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.
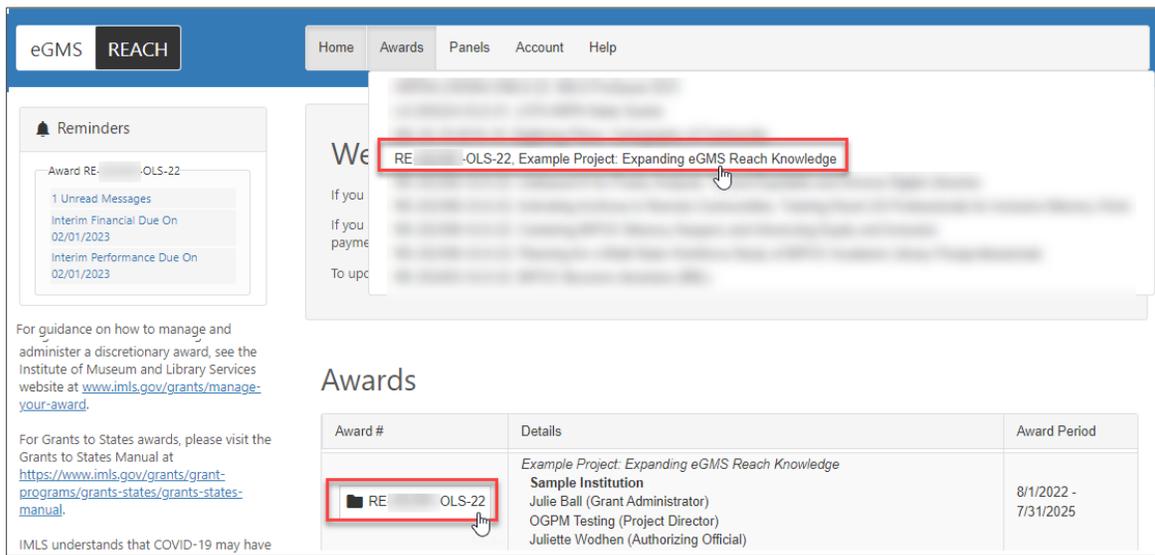

Figure 1: Selecting an award on the eGMS Reach Home page

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.

Figure 2: Award Payments tab

Click the Add **Payment Request** button to complete and submit a 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

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.

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)	
2. Type of Payment Requested	Partial ▼
3. Basis of Request	Cash ▼
4. Period Covered by this Request Starting Date	2/1/2023 📅 *Required*
5. Period Covered by this Request Ending Date	2/28/2023 📅 *Required*
6. a. Total Program Outlays	$ 5000.00 as of Select Date 11223 📅
b. Estimated Net Cash Outlays Needed for Advance Period	$ 0.00
c. Total (a plus b)	$ 5000.00 (Calculated)
d. Non-Federal share of amount on line c	$ 0.00
e. Federal Share of Amount on line c (c minus d)	$ 5000.00 (Calculated)
f. Payment Previously Requested	$ 0.00
g. Federal Share Now Requested (e minus f)	$ 5000.00 (Calculated)
7. Assurances	☑ I agree to the Assurances. By checking this box, I agree to the Certification.

Cancel   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.

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.