How to Submit a Payment Request in eGMS Reach

Introduction

This document describes how to submit a payment request in eGMS Reach.

Additional Help

If you have questions that are not answered within this document, please contact the eGMS Help Desk by emailing Reach-HelpDesk@imls.gov.

Submitting a Payment Request

1. Log into eGMS Reach and navigate to the **My Awards** section of the homepage.

eGMS REACH				😫 ebrochu 🔛 Messages (2) <mark>?</mark> Hel	
► My Awards	Home				
For guidance on how to manage and administer an award, see the Institute of	Welcom	ne to eGMS Reach			
useum and Library Services website at ww.imls.gov/grants/manage-your-award. or Grants to State awards, please visit the rants to States Manual: .tps://www.imls.gov/grants/grant- .ograms/grants-states/grants-states- ianual.	If you are a partenst, select your parten under My Parens . This will allow you to access the applications you are reviewing. If you are an awardee, select your award under My Awards . This will allow you to upload reports, submit change requests, submit payment requests, or contact IMLS staff. To update your contact information or affiliations, hover over your name in the banner above and select My Information . My Awards				
	Home Welcome to eGM If you are a panelist, select your panel u If you are an awardee, select your award requests, or contact IMLS staff. To update your contact Information or a My Awards Go to Award Go to Award Go to Award Test Droject Title AE Test Institution XY, Betsy Blackwell (G Eileen Brochu (Aut) Training Project 123 Test Institution XY, Betsy Blackwell (G Eileen Brochu (Aut) Test User (Project)	Details	Award Period	Alerts	
	Go to Award	Test Project Title ABC Test Institution XYZ Betsy Blackwell (Grant Administrator) Eileen Brochu (Project Director) Kristin McLaughlin (Authorizing Official) Test User (Authorizing Official)	7/1/2019 - 10/31/2022	You have unread messages.	
	Go to Award	Training Project 123 Test Institution XYZ Betsy Blackwell (Grant Administrator) Eileen Brochu (Authorizing Official) Test User (Project Director)	6/1/2019 - 11/30/2021		
	4				

Figure 1 My Awards in eGMS Reach

	Details	Award Period	Alerts
Go to Award	Test Project Title ABC Test Institution XYZ Betsy Blackwell (Grant Administrator) Eileen Brochu (Project Director) Kristin McLaughlin (Authorizing Official) Test User (Authorizing Official)	7/1/2019 - 10/31/2022	You have unread messages.
30 to Award	Training Project 123 Test Institution XYZ Betsy Blackwell (Grant Administrator) Eileen Brochu (Authorizing Official) Test User (Project Director)	6/1/2019 - 11/30/2021	

2. Click on Go to Award to view the award's details.

Figure 2 Award details

- 3. Navigate to the bottom of the page and click on the **Payments** tab.
- 4. Click on **Add Payment Request.** Note that eGMS Reach does not allow a user to make a payment request if their institution's SAM registration has expired.

Award Peric	d	12/1/2018 - 1	1/30/2020			
Notices		View SAM	Registration			
Funding	Instructions	Documents	Forms & Reports	Change Requests	Payments	Messages
Request	Summary					J
View Paym	ent Request Ins	tructions				
Award Amou Fotal Approv	unt: Si ved Requests:	156,104.00 \$1,000.00				
	Sunde: 91	155 104 00				

Figure 3 Adding a payment request

5. The Payment Request Form captures data formerly collected via the Request for Advance or Reimbursement Form (SF-270). Complete all required fields, agree to the Assurances, and then click on **Submit Payment Request** to finish.

6.	Click on View Payment Request Ir	nstructions at the top of the	e page for help v	with the form fields.
0.	ener on view i dyniene nequest n	isti detto de the top of the	c page for help t	nun une formi neido.

View Payment Request Instructions							
Edit Payment Request							
1. Recipient Account or ID Number (Optional)							
2. Type of Payment Requested	Final						
3. Basis of Request	Cash						
4. Period Covered by this Request Starting Date	4/1/2019						
5. Period Covered by this Request Ending Date	7/30/2019						
6. a. Total Program Outlays	\$ 312844.00 as of 8/31/2019						
b. Estimated Net Cash Outlays Needed for Advance Period	\$ 0.00						
c. Total (a plus b)	\$ 312844.00 (Calculated)						
d. Non-Federal share of amount on line c	\$ 156740.00						
e. Federal Share of Amount on line c (c minus d)	\$ 156104.00 (Calculated)						
f. Payment Previously Requested	\$ 96000.00						
g. Federal Share Now Requested (e minus f)	\$ 60104.00 (Calculated)						
7. Assurances	I agree to the <u>Assurances</u> .						
	Cancel Submit Payment Request						

Figure 4 Payment Request Form in eGMS Reach

7. The **Payments** tab in eGMS Reach now reflects the status of your submitted payment request. As long as the payment request is in Submitted status, you may update it by clicking on the pencil icon.

Funding	Instructions	Documents For	ms & Reports	Change Requests	Payments	Messages
Request	Summary			_		
View Payn	nent Request Instru	uctions				
Award Amo	unt: \$15	6,104.00				
Total Appro	ved Requests: S	\$1,000.00				
Remaining I	Funds: \$15	5,104.00				
Add Paym	ent Request					
Actions	Request Number	Amount Requested	Date Submitted	Status/Date	Decision Co	mment
	1	\$1,000.00	7/3/2019	Approved 8/13/2019		
	2	\$05,000,00	7/24/2010	Submitted 7/24/2010	<u>,</u>	

Figure 5 Request Summary in eGMS Reach