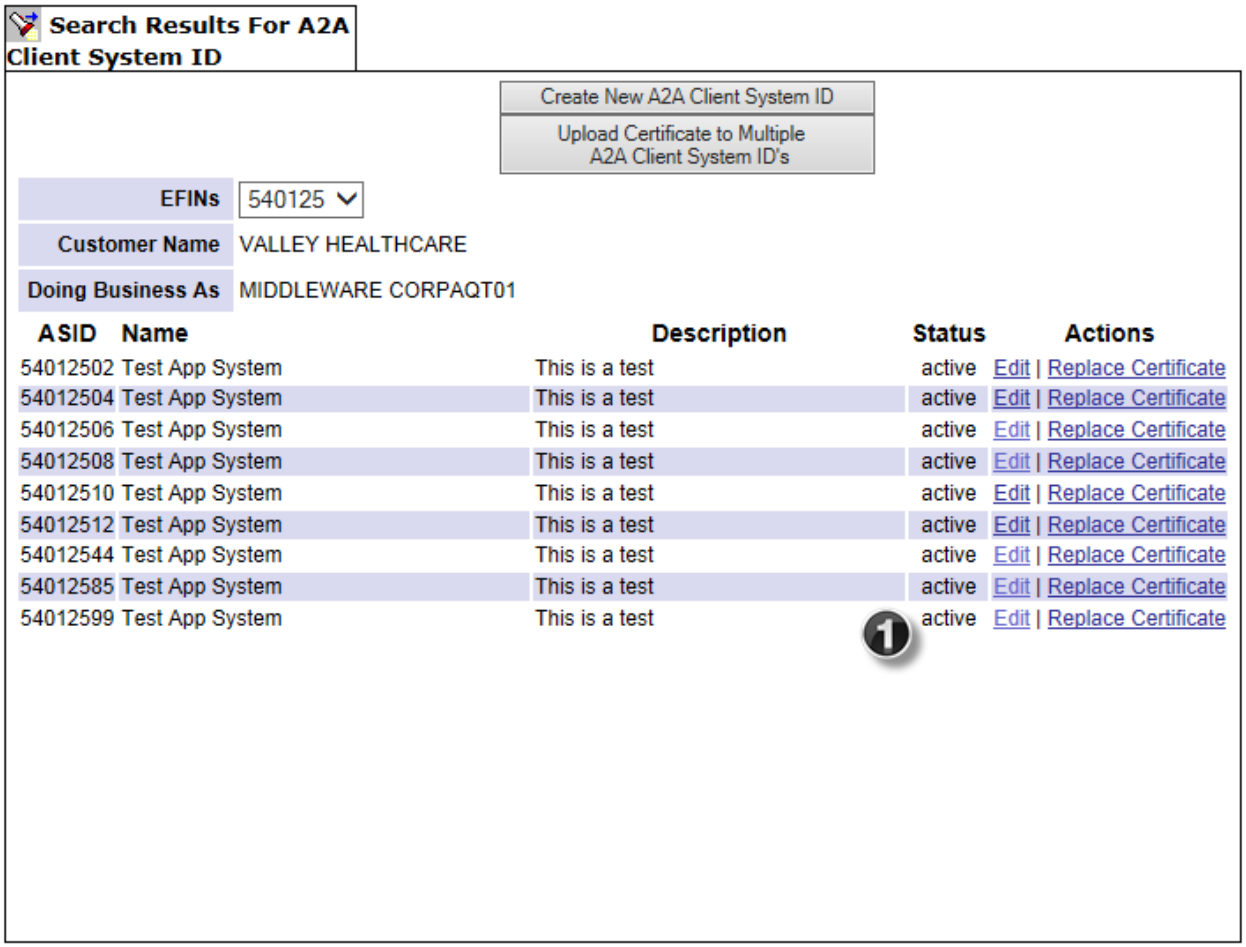

Figure 7-2 Selecting the Application System to inactivate

1	Locate an active ***ASID*** and click the ***Edit*** link under the ***Actions*** column. The Edit A2A Client System ID page opens (see Figure 7-3).

Note: The AE Application displays an '**Error Messages**' page in the event of any error. Refer to Appendix B to obtain information on how to handle AE Application errors.

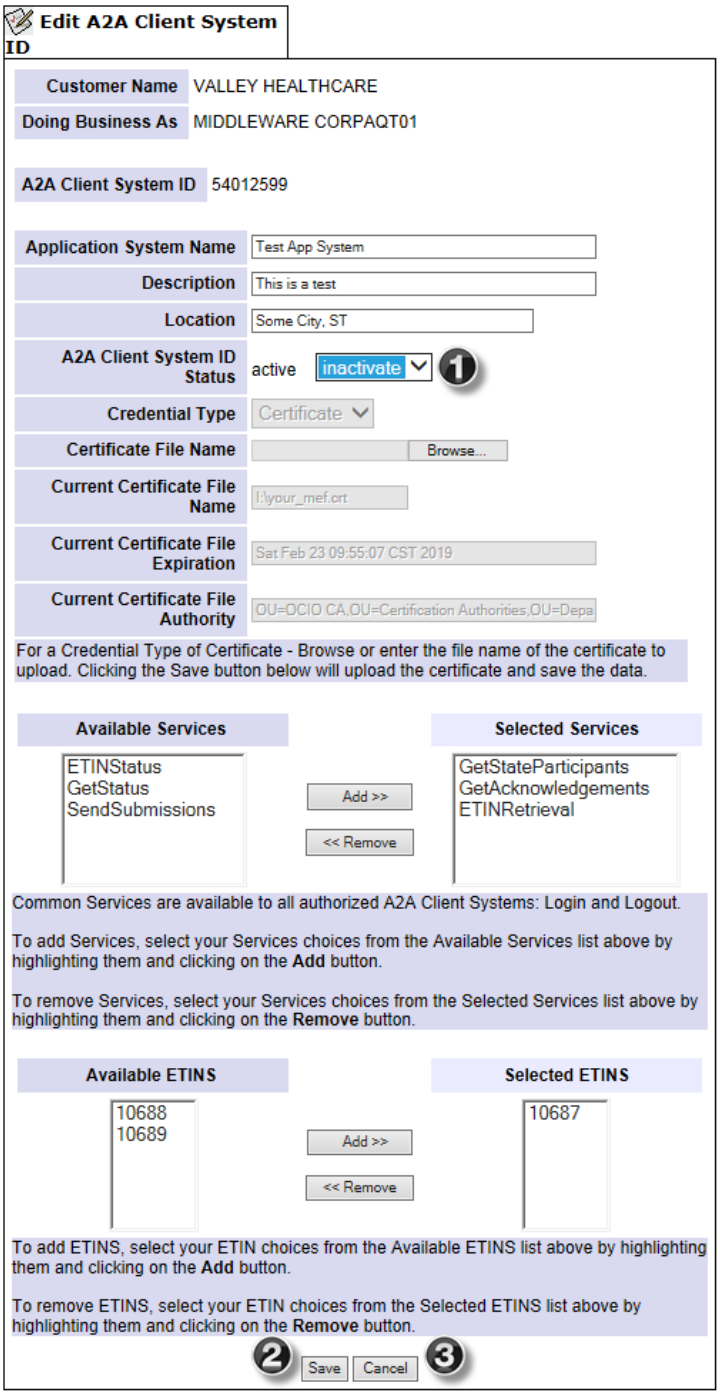

Figure 7-3 Inactivating an Application System

1	Click the arrow to the right of the **A2A Client System ID Status** field and select inactivate
2	Click **Save**, if the request is successful the Confirmation for A2A Client System ID page opens (see Figure 7-4).
3	Click **Cancel** to return to the AE Application Search Results page.

7.3. Confirmation Page

Figure 7-4 depicts the Application System confirmation page.

Figure 7-4 Confirmation for inactivating an Application System

1	This Application System has been inactivated and can no longer access IRS A2A Services
2	The Confirmation Message
3	Click **OK** to return to the AE Application Search Results page

8. Activating an Application System

This section describes the actions required to activate an e-File A2A Client Application System.

8.1. Prerequisites

- You have the e-Services MeF role assigned to your IEP user account.

8.2. How to Do It

Figure 8-1 depicts the navigation steps to activate an Application System.

Figure 8-1 How to activate an Application System

- Login to the IEP. (Section 3.3 IEP Login).
- After entering your username, password and security code. Your login history page opens (see Figure 3-8).
- Click the **Continue** button. The IRS Select Organization page opens (see Figure 3-9).
- Select your e-File organization and click the **Submit** button. The AE Application Search Results page opens (see Figure 8-2).

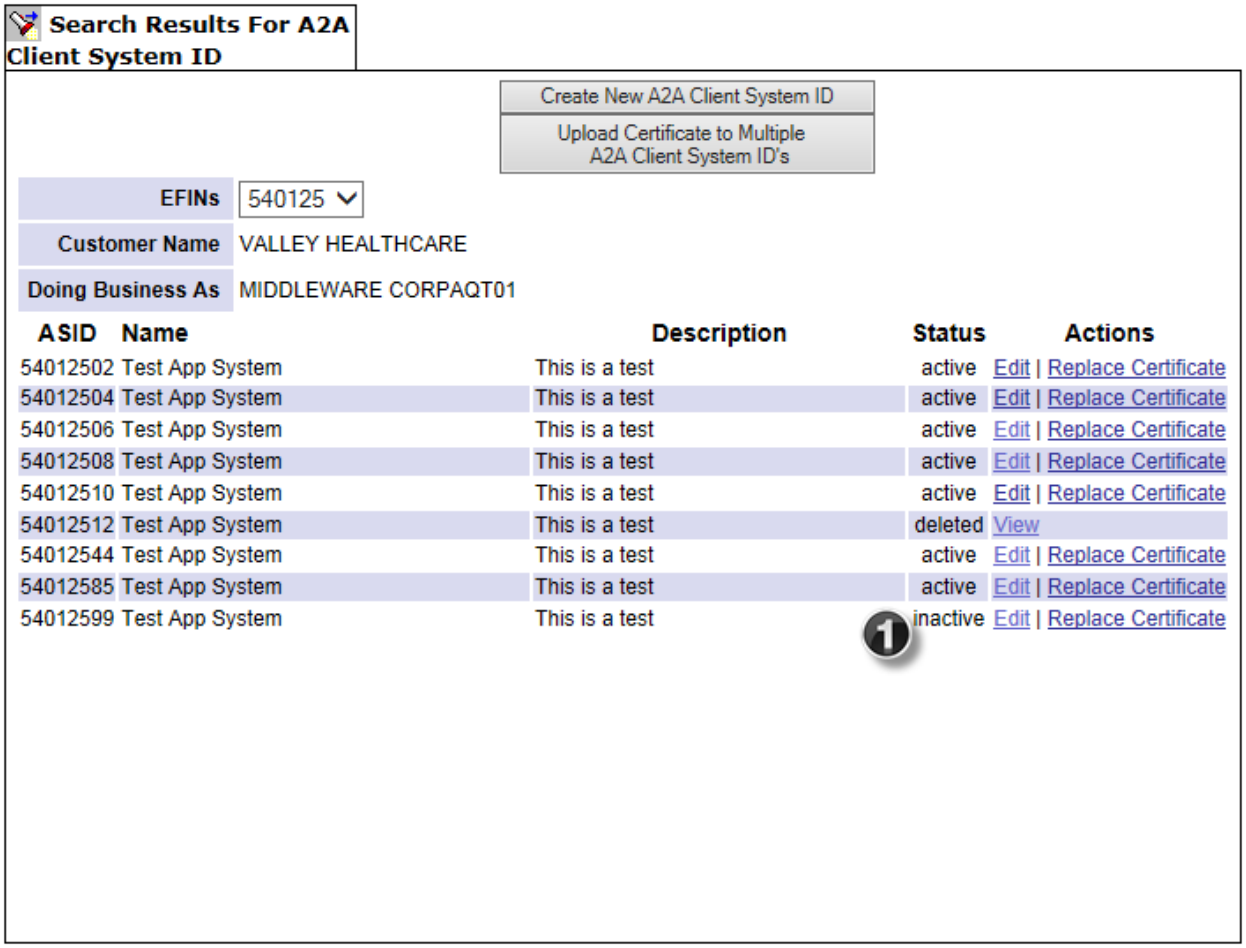

Figure 8-2 Selecting the Application System to activate

1	Locate an inactive **ASID** and click the ***Edit*** link under the ***Actions*** column. The Edit A2A Client System ID page opens (see Figure 8-3).

Note: The AE Application displays an '**Error Messages**' page in the event of any error. Refer to Appendix B to obtain information on how to handle AE Application errors.

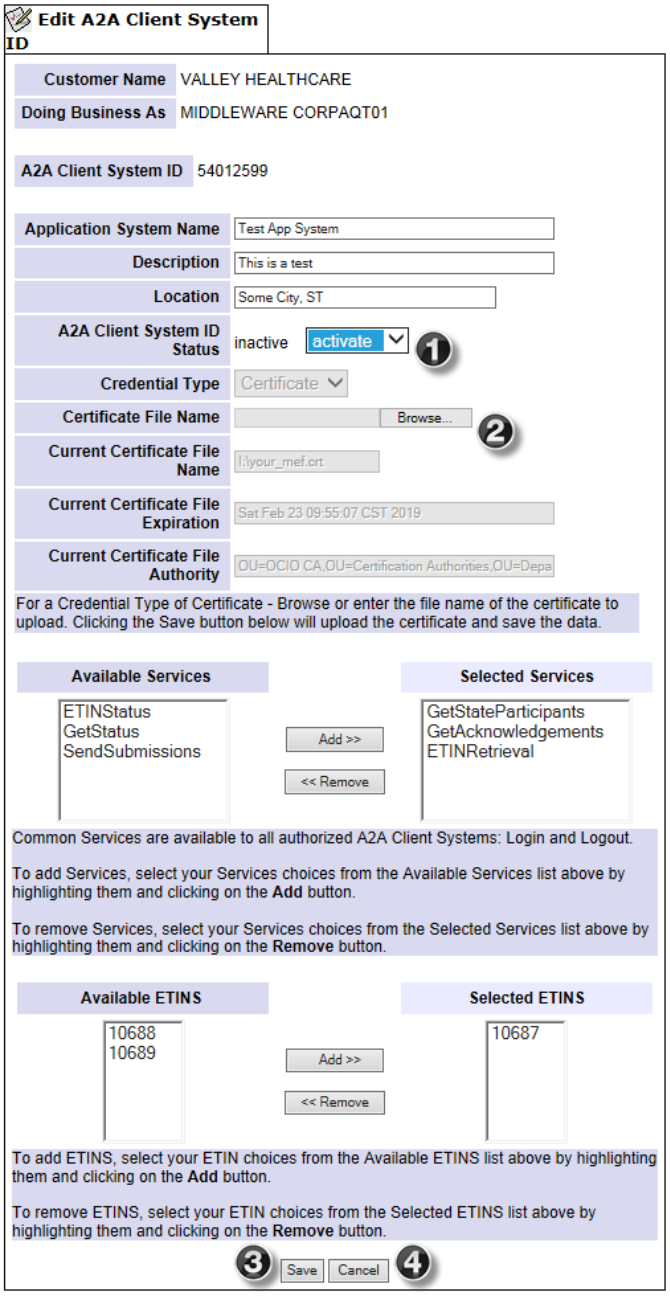

Figure 8-3 Activating an Application System

1	Click the arrow to the right of the **A2A Client System ID Status** field and select activate.
2	If you wish, click the **Browse** button to select a new certificate to assign to this Application System. The certificate must be accessible from the local system.
3	Click **Save**, if the request is successful the Confirmation for A2A Client System ID page opens (see Figure 8-4).
4	Click **Cancel** to return to the AE Application Search Results page.

8.3. Confirmation Page

Figure 8-4 depicts the Application System confirmation page.

Figure 8-4 Confirmation for activating an Application System

1	This Application System has been activated and can now access IRS A2A Services
2	The Confirmation Message
3	Click **OK** to return to the AE Application Search Results page

Important! If you replaced the certificate, the Application System must use the new certificate to access IRS A2A services.

9. Replacing a Certificate

This section describes the actions required to replace the certificate for an e-File A2A Client Application System.

9.1. Prerequisites

- You have the e-Services MeF role assigned to your IEP user account.
- You have a valid X509 certificate accessible from the local system.

9.2. How to Do It

Figure 9-1 depicts the navigation steps to replace the certificate.

Figure 9-1 How to Replace a Certificate

- Login to the IEP. (Section 3.3 IEP Login).
- After entering your username, password and security code. Your login history page opens (see Figure 3-8).
- Click the **Continue** button. The IRS Select Organization page opens (see Figure 3-9).
- Select your e-File organization and click the **Submit** button. The AE Application Search Results page opens (see Figure 9-2).

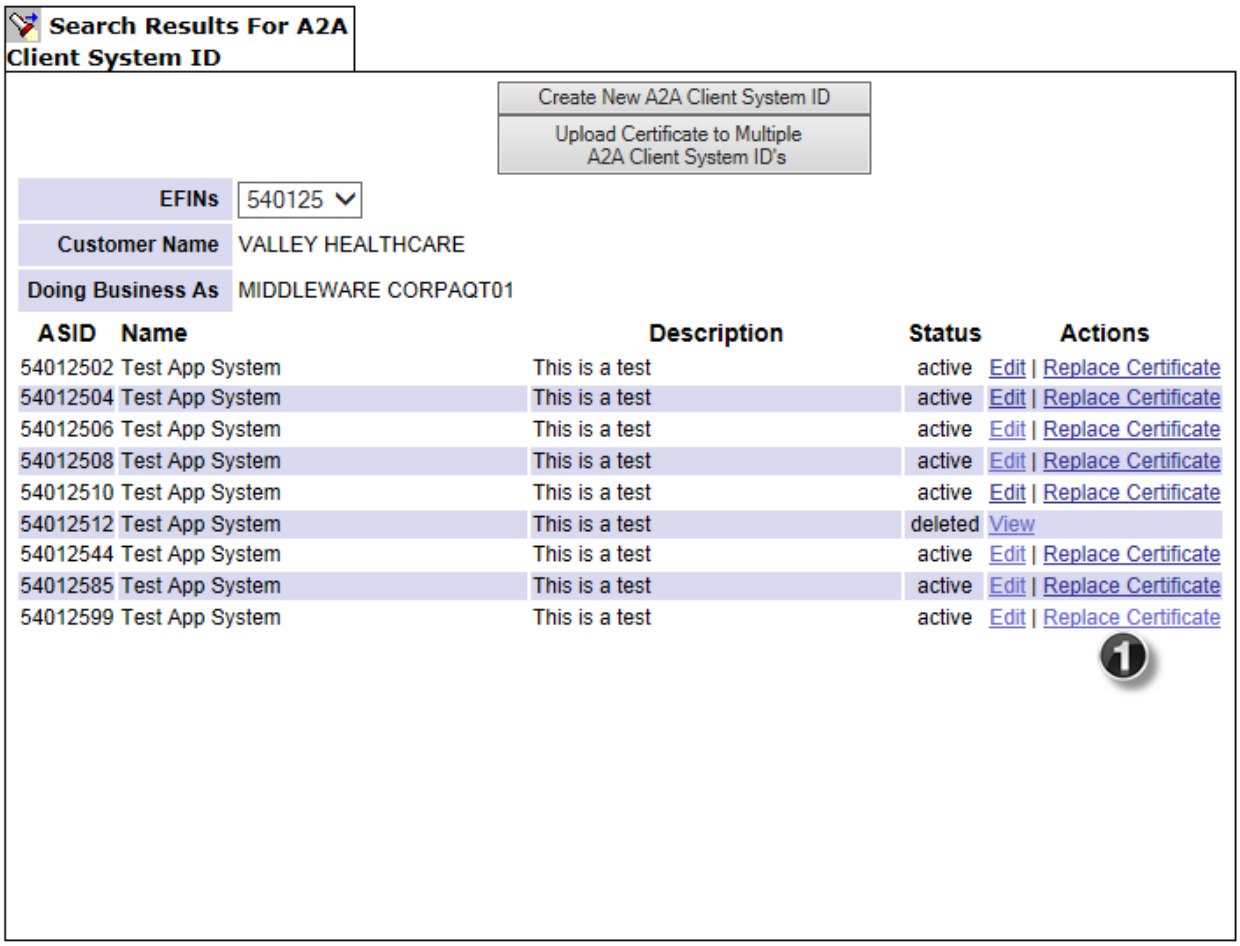

Figure 9-2 Replace Certificate Link

1	Locate the **ASID** and click the **Replace Certificate** link under the ***Actions*** column. The Replace Certificate page opens (see Figure 9-3).

Note: The AE Application displays an '**Error Messages**' page in the event of any error. Refer to Appendix B to obtain information on how to handle AE Application errors.

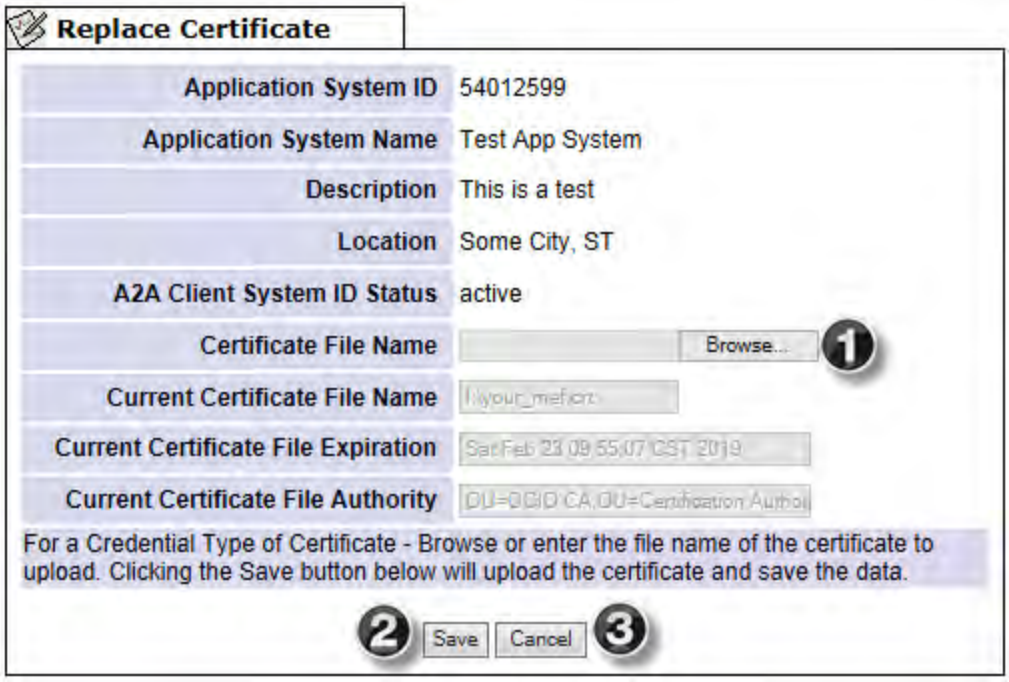

Figure 9-3 Replace Certificate Page

1	Click the **Browse** button to select the new certificate. The certificate must be accessible from the local system
2	Click **Save**, if the request is successful the Confirmation for Replace Certificate page opens (see Figure 9-5).
3	Click **Cancel** to return to the AE Application Search Results page

Note: In the event of a data entry error, an error dialog opens (see Figure 9-4). Follow the instructions in the dialog and click **OK** to return to the Replace Certificate page to correct the error.

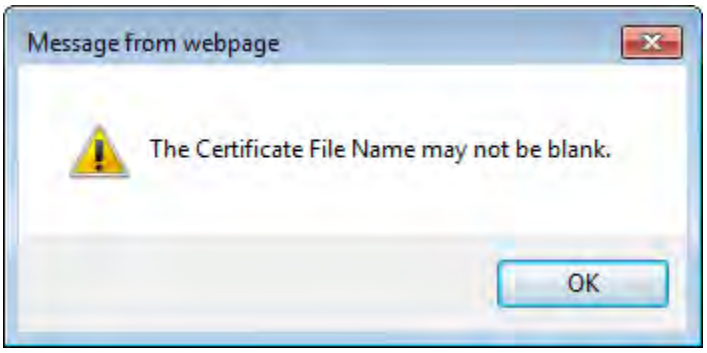

Figure 9-4 A data entry error occurred replacing a certificate

9.3. Confirmation Page

Figure 9-5 depicts the Replace Certificate confirmation page

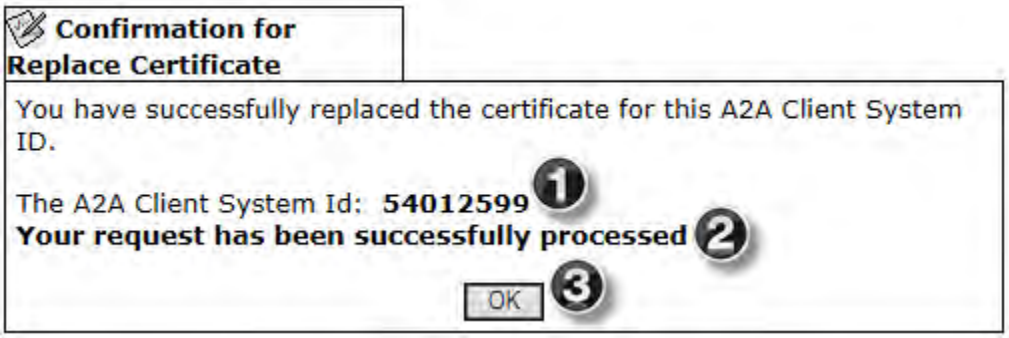

Figure 9-5 Replace Certificate Confirmation

1	The Application System must use the new certificate to access IRS A2A services
2	The Confirmation Message
3	Click **OK** to return to the AE Application Search Results page

Tip: You can also replace the certificate when you change an Application System.

10. Bulk Certificate Upload

This section describes the actions required to replace the certificate for many e-File A2A Client Application Systems in one transaction.

10.1. Prerequisites

- You have the e-Services MeF role assigned to your IEP user account.
- You have a valid X509 certificate accessible from the local system.

10.2. How to Do It

Figure 10-1 depicts the navigation steps to do a bulk certificate upload

Figure 10-1 How to upload a certificate to many Application Systems

- Login to the IEP. (Section 3.3 IEP Login).
- After entering your username, password and security code. Your login history page opens (see Figure 3-8).
- Click the **Continue** button. The IRS Select Organization page opens (see Figure 3-9).
- Select your e-File organization and click the **Submit** button. The AE Application Search Results page opens (see Figure 10-2).

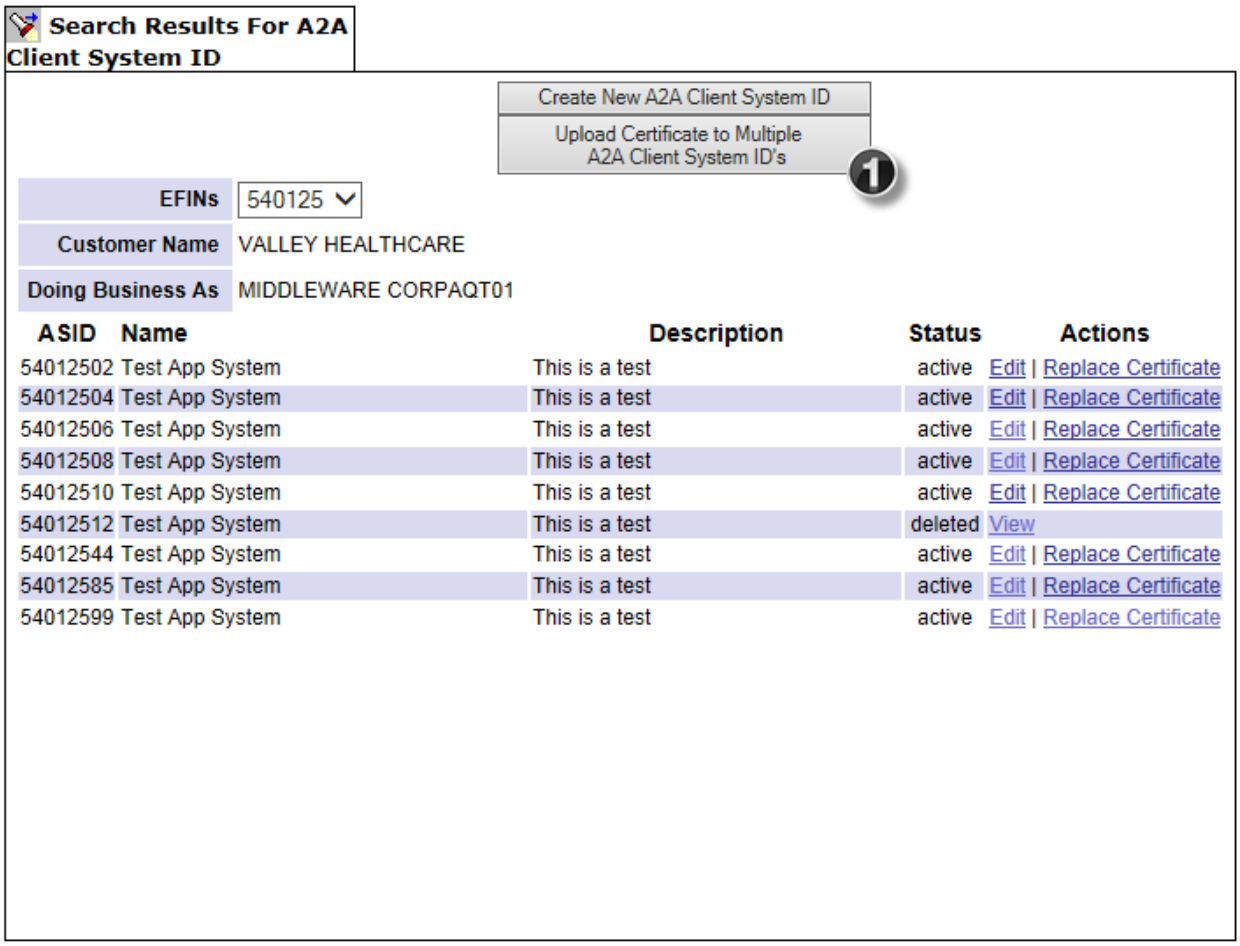

Figure 10-2 Upload Certificate to Multiple A2A Client System ID's Button

1	Click the ***Upload Certificate to Multiple A2A Client ID's*** button. The Upload Certificate to Multiple A2A Client System ID's page opens (see Figure 10-3).

Note: The AE Application displays an '**Error Messages**' page in the event of any error. Refer to Appendix B to obtain information on how to handle AE Application errors.

Figure 10-3 Bulk Upload Page

1	Select one or more ASIDs from the **Available ASIDs** list and click the **Add** button.
2	Click **Browse** to select the new certificate. The certificate must be accessible from the local system.
3	Click **Save**, if the request is successful the Confirmation for Replace Certificate page opens (see Figure 10-5).
4	Click **Cancel** to return to the AE Application Search Results page.

Note: In the event of a data entry error, an error dialog opens (see Figure 10-4). Follow the instructions in the dialog and click **OK** to return to the Upload Certificate to Multiple A2A Client ID's page to correct the error.

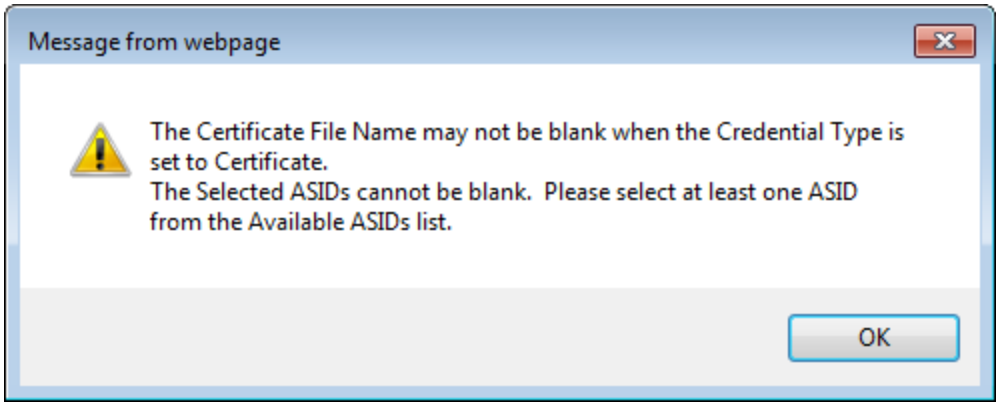

Figure 10-4 A data entry error occurred during a bulk upload

10.3. Confirmation Page

Figure 10-5 depicts the Bulk Certificate Upload confirmation page.

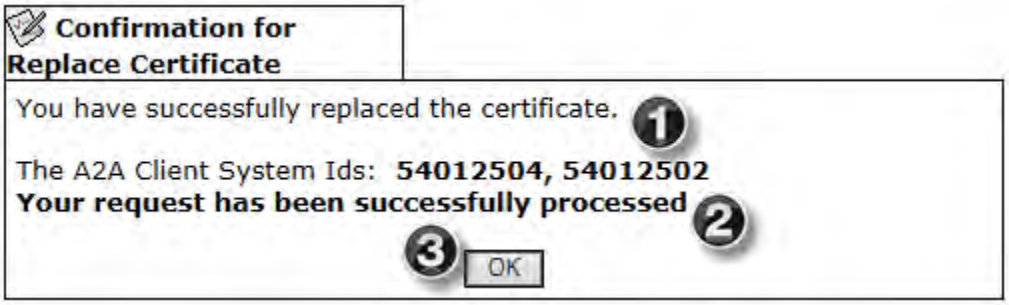

Figure 10-5 Bulk Upload Confirmation

1	The Application Systems must use the new certificate to access IRS A2A services
2	The Confirmation Message
3	Click **OK** to return to the AE Application Search Results page

11. Viewing an Un-Enrolled Application System

This section describes the actions required to view un-enrolled e-File A2A Client Applications Systems.

11.1. Prerequisites

- You have the e-Services MeF role assigned to your IEP user account.

11.2. How to Do It

Figure 11-1 depicts the navigation steps to view an un-enrolled Application System.

Figure 11-1 How to View an un-enrolled Application System

- Login to the IEP. (Section 3.3 IEP Login).
- After entering your username, password and security code. Your login history page opens (see Figure 3-8).
- Click the **Continue** button. The IRS Select Organization page opens (see Figure 3-9).
- Select your e-File organization and click the **Submit** button. The AE Application Search Results page opens (see Figure 11-2).

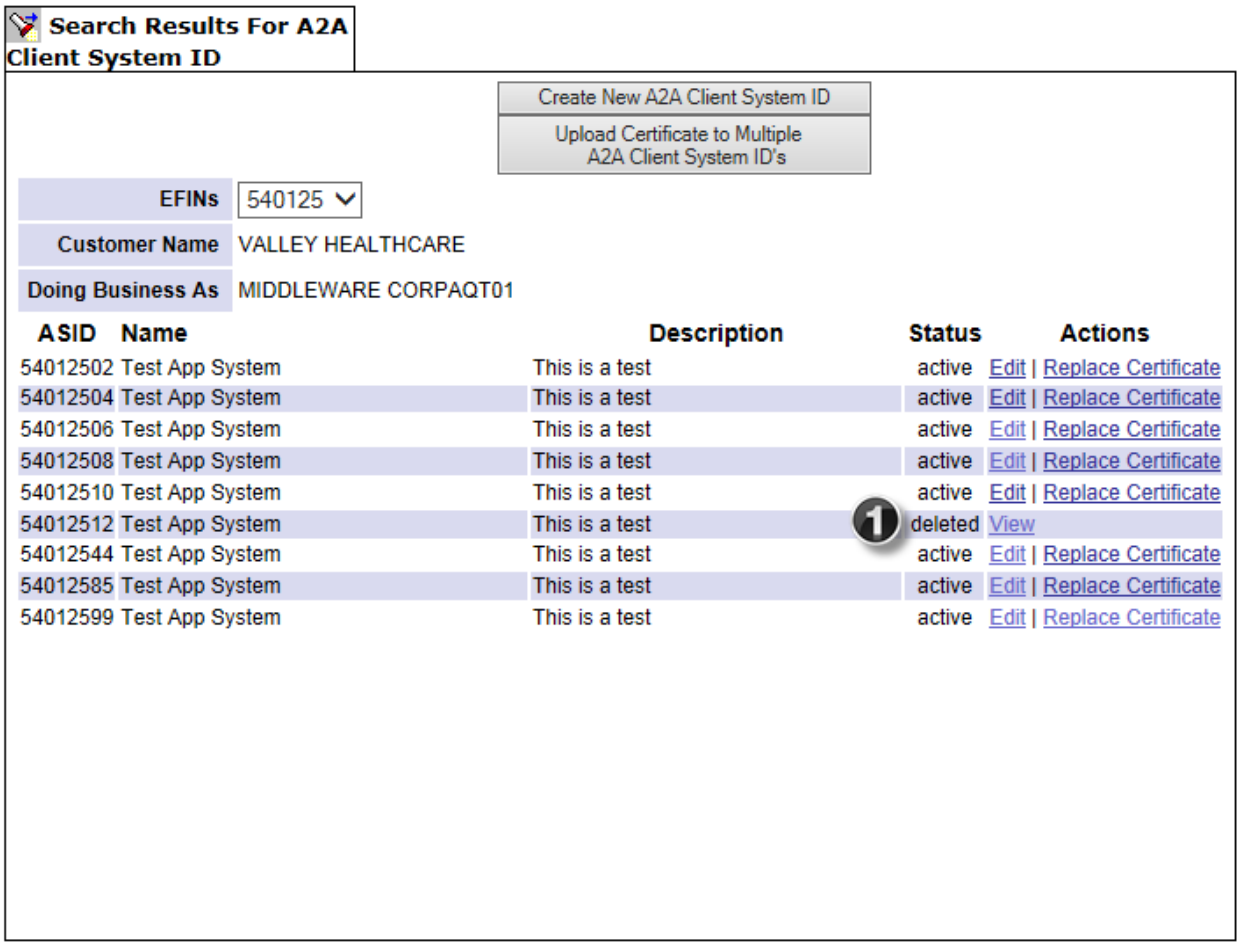

Figure 11-2 Locating an un-enrolled Application System

1	Locate an un-enrolled Application System (an ASID with a **deleted** status), and click the **View** link under the ***Actions*** column. The View A2A Client System Id page opens (see Figure 11-3).

Note: The AE Application displays an '**Error Messages**' page in the event of any error. Refer to Appendix B to obtain information on how to handle AE Application errors.

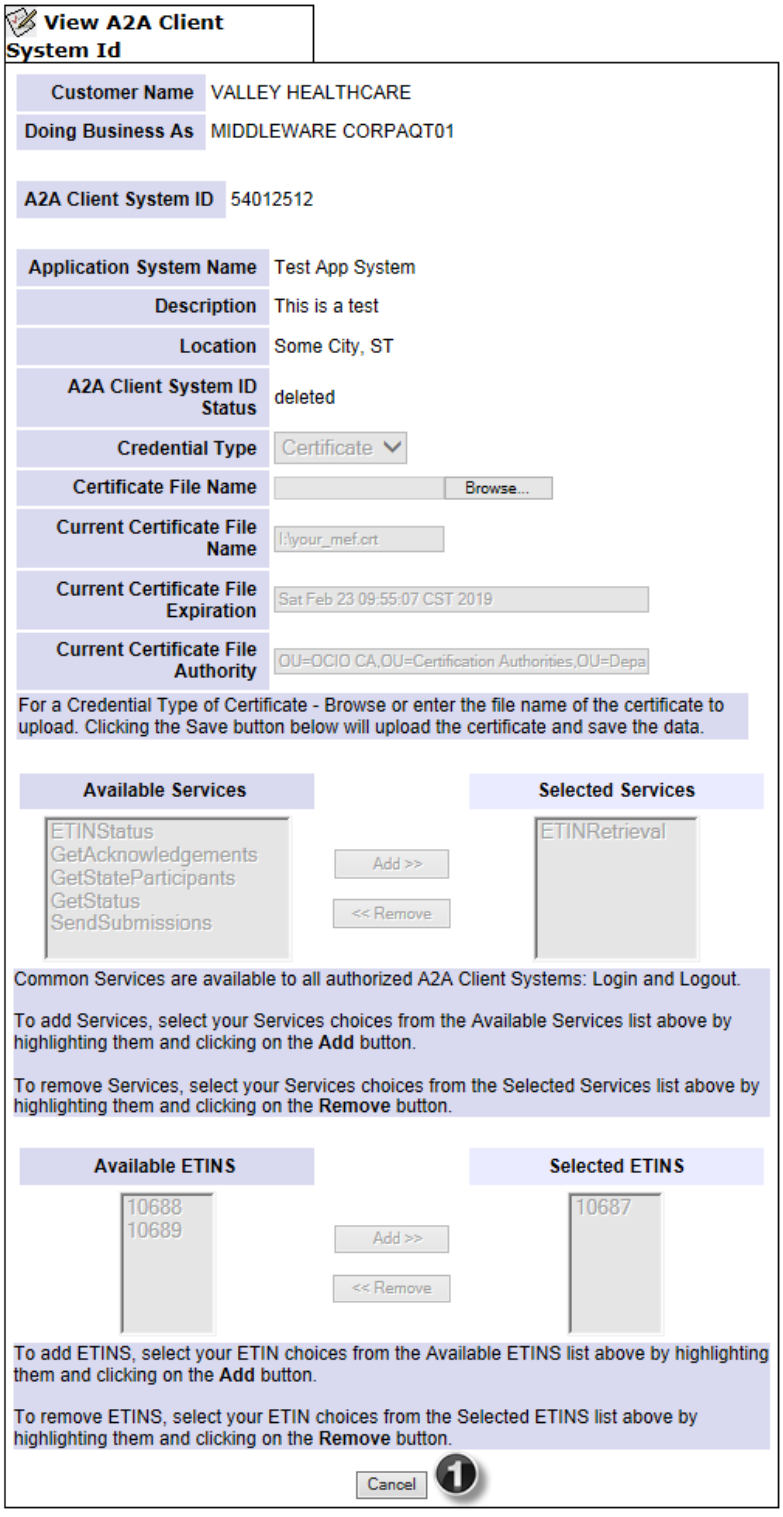

Figure 11-3 View A2A Client System Id Page

1	Click **Cancel** to return to the AE Application Search Results page

Appendix A List of Abbreviations

A2A	Application to Application
AC	Access Control
AE	Automated Enrollment
AI	Application Integration
ASID	A2A Client System ID
Authorized Contact	Registered State or other Third Party Transmitter user
CA	Certificate Authority
DBA	Doing Business As
EFIN	Electronic Filer's Identification Number
ETIN	Electronic Transmitter Identification Number
IE	Internet Explorer
IEP	Integrated Enterprise Portal
IRS	Internal Revenue Service
LOA	Level of Assurance
MeF	Modernized e-File
SA	Strong Authentication
UI	User Interface

Appendix B Handling Errors

The AE Application displays an error page when an unexpected condition occurs processing your request. If the error is recoverable, the AE Application returns to the previous page where you can provide additional information and retry the request. However, for severe errors, the AE Application aborts your request and returns to the search results page. Follow the instructions on the screen, contact the IRS Help Desk and provide them with the error code and error message. Appendix C provides you information on how to contact the IRS Help Desk.

Figure B-1 shows the format of the AE Error page.

Figure B-1 AE Error Page Format

1	The error code, ### represents the numeric error code
2	The error message text describing the error
3	Click **OK** to close the error page and return to the previous page or the search results page. If the error persists, contact the IRS Help Desk.

Appendix C IRS Help Desk

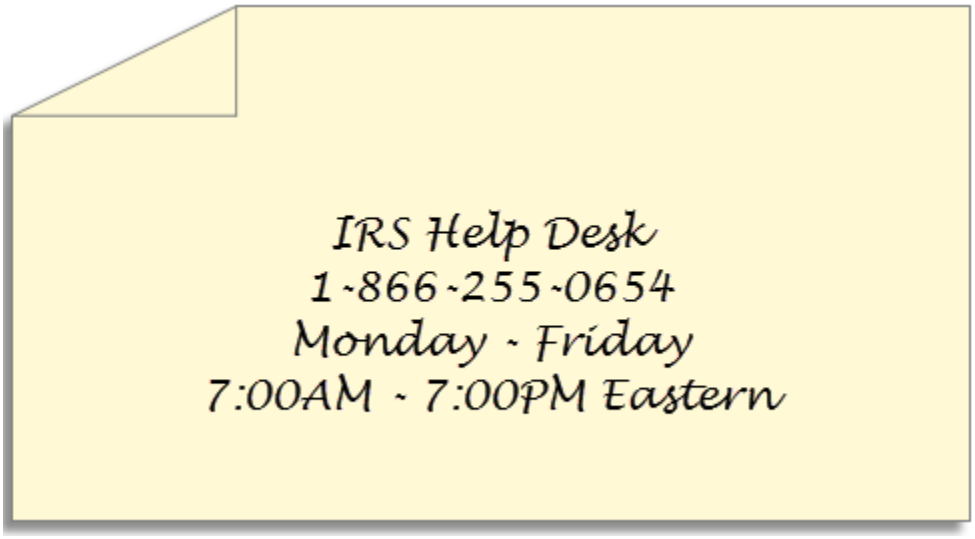

Figure C-1 Contacting the IRS-Help Desk

- Provide the error code and describe the action you were performing when the error occurred.
- For example, “I received error code 401 when I attempted to enroll an Application System.”

Appendix D Handling Existing Password Authenticated ASIDs

Automated Enrollment no longer supports password authenticated ASIDs and as such, the "***Reset Password***" link has been removed from the Search Results page. In addition, password is no longer a valid credential type on the Create New A2A Client System ID and Edit A2A Client System ID pages. Therefore, for any existing password ASIDs you must change the credential type to certificate in order to continue transmitting returns using these ASIDs.

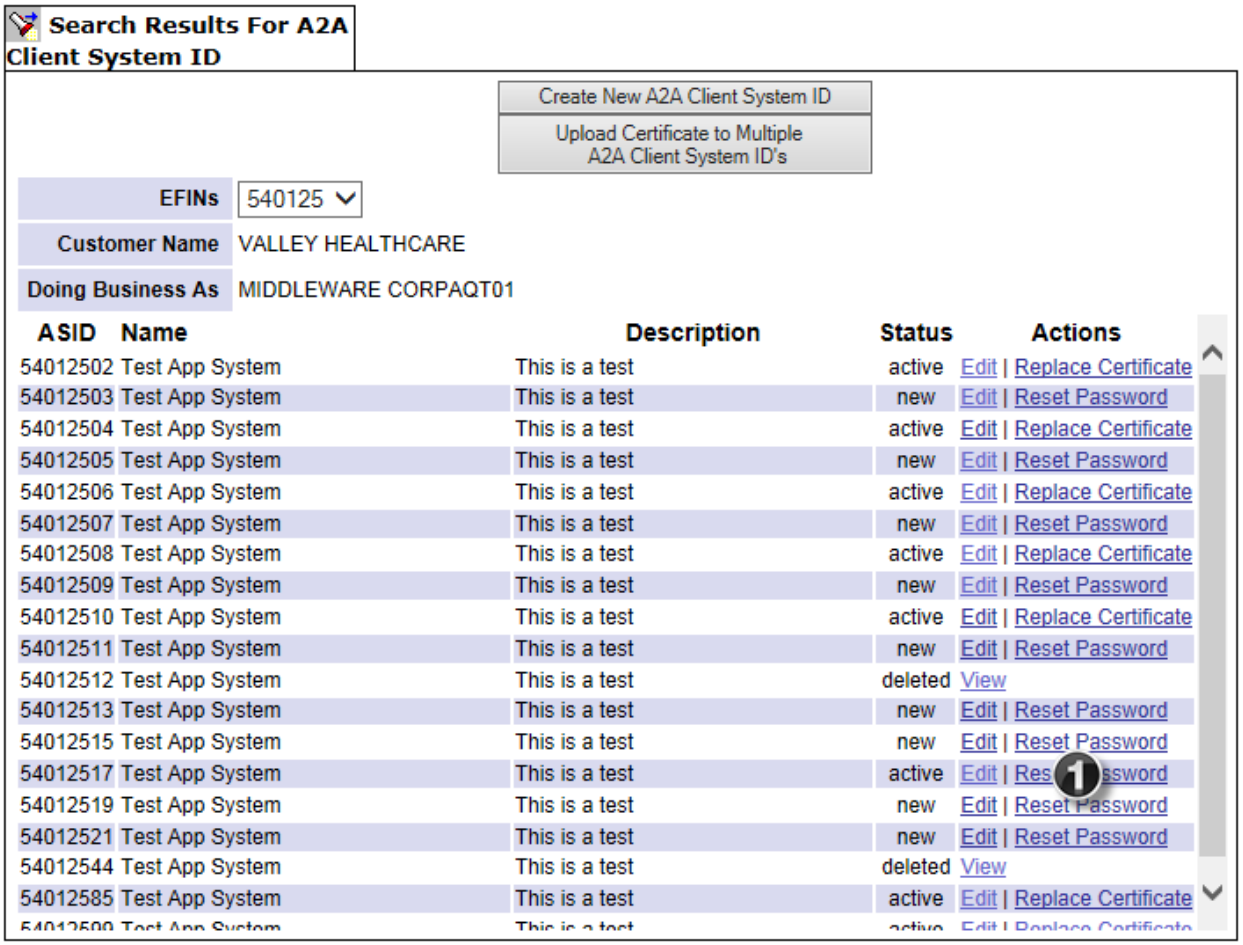

Figure D-1 Search Results (with Reset Password Link)

1	The "***Reset Password***" link has been removed (see Figure D-2).

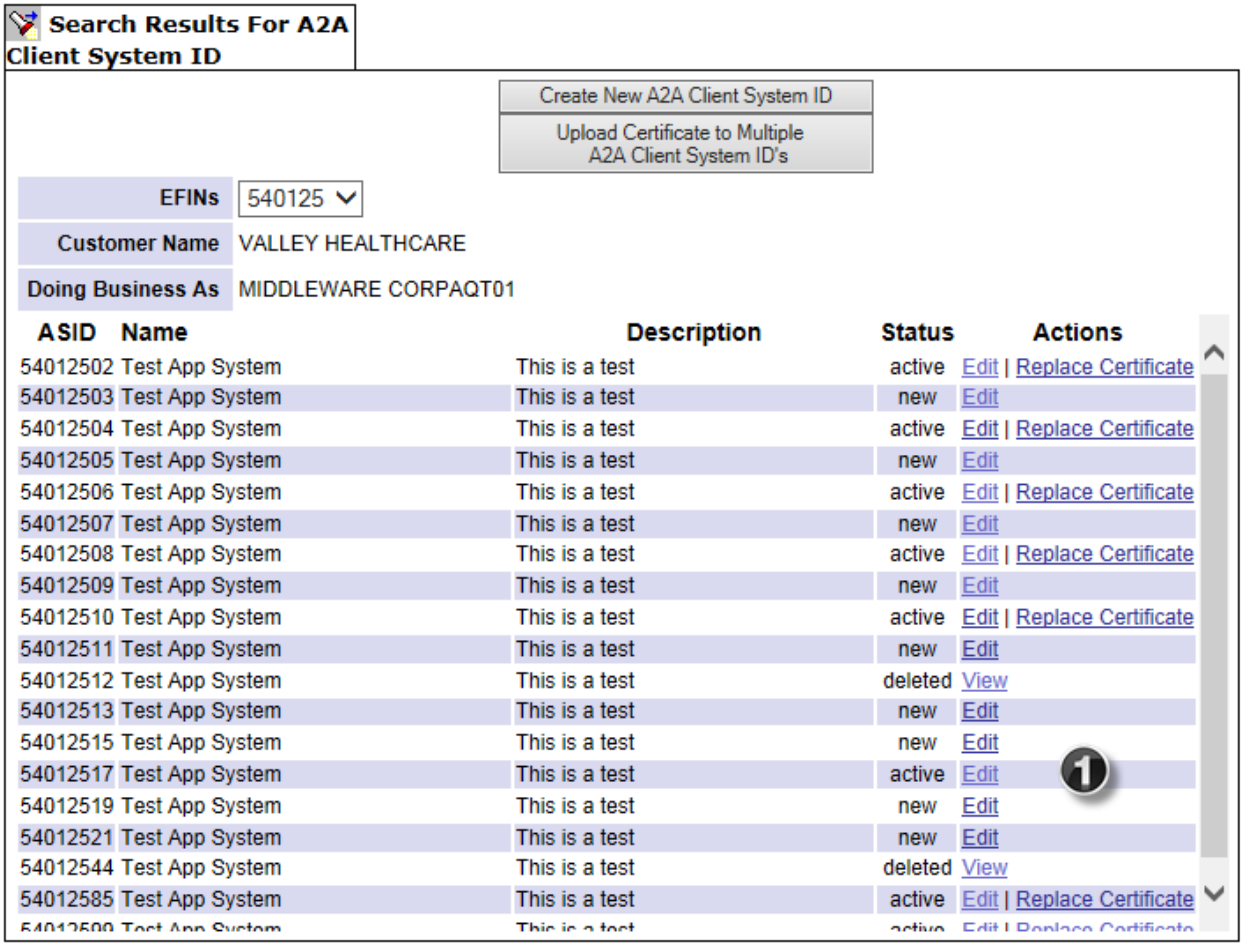

Figure D-2 Search Results (no Reset Password Link)

1	Click the ***Edit*** link to change the credential type to Certificate. The Edit A2A Client System ID page opens (see Figure D-3).

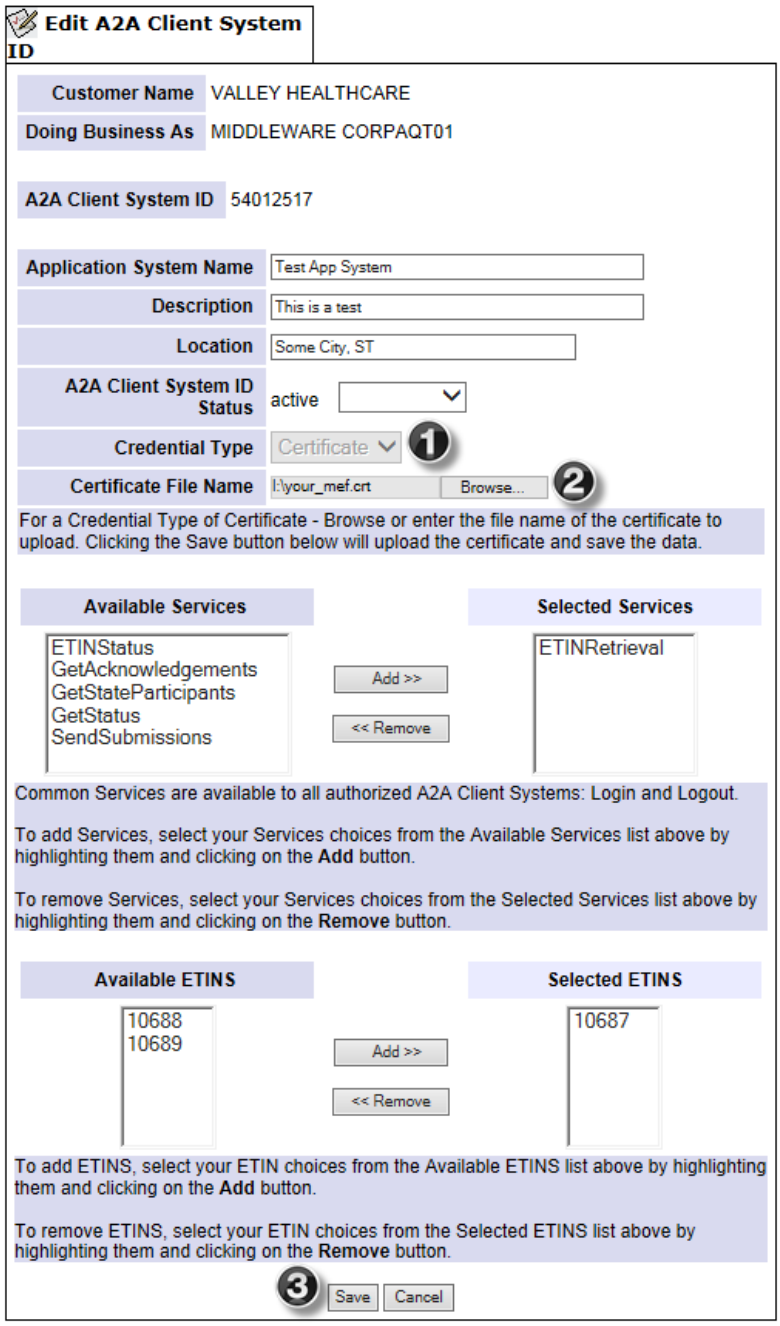

Figure D-3 Changing a Password ASID to Certificate

1	The Credential Type has been pre-selected to Certificate. You cannot change this field.
2	Click the **Browse** button to select the certificate to assign to this Application System. The certificate must be accessible from the local system.
3	Click **Save**, if the request is successful the Confirmation for A2A Client System ID page opens (see Figure D-5).

Note: In the event of a data entry error, an error dialog opens (see Figure D-4). Follow the instructions in the dialog and click OK to return to the Edit A2A Client System ID page to correct the error.

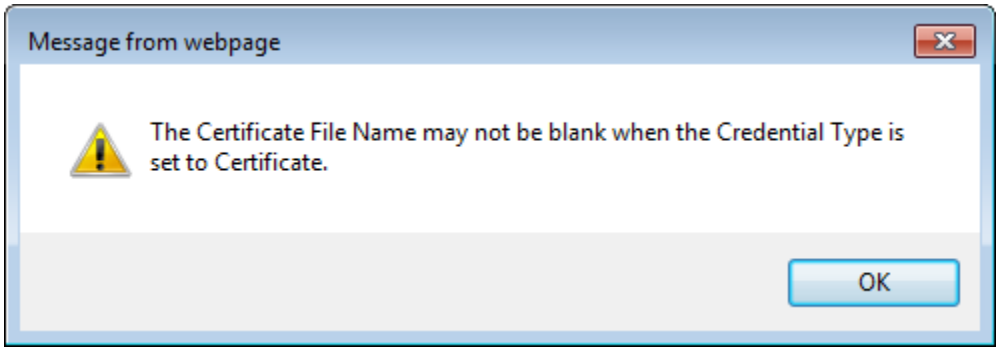

Figure D-4 A data entry error occurred updating a password ASID

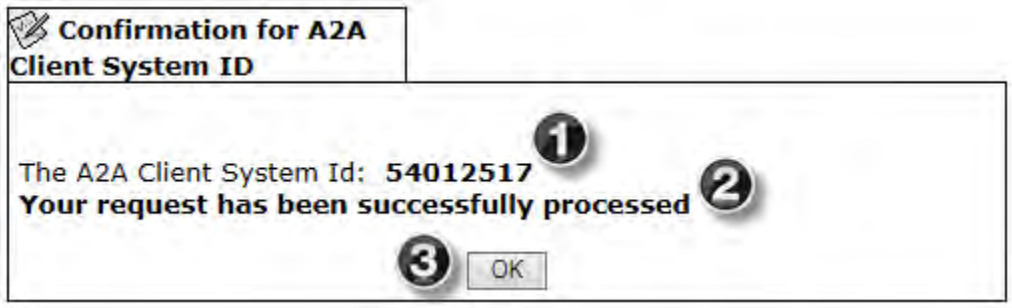

Figure D-5 Change Credential Type Confirmation

1	The Application System must use the certificate to access IRS A2A services
2	The Confirmation Message
3	Click **OK** to return to the AE Application Search Results page (see Figure D-6).

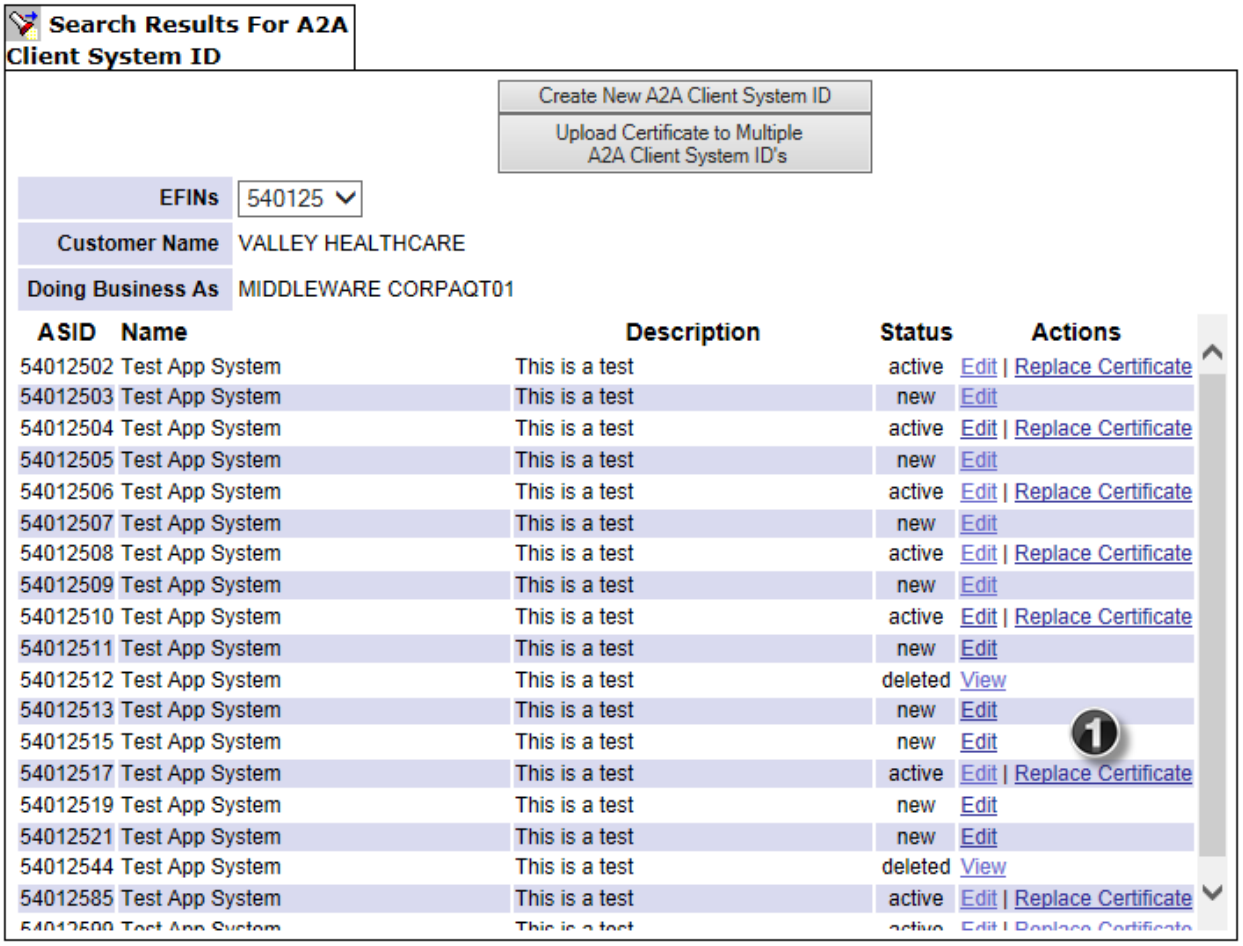

Figure D-6 Search Results (ASID changed to Certificate)

1	The ASID credential type has been changed to certificate.