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

![My Awards](image)

**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.

![Request Summary](image)

**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.

![Figure 4 Payment Request Form in eGMS Reach](image-url)
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.

![Figure 5 Request Summary in eGMS Reach](image)