

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

### Submitting a Payment Request

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

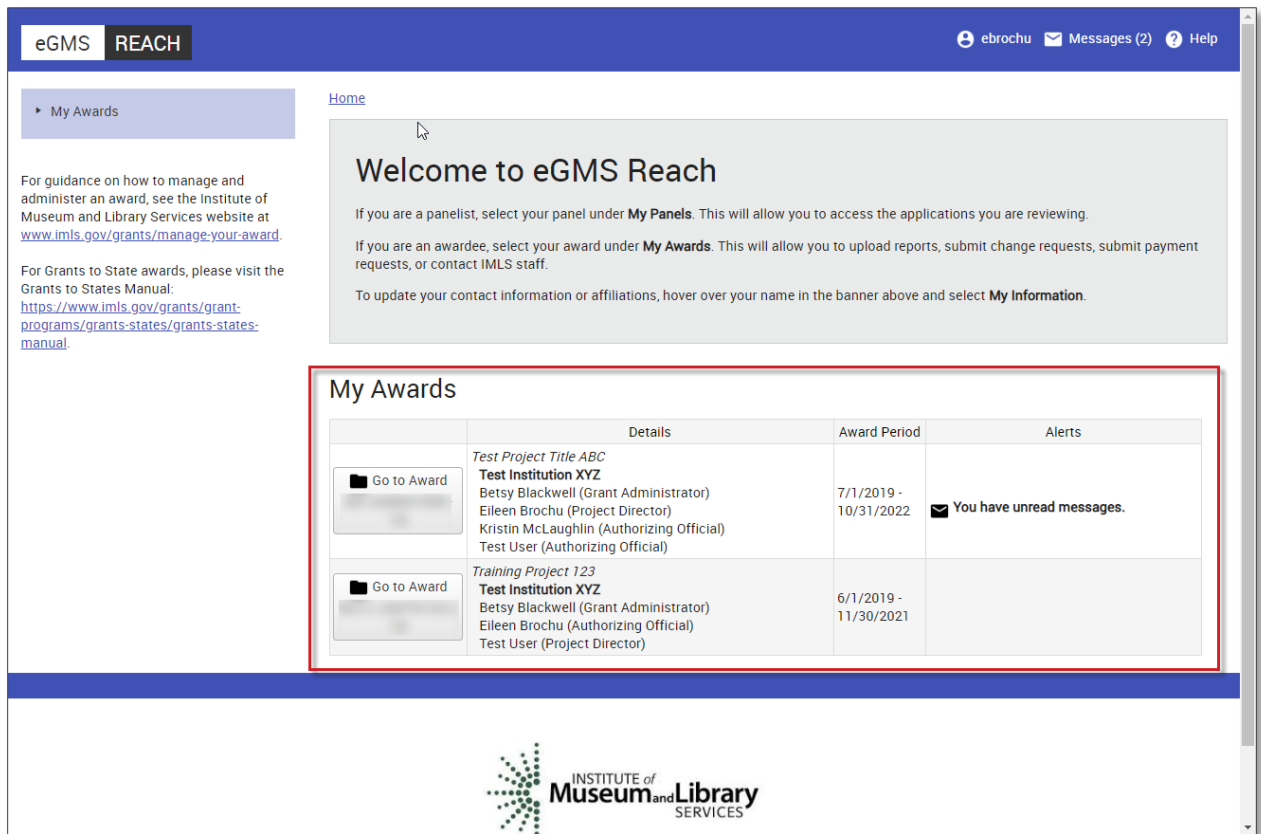


Figure 1 My Awards in eGMS Reach

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

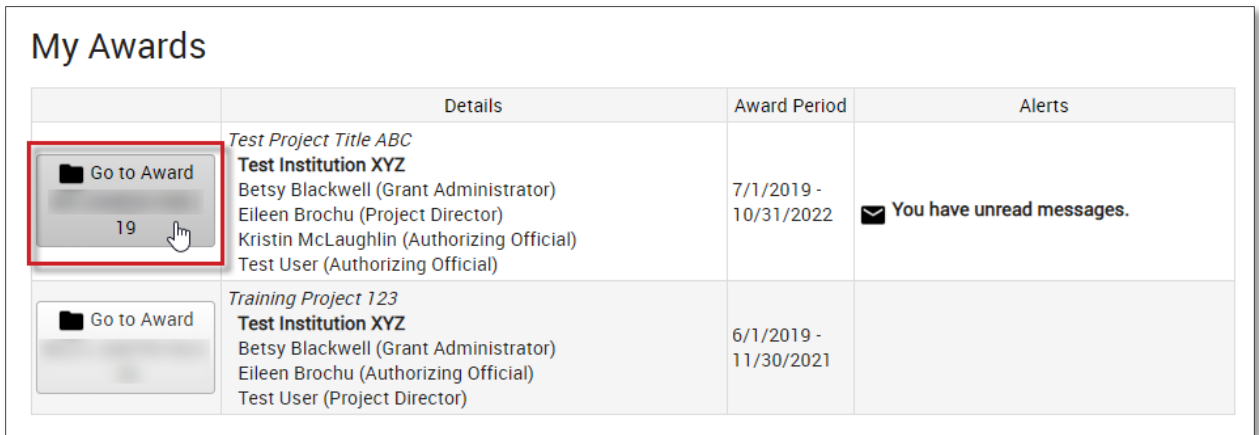


Figure 2 Award details

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.

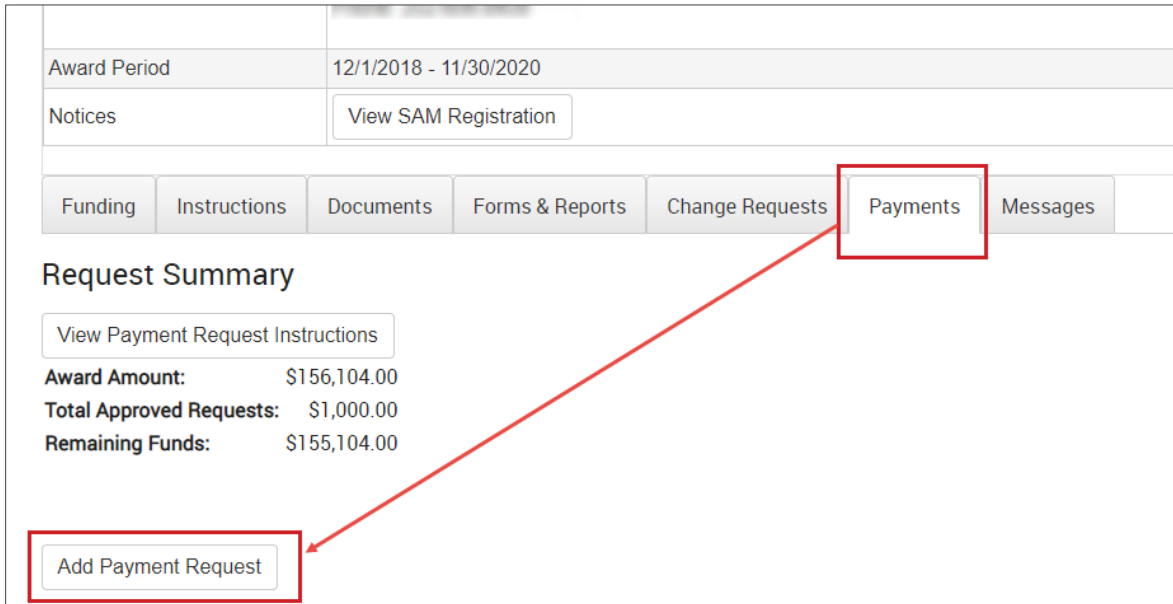


Figure 3 Adding a payment request

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	
<b>Edit Payment Request</b>	
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 <a href="#">Assurances</a> .
<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