

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.

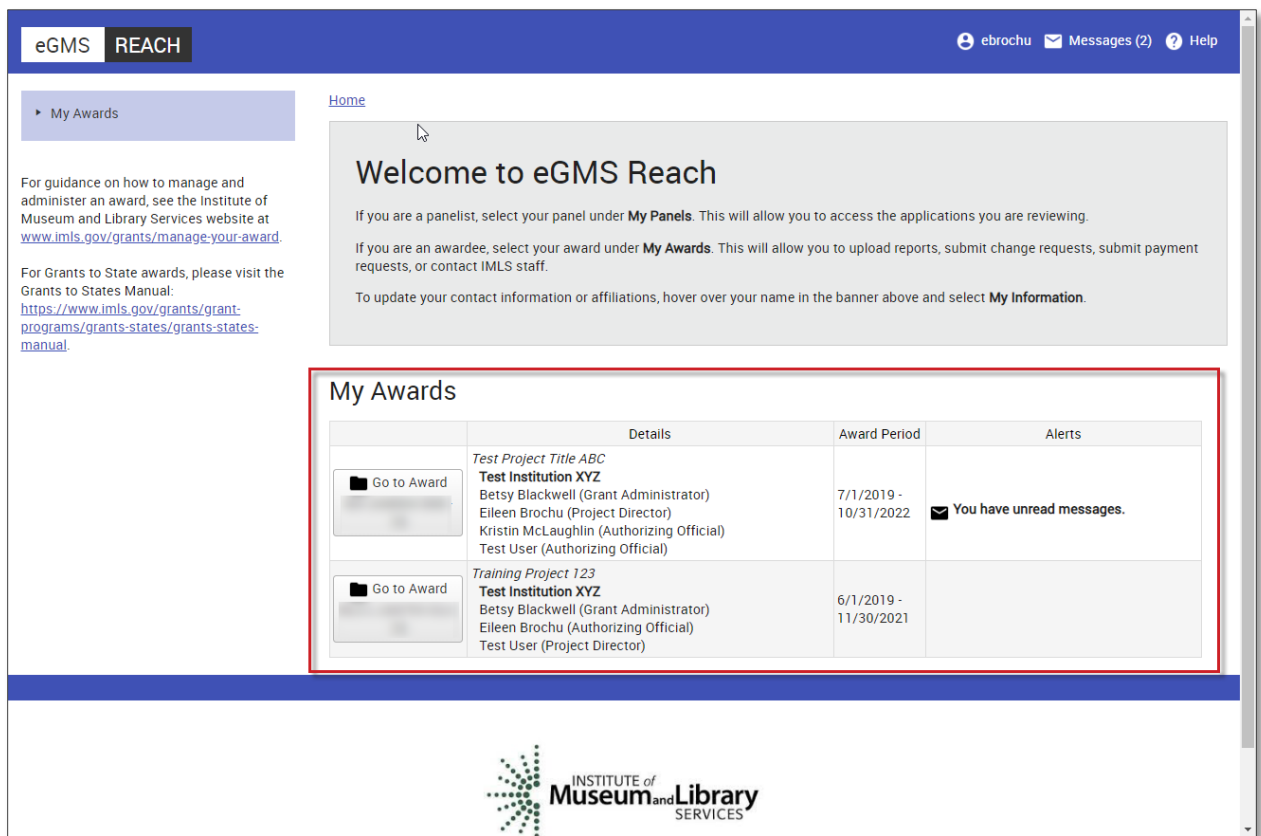


Figure 1 My Awards in eGMS Reach

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

The screenshot shows a table titled "My Awards" with three columns: "Details", "Award Period", and "Alerts". There are two rows of award data. In the first row, the "Go to Award" button is highlighted with a red box and has a mouse cursor over it. The second row also has a "Go to Award" button, but it is not highlighted.

	Details	Award Period	Alerts
<input type="button" value="Go to Award"/> 19	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	<input checked="" type="checkbox"/> You have unread messages.
<input type="button" value="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	

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.

The screenshot shows the "Payments" tab selected in a navigation menu. Below the menu is a "Request Summary" section with a table of financial data and an "Add Payment Request" button highlighted with a red box. A red arrow points from the "Payments" tab to the "Add Payment Request" button.

Award Period	12/1/2018 - 11/30/2020
Notices	<input type="button" value="View SAM Registration"/>

Request Summary

Award Amount:	\$156,104.00
Total Approved Requests:	\$1,000.00
Remaining Funds:	\$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 Instructions** at the top of the page for help with the form fields.

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

Figure 4 Payment Request Form in eGMS Reach

- 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.

Request Summary

View Payment Request Instructions

Award Amount: \$156,104.00
Total Approved Requests: \$1,000.00
Remaining Funds: \$155,104.00

Add Payment Request

Actions	Request Number	Amount Requested	Date Submitted	Status/Date	Decision Comment
	1	\$1,000.00	7/3/2019	Approved 8/13/2019	
	2	\$95,000.00	7/24/2019	Submitted 7/24/2019	

Figure 5 Request Summary in eGMS Reach