How to Navigate eGMS Reach

Introduction
This document describes how both awardees and panelists can navigate and view information in the eGMS Reach online awards management system.

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.

Navigating eGMS Reach
1. Access eGMS Reach via https://grants.imls.gov/Reach/ or through the Manage Your Award section of the IMLS website. Enter your user name and password, and click on Sign in.

Figure 1 eGMS Reach login page
2. The eGMS Reach homepage contains three sections that are useful for navigating the site as well as for viewing and managing information.
   - Blue eGMS Reach Banner/Header
     a. The tab with your user name allows you to change your account settings, change your password, and sign out of eGMS Reach.
     b. The Messages tab allows you to view all messages between you and IMLS staff and any messages pertaining to your specific award(s) or panel(s).
     c. The Help tab refers you to the eGMS Help Desk, where you can request assistance for Reach-related issues.
   - Left Section

![Figure 2 eGMS Reach banner](image)

![Figure 3 My Panels and My Awards quick links](image)
a. Click on the arrow next to **My Panels** to open a dropdown list that displays all the panels in which you are currently an active participant (if applicable).
b. Click on the arrow next to **My Awards** to open a dropdown list that displays all awards with which you are currently associated (if applicable).
Select an award or a panel to view the associated detail.

![My Award page in eGMS Reach](image)

**Figure 6 My Award page in eGMS Reach**

3. Below the award details, select one of the tabs to access the following information:
   - Funding: The **Funding** tab shows the approved and awarded funding amount(s). It also displays any associated cost share, if applicable.
   - Instructions: The **Instructions** tab provides links to grants administration guidance relating to your award.
   - Documents: The **Documents** tab shows documents associated with your award.
   - Reports: The **Reports** tab displays your report schedule and provides ways to submit reports and to view those previously submitted.
   - Change Requests: The **Change Requests** tab provides the opportunity to submit requests for approval of changes relating to your award.
   - Payments: The **Payments** tab allows you to submit payment requests and to view past submissions and payments.
   - Messages: The **Messages** tab allows you to access any messages between you and IMLS pertaining to this specific award. *(Note: These messages can also be viewed in the **Message** tab on the eGMS Reach home.)*
### Award Funding

**Approved Funding Amounts**
- Outright Amount: $250,000.00

**Awarded Funding Amounts**
- Outright Amount: $250,000.00
- Award Cost Sharing: $2,000.00

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*Figure 7 Award tabs*