

# How to Submit a Payment Request in eGMS Reach

## Introduction

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

## Submitting a Payment Request

Log into eGMS Reach and select an award from the **Awards** dropdown list in the top menu, or in the **Awards** section of the Home page.

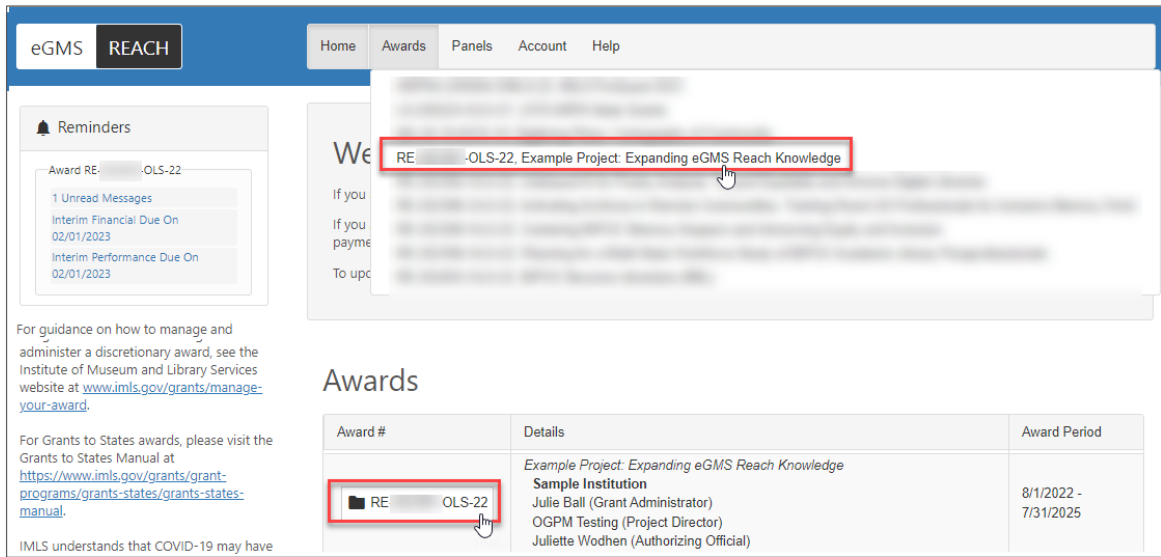


Figure 1: Selecting an award on the eGMS Reach Home page

On the award's page, select the **Payments** tab. This tab shows a payment request summary with the award amount, the total of all approved payment requests, and remaining funds. It also shows details for each previous payment request.

Award: IGSM- [REDACTED] -OMS-23

Information Funding Instructions Documents Forms and Reports Venues Change Requests **Payments** Messages Write Ups

### Request Summary

[View Payment Request Instructions](#)

<b>Funding</b>	<b>Period of Performance</b>	<b>Alerts that Prevent Payment</b>
<b>Award Amount:</b> \$49,000.00	09/01/2023 - 08/31/2024	SAM: Registration expired
<b>Total Approved Requests:</b> \$45,723.06		
<b>Remaining Funds:</b> \$3,276.94		

**SAM Registration Status:** Inactive ⚠️. SAM last checked 8/1/2024 11:13:21 AM  
**SAM Expiration Date:** 1/13/2021 ⚠️

[Add Payment Request](#)

Approved payment requests have Accounting numbers assigned.

Actions	Request Number	Accounting Number	Period Covered	Amount Requested	Status/Date	Decision Comment
<a href="#">View</a>	1	1	09/01/2023 - 12/31/2023	[REDACTED]	Approved [REDACTED]	
<a href="#">View</a>	2	2	01/01/2024 - 01/31/2024	[REDACTED]	Approved [REDACTED]	
<a href="#">View</a>	3	3	02/01/2024 - 02/29/2024	[REDACTED]	Approved [REDACTED]	
<a href="#">View</a>	4	4	03/01/2024 - 03/31/2024	[REDACTED]	Approved [REDACTED]	

Figure 2: Award Payments tab

Click the **Add Payment Request** button to complete and submit a payment request. Note that eGMS Reach will not allow you to submit a payment request if your institution’s SAM registration has expired, or if your institution has outstanding federal debt in SAM.

Award: IGSM- [REDACTED] -OMS-23

Information Funding Instructions Documents Forms and Reports Venues Change Requests **Payments** Messages Write Up

### Request Summary

[View Payment Request Instructions](#)

<b>Funding</b>	<b>Period of Performance</b>	<b>Alerts that Prevent Payment</b>
<b>Award Amount:</b> \$49,000.00	09/01/2023 - 08/31/2024	SAM: Registration expired
<b>Total Approved Requests:</b> \$45,723.06		
<b>Remaining Funds:</b> \$3,276.94		

**SAM Registration Status:** Inactive ⚠️ SAM last checked 8/1/2024 11:13:21 AM  
**SAM Expiration Date:** 1/13/2021 ⚠️

[Add Payment Request](#)

Approved payment requests have Accounting numbers assigned.

Actions	Request Number	Accounting Number	Period Covered	Amount Requested	Status/Date	Decision Cor
<a href="#">View</a>	1	1	09/01/2023 - 12/31/2023	[REDACTED]	Approved [REDACTED]	

Figure 3 Adding a payment request

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 **Submit Payment Request** to finish.

Click on **View Payment Request Instructions** at the top of the page for help with the form fields.

### Submit a Payment Request

[View Payment Request Instructions](#)

1. Recipient Account or ID Number (Optional)	<input type="text"/>
2. Type of Payment Requested	Partial
3. Basis of Request	Cash
4. Period Covered by this Request Starting Date	2/1/2023 <input type="text"/> <small>Required</small>
5. Period Covered by this Request Ending Date	2/28/2023 <input type="text"/> <small>Required</small>
6. a. Total Program Outlays	\$ 5000.00 <input type="text"/> as of Select Date 11223 <input type="text"/>
b. Estimated Net Cash Outlays Needed for Advance Period	\$ 0.00 <input type="text"/>
c. Total (a plus b)	\$ 5000.00 <input type="text"/> (Calculated)
d. Non-Federal share of amount on line c	\$ 0.00 <input type="text"/>
e. Federal Share of Amount on line c (c minus d)	\$ 5000.00 <input type="text"/> (Calculated)
f. Payment Previously Requested	\$ 0.00 <input type="text"/>
g. Federal Share Now Requested (e minus f)	\$ 5000.00 <input type="text"/> (Calculated)
7. Assurances	<input checked="" type="checkbox"/> I agree to the <a href="#">Assurances</a> By checking this box, I agree to the <a href="#">Certification</a> .

Figure 4 Payment Request Form in eGMS Reach

The **Payments** tab in eGMS Reach now reflects the status of your submitted payment request. While the payment request is in Submitted status, you may update it by clicking on the pencil icon. You may also cancel the payment request if you change your mind.

**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

## 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](mailto:Reach-HelpDesk@imls.gov).