INSTITUTE of Museum and Library SERVICES

Welcome back!

Day 2

Pacific Workshop

May 2022

INSTITUTE of Museum and Library SERVICES

eGMS Reach

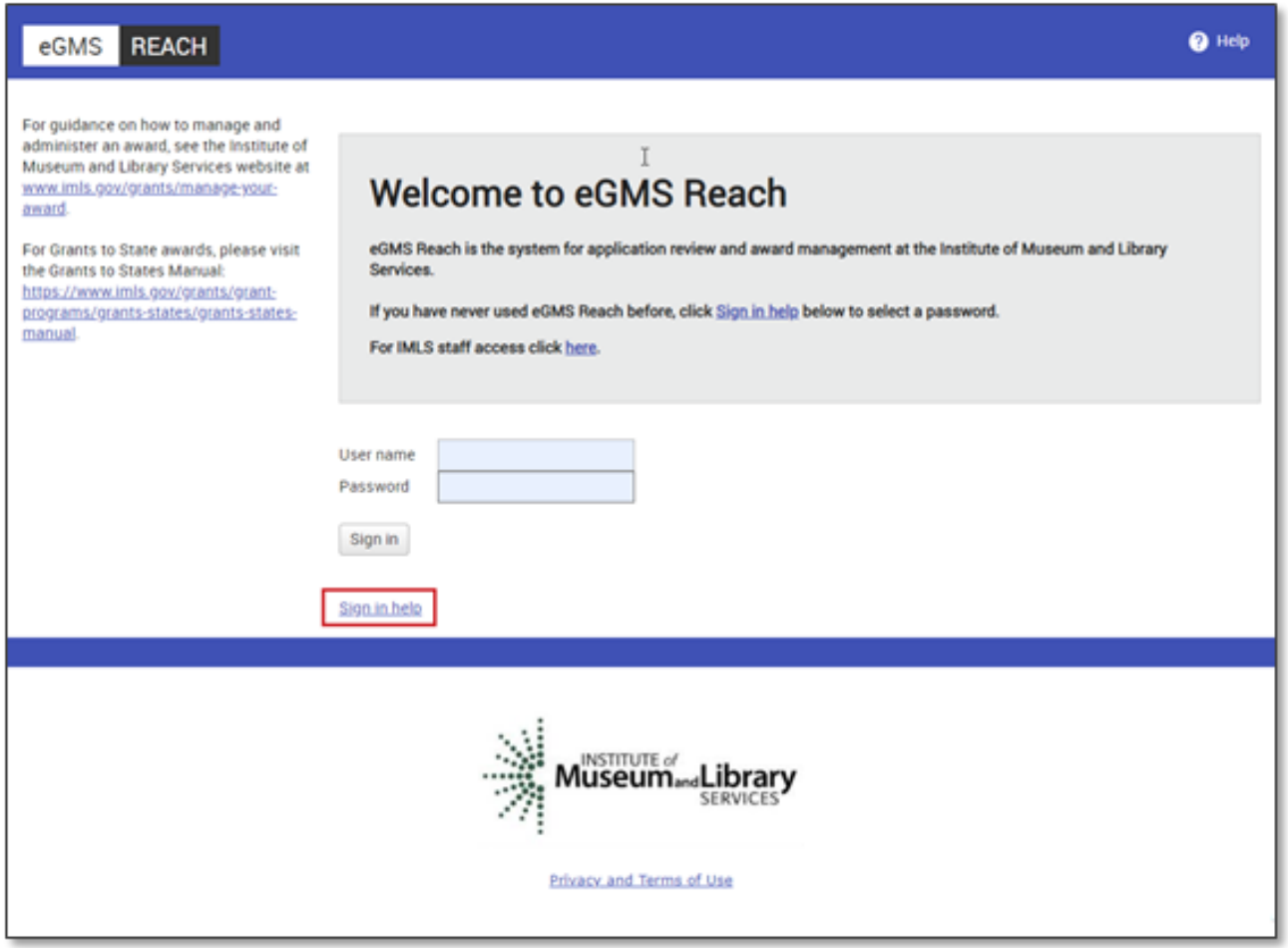
Pacific Workshop

May 2022

Introduction

Use eGMS Reach to:

- Manage awards
- Request payments
- Send official grant communications
- Access reporting schedules and previous payment requests



How to set up a Reach account

Setting Up an eGMS Reach Account

- Look for an email from IMLS-Reach@imls.gov with username and URL.
- You may receive multiple emails (one for each award), but only need to set up one account.
- If you already have an account through Reach with NEA or NEH, you still need to create a new account for your IMLS award(s).

Dear Test User3,

An account has been established for you in eGMS Reach, the system for application review and award management used by the Institute of Museum and Library Services.

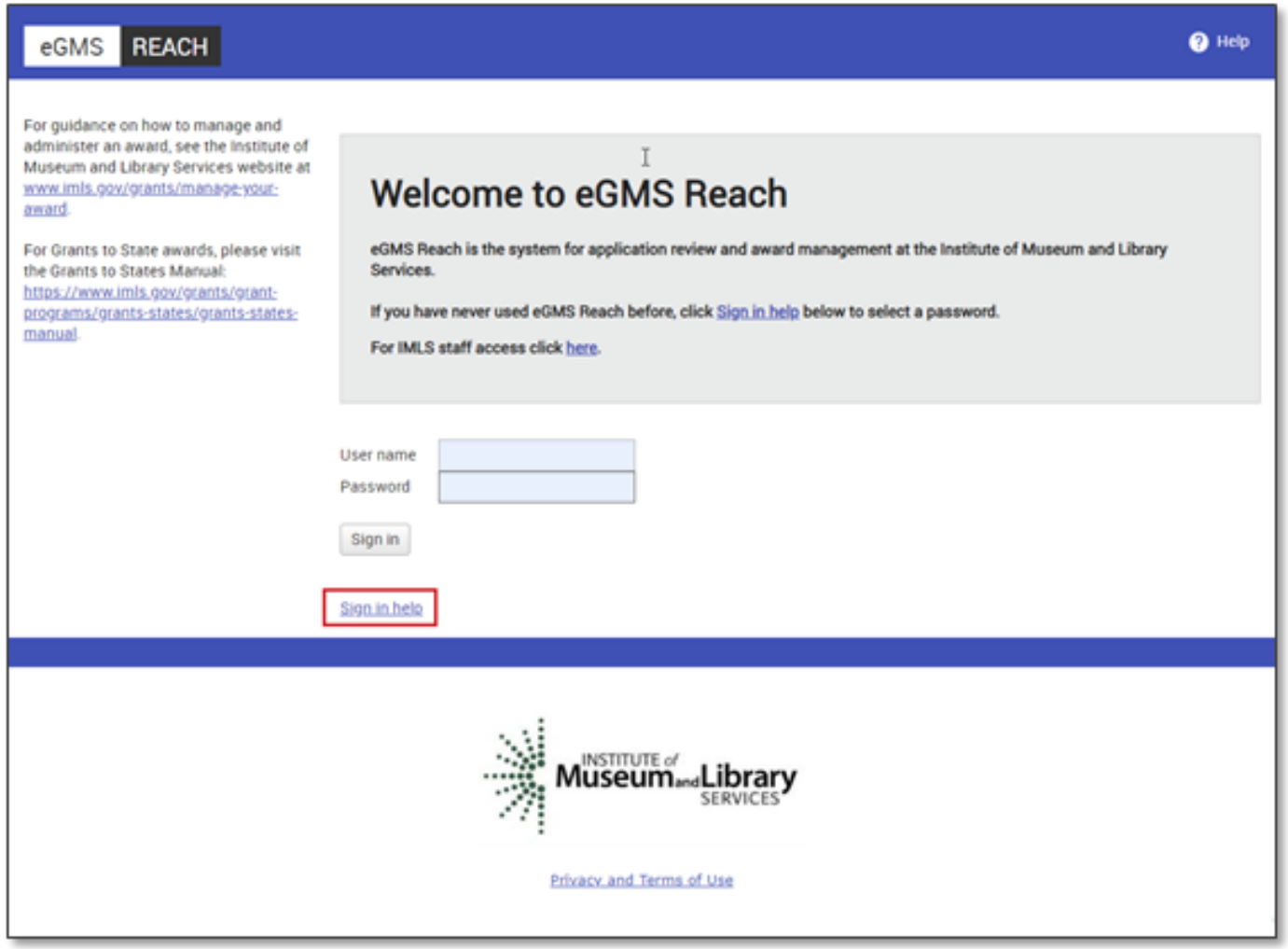
Your user name is TUser3.

Please go to eGMS Reach at https:/ / to sign in. If you are new to eGMS Reach, click the **Need help?** link to create a password.

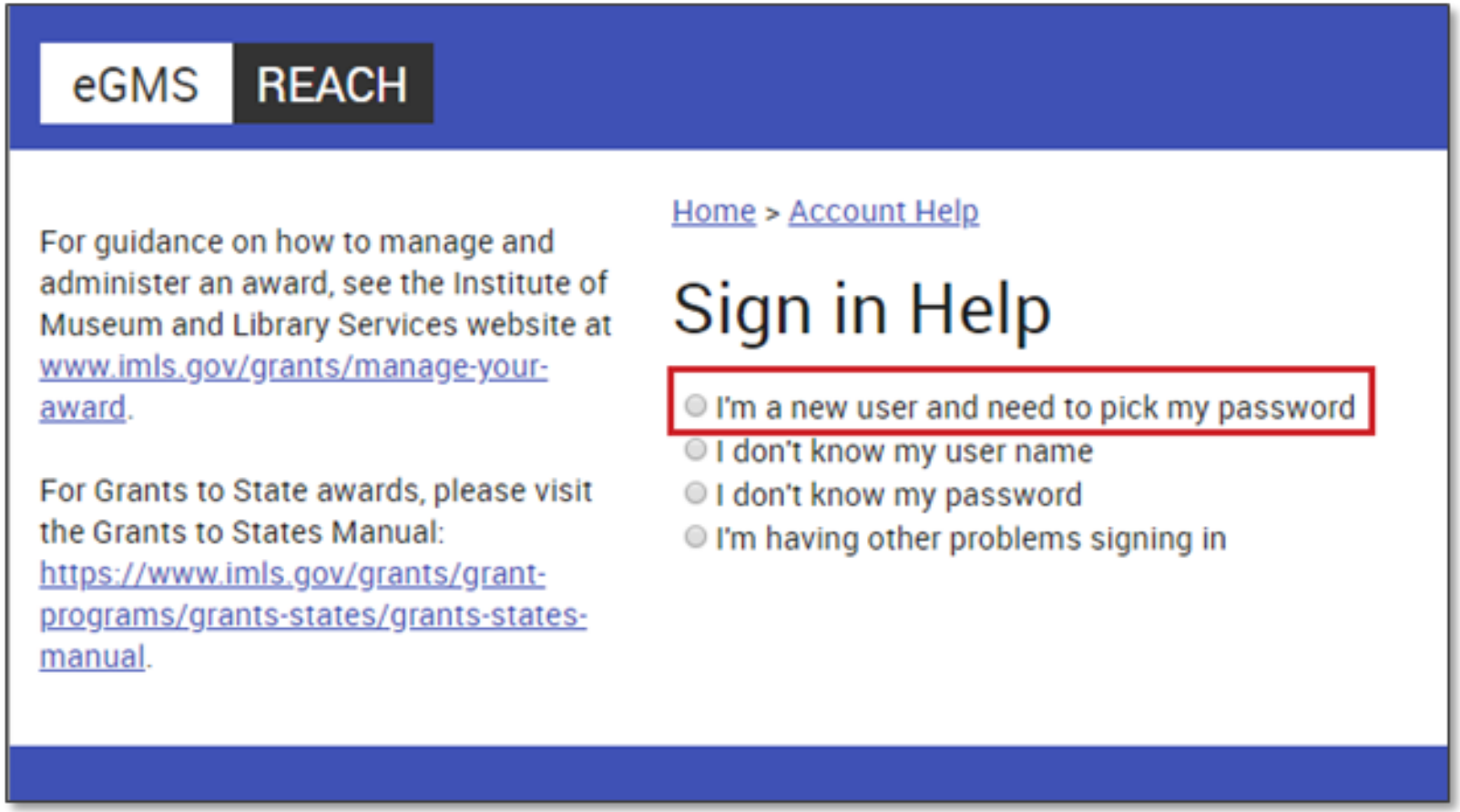
If you have encountered issues while creating your login, contact Reach-HelpDesk@imls.gov for assistance.

Setting Up an eGMS Reach Account

- URL from email link to the eGMS Reach login page.
- Click on **Sign in Help** to set your password.

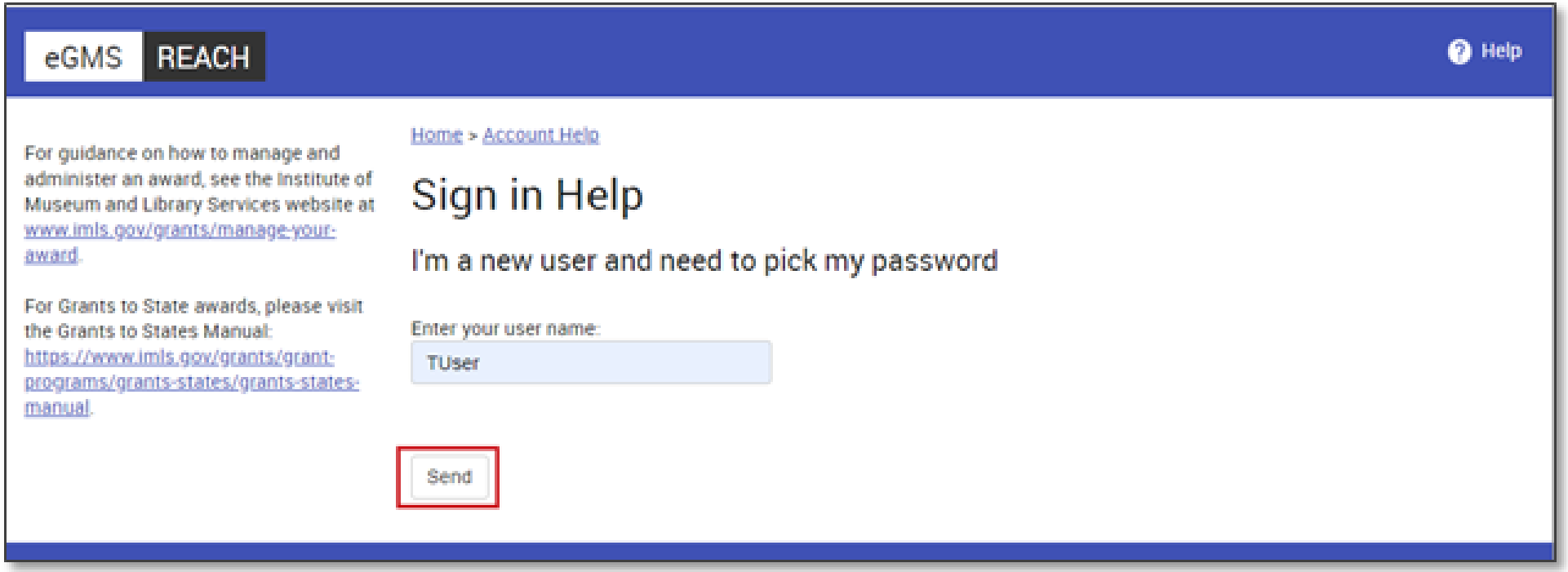


Setting Up an eGMS Reach Account



Setting Up an eGMS Reach Account

- Enter the user name provided in the email, then click on **Send**.



Setting Up an eGMS Reach Account

- You'll receive an email to reset the password.
- Follow the URL in the email, which expires after two hours.

Dear [redacted]

To securely reset your eGMS Reach password, please click the link below:

[redacted]

This link is only valid for 2 hours from the time it is first generated. If you do not reset your password during this time, you will need to submit another password reset request.

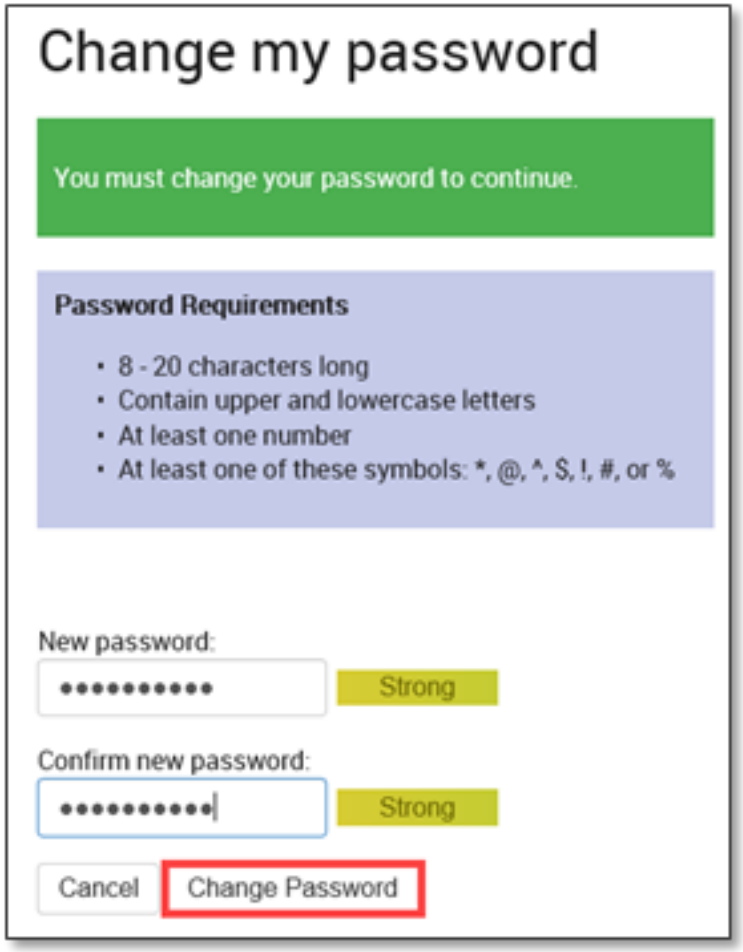
If you have any questions, please contact us using the Help area of eGMS Reach.

Sincerely,

eGMS Reach

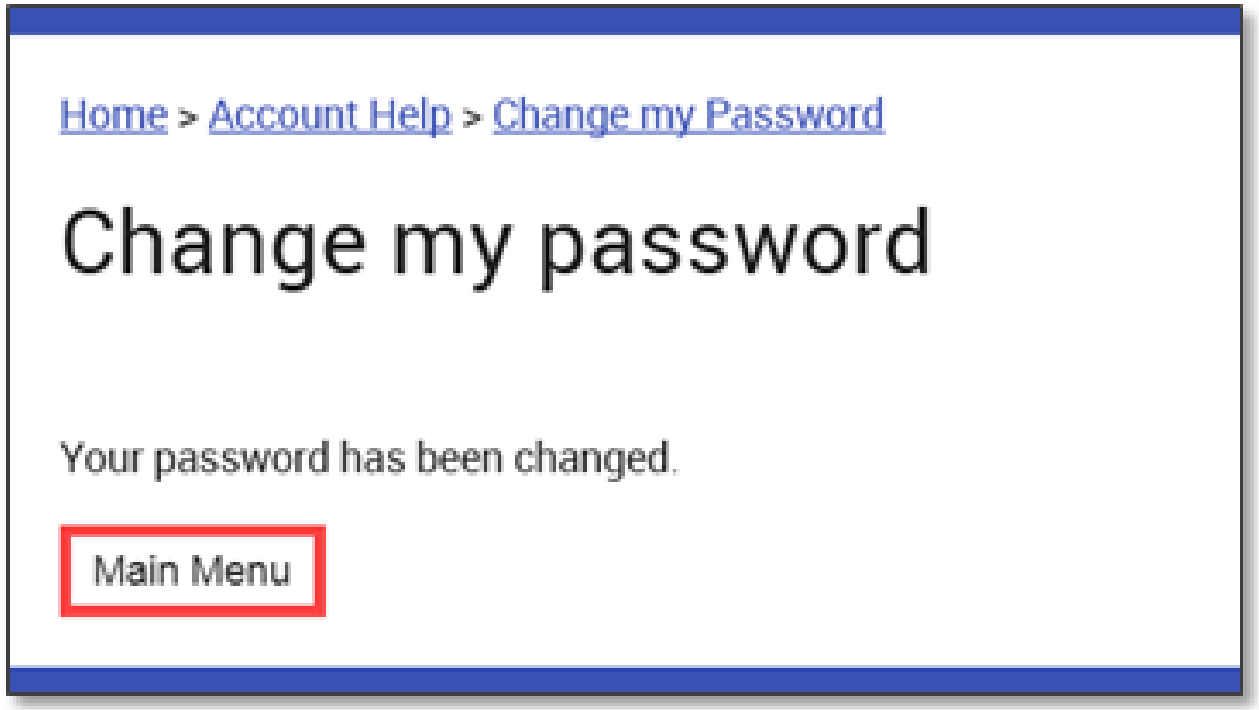
Setting Up an eGMS Reach Account

- Enter your new password.
- Click on **Change Password** to save it.



Setting Up an eGMS Reach Account

- Click on **Main Menu** to go to the homepage.



Setting Up an eGMS Reach Account

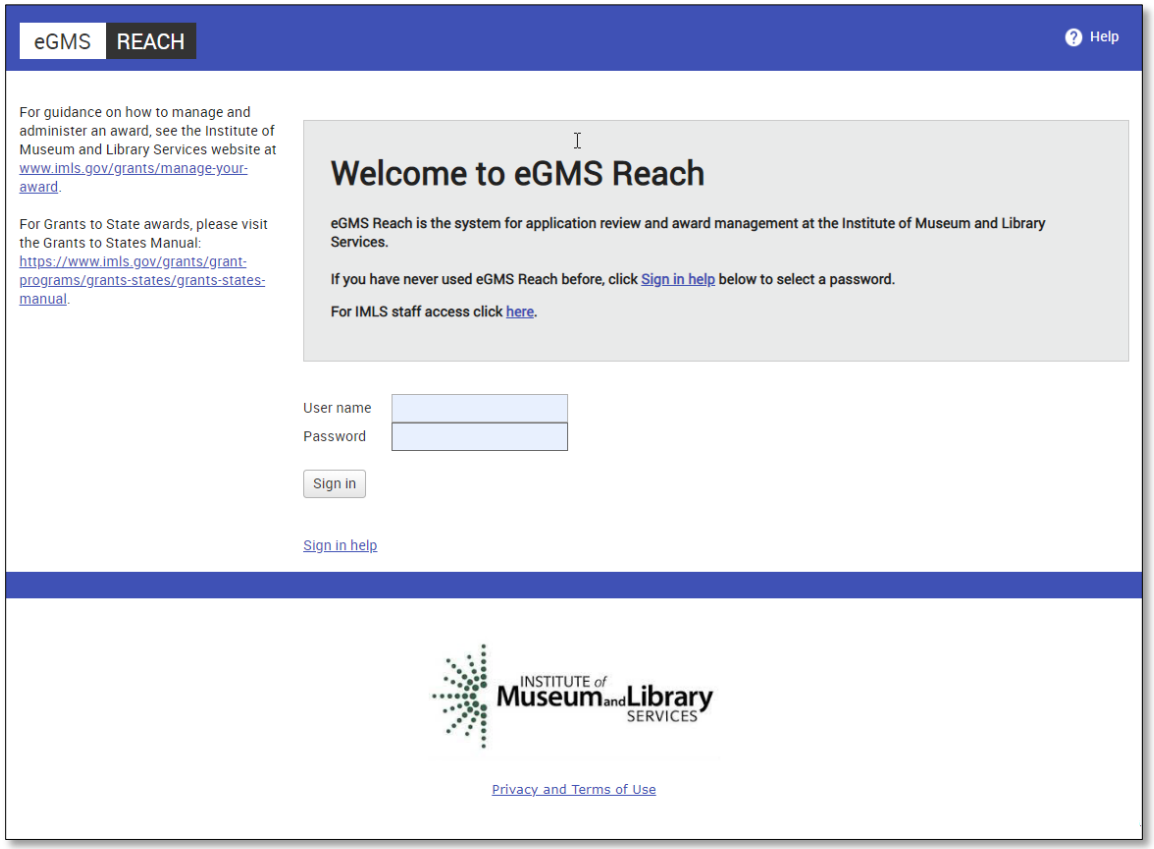
If you have any issues setting up your account, please contact the Reach Help Desk by emailing Reach-HelpDesk@imls.gov.

You can also contact your Program Officer.

How to navigate Reach

Navigating eGMS Reach

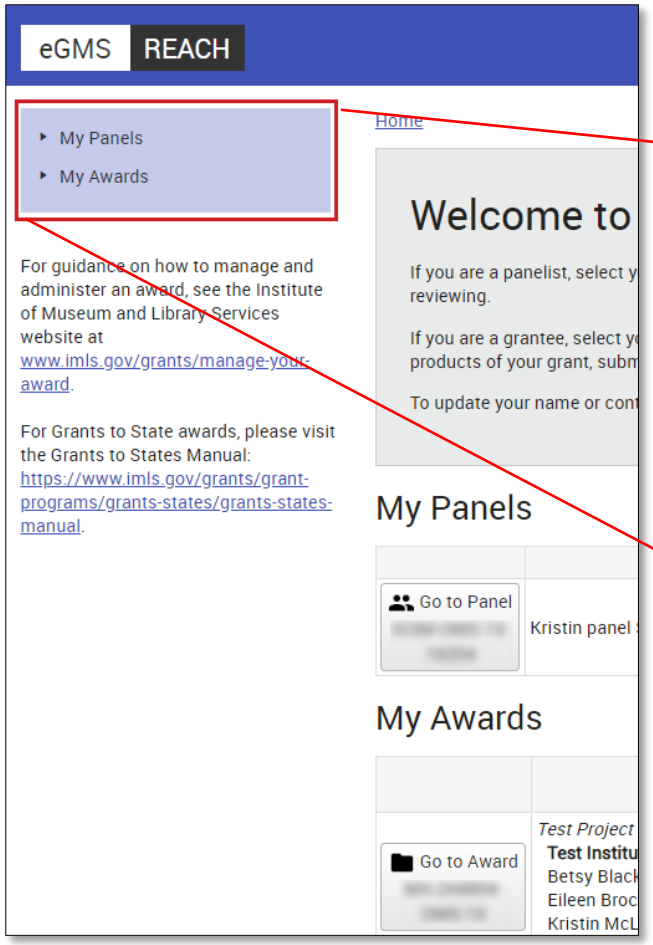
Access eGMS Reach via https://grants.imls.gov/Reach/



Navigating eGMS Reach

- Three useful navigation sections on the homepage banner:
  - **Username**: change your account settings, change your password, and sign out of eGMS Reach.
  - **Messages**: view messages between you and IMLS staff and any award- or IMLS discretionary panel-related messages.
  - **Help**: refers you to the eGMS Help Desk.

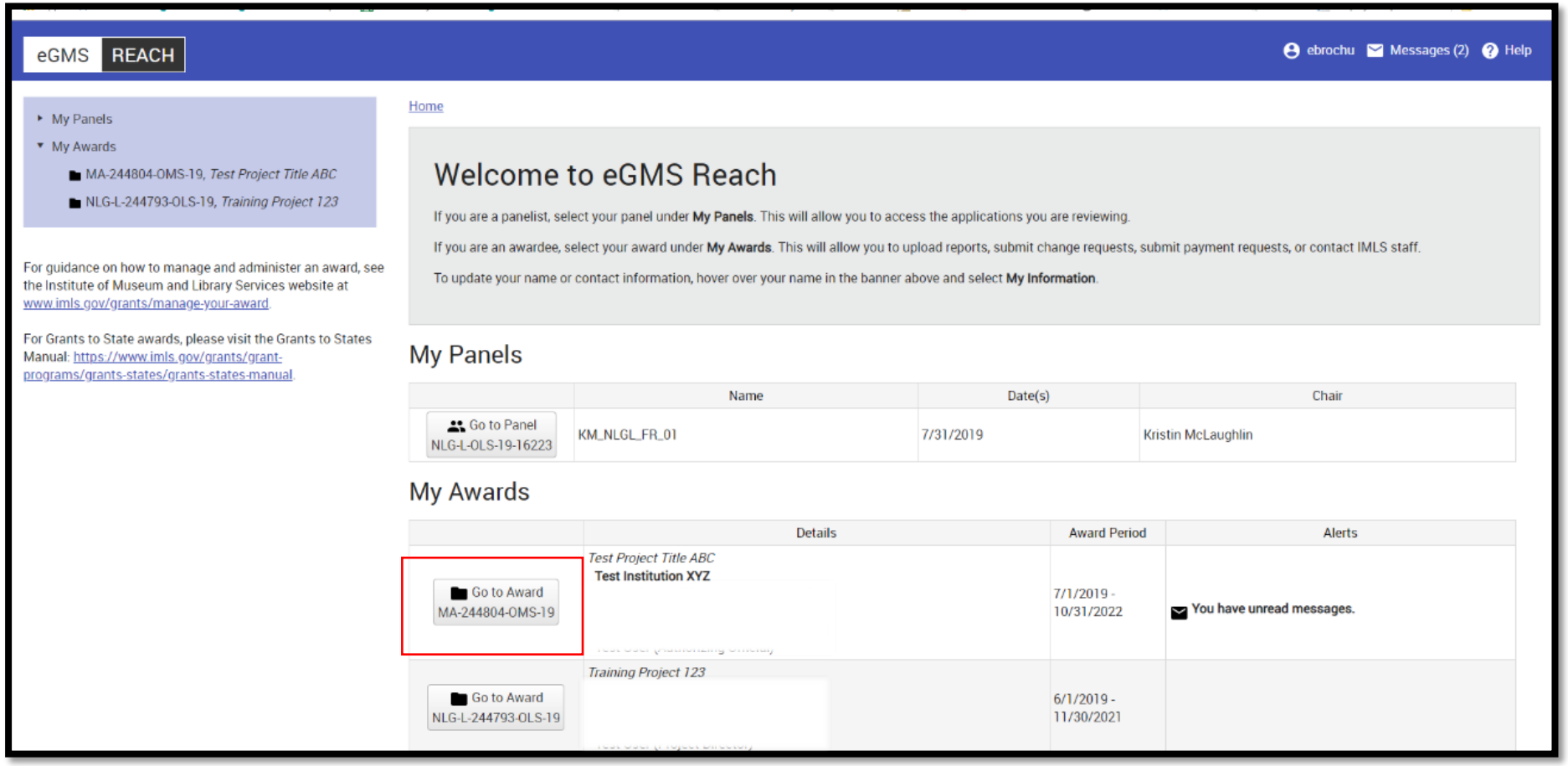
Navigating eGMS Reach



For LSTA grants, “My Awards” is the pertinent section of the left navigation area.

Navigating eGMS Reach

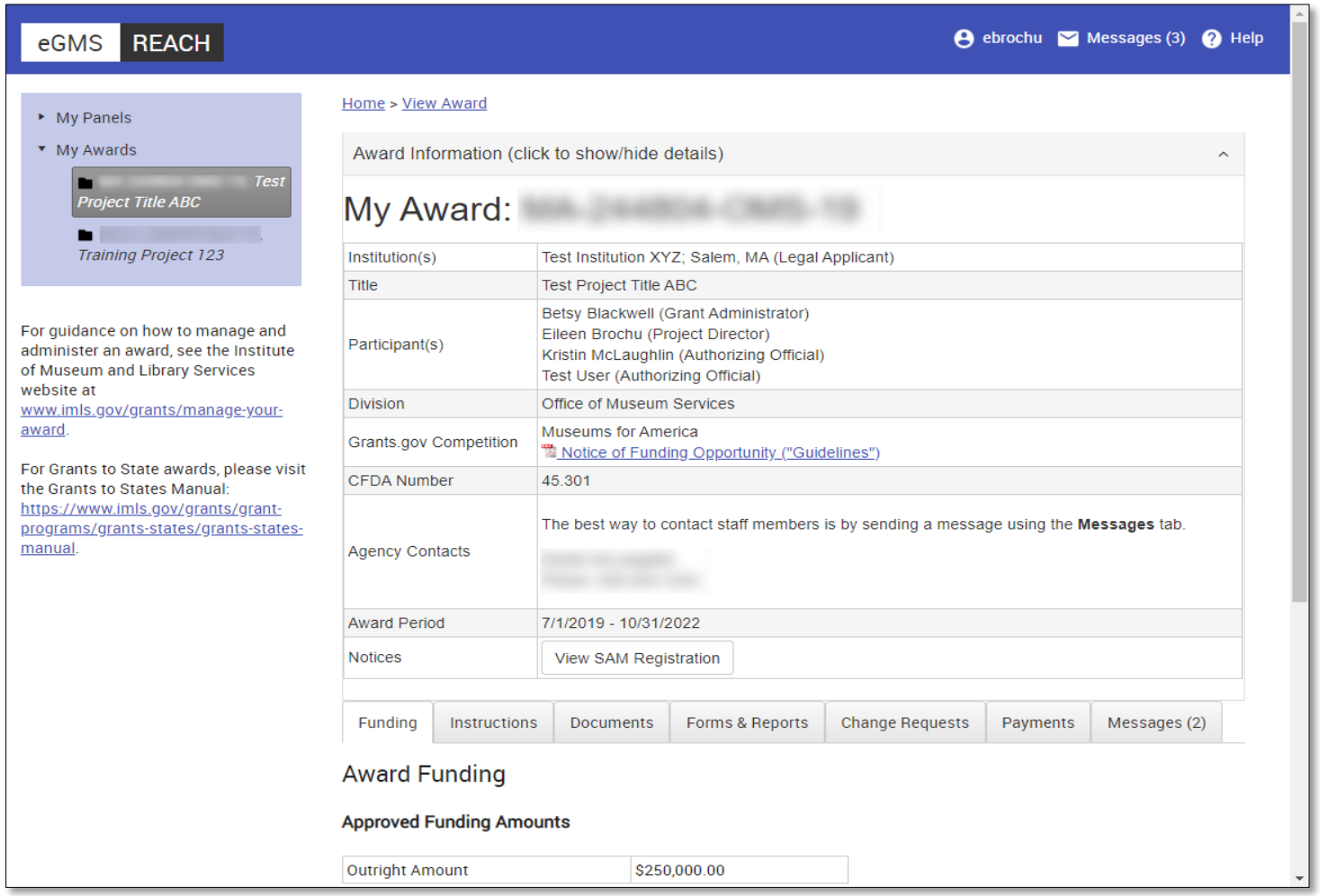
Select an award to view the associated detail.



Navigating eGMS Reach

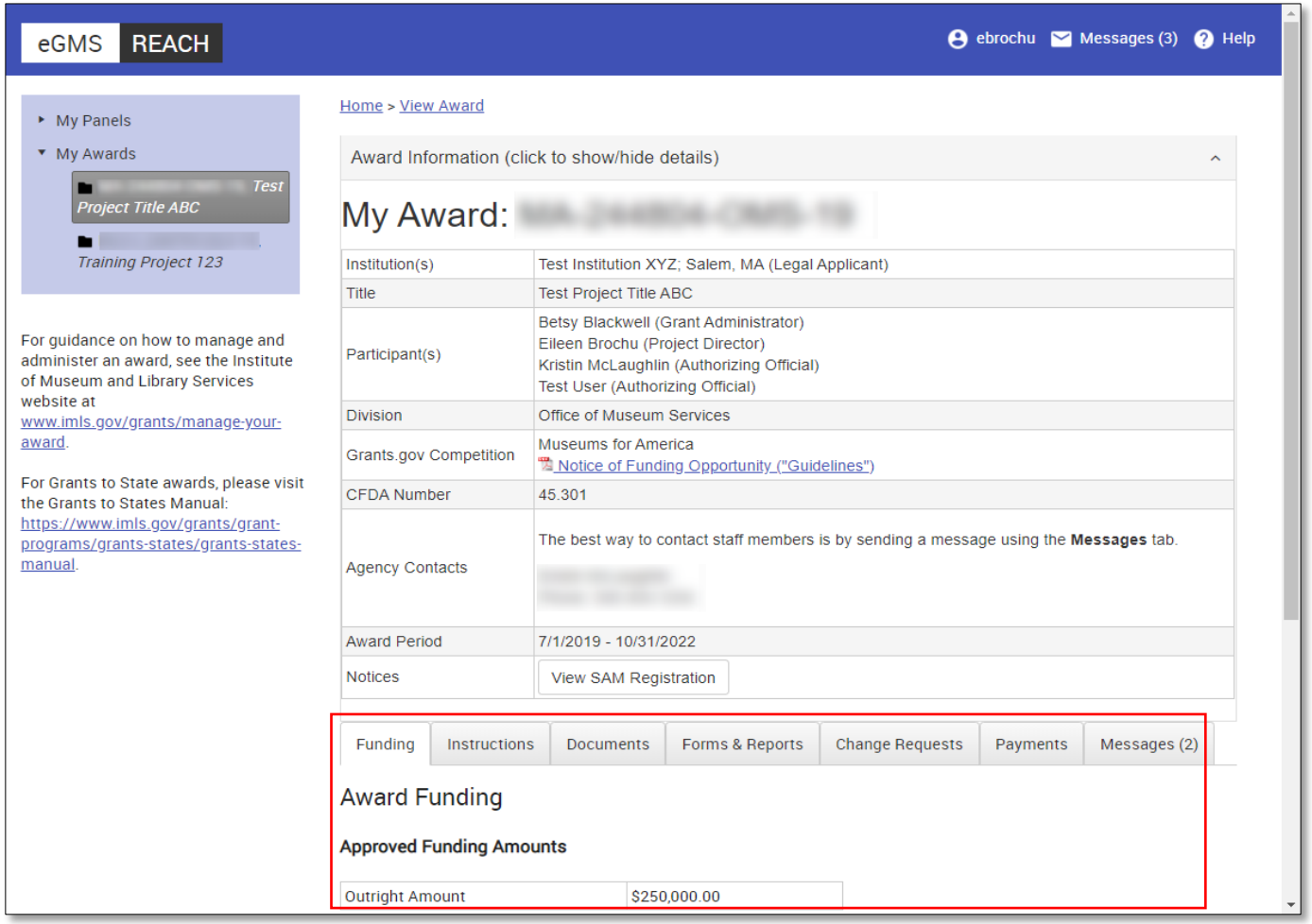
Award details:

- Grant log number (LS-...)
- Award participants
- Award period of performance



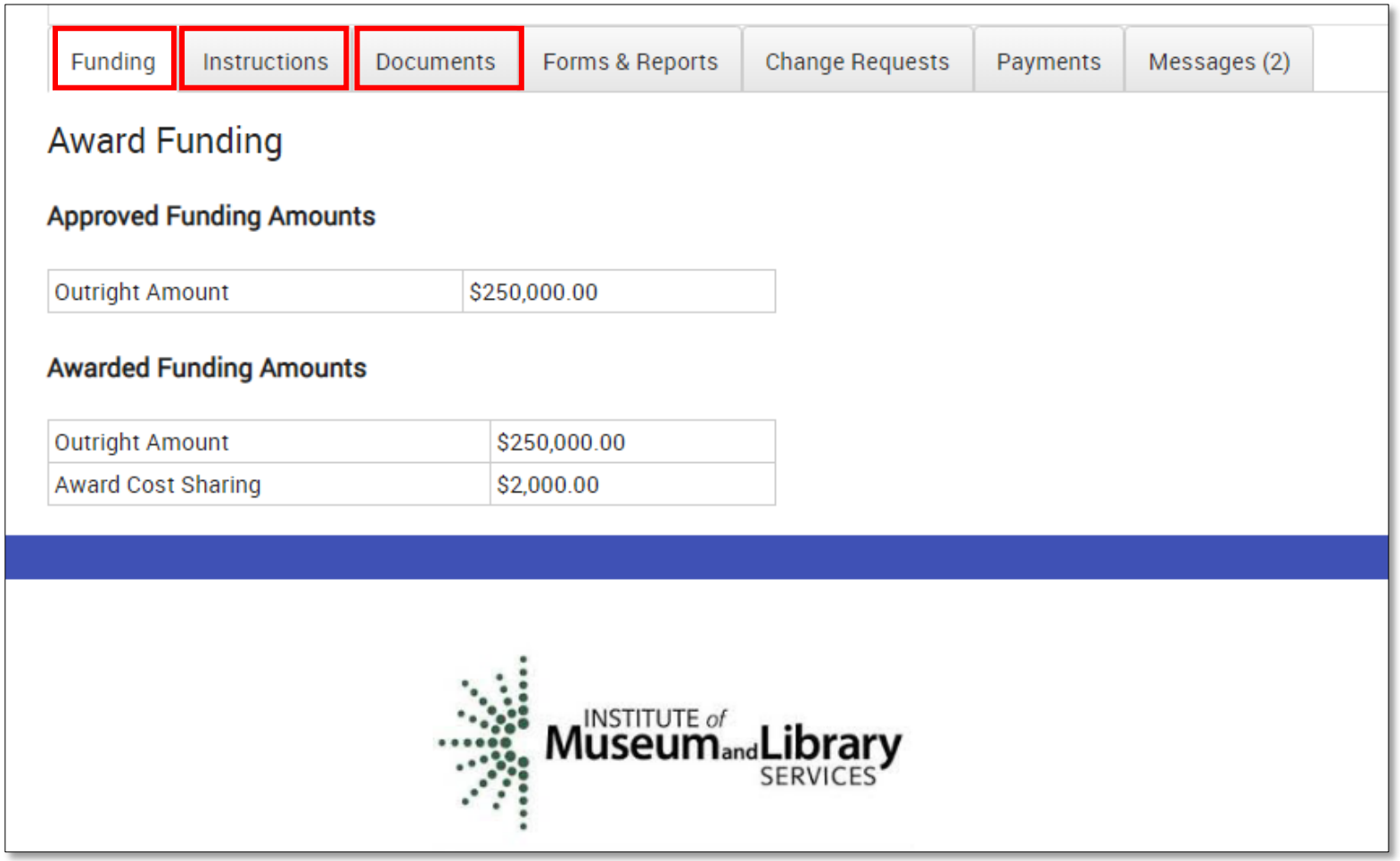
Navigating eGMS Reach

- Tabs for award management functions



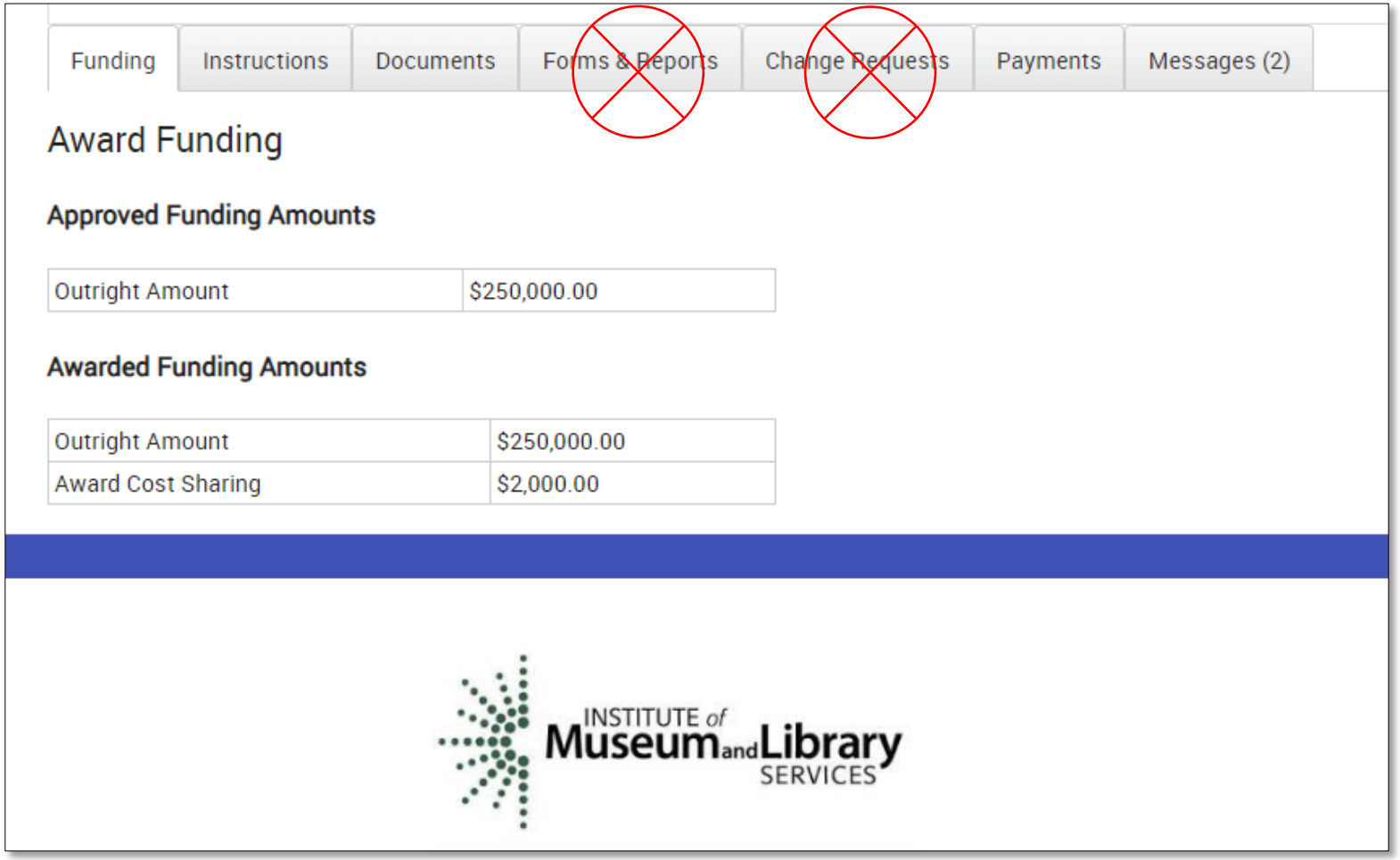
Navigating eGMS Reach

- **Funding =** award amount and any cost share
- **Instructions** = link to Grants to States Manual for LSTA awards
- **Documents** = documents associated with your award (only IMLS staff can add them)



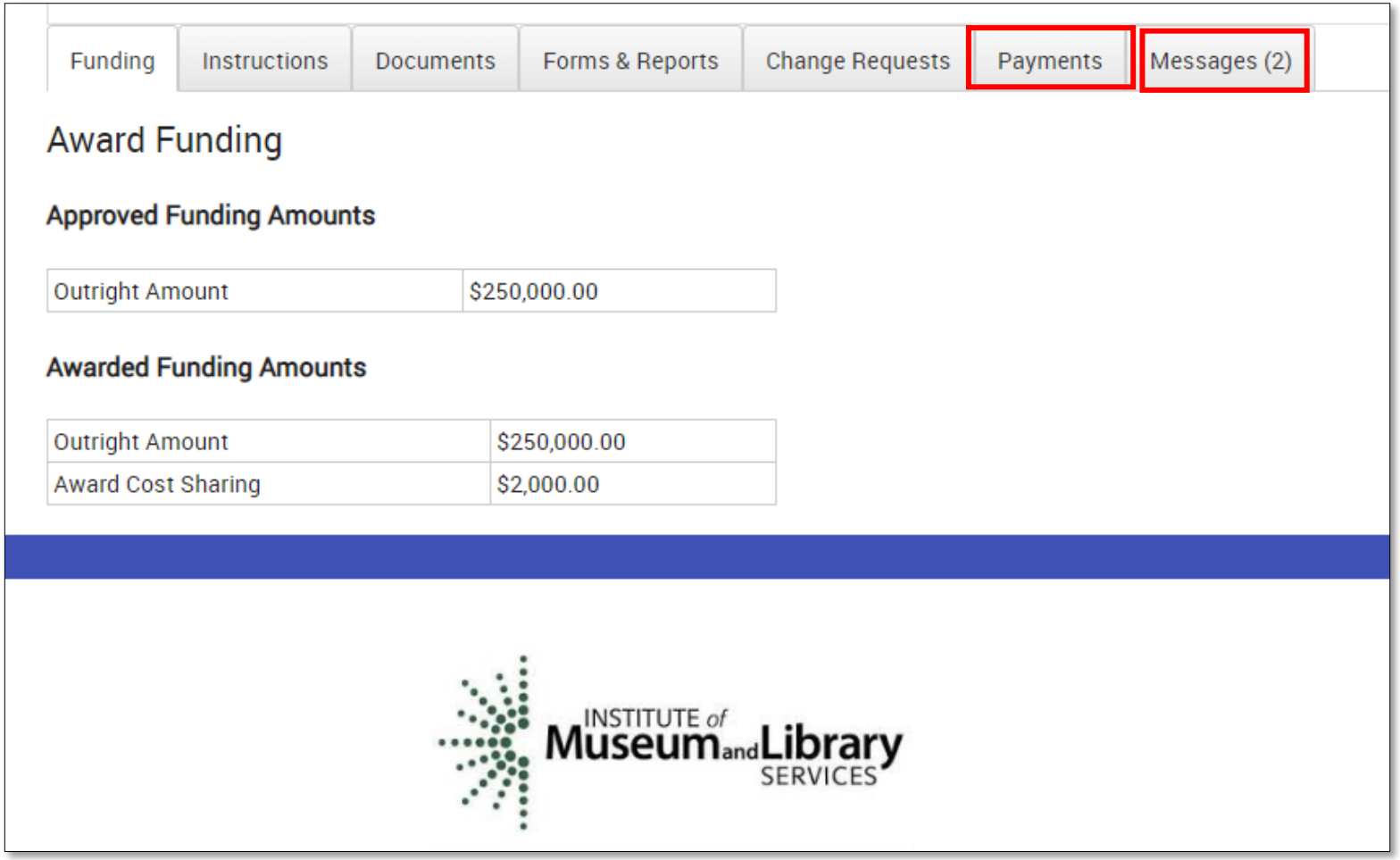
Navigating eGMS Reach

- LSTA awards will **NOT** use tabs for:
  - Forms & Reports (SPR instead)
  - Change Requests (SPR “State Info” for contact updates instead)



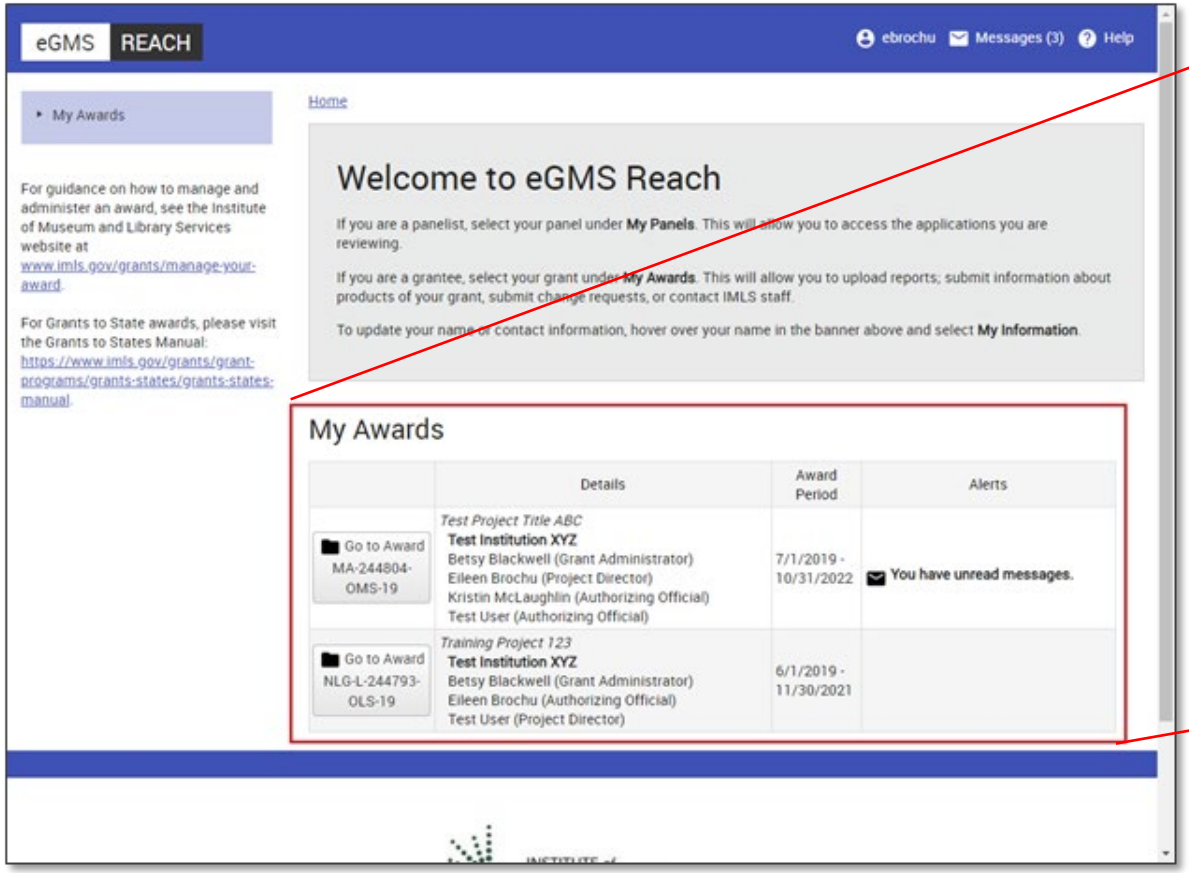
Navigating eGMS Reach

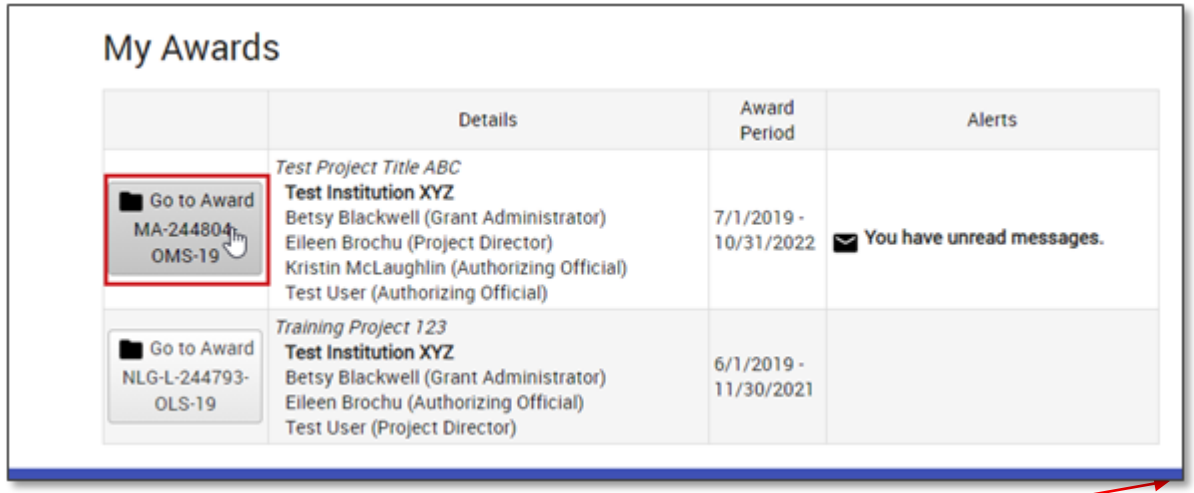
- **Payments =** Submit payment requests and view award balance
- **Messages =** Official communication with IMLS about your award



How to submit a payment request

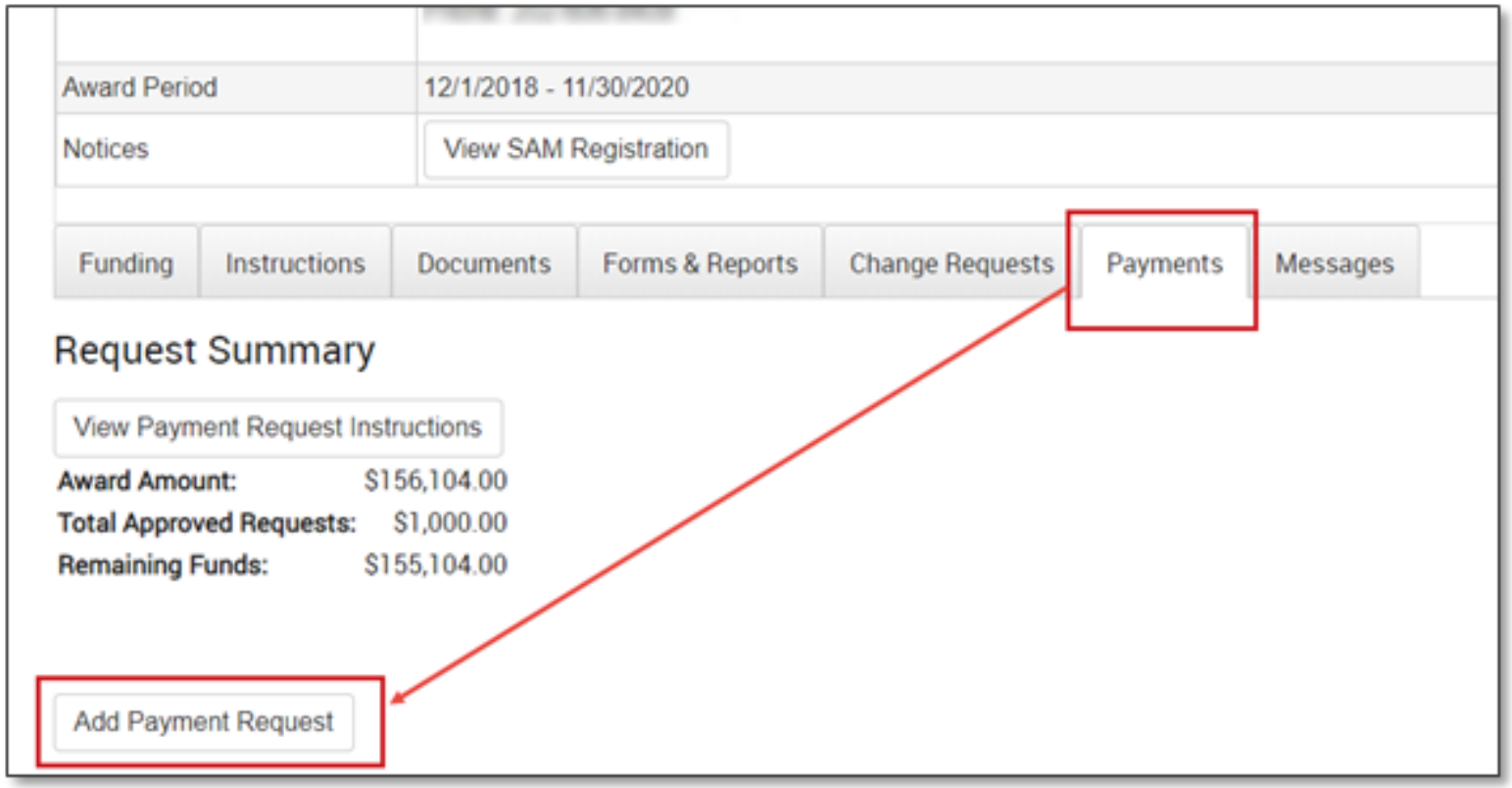
How to Submit a Payment Request in Reach





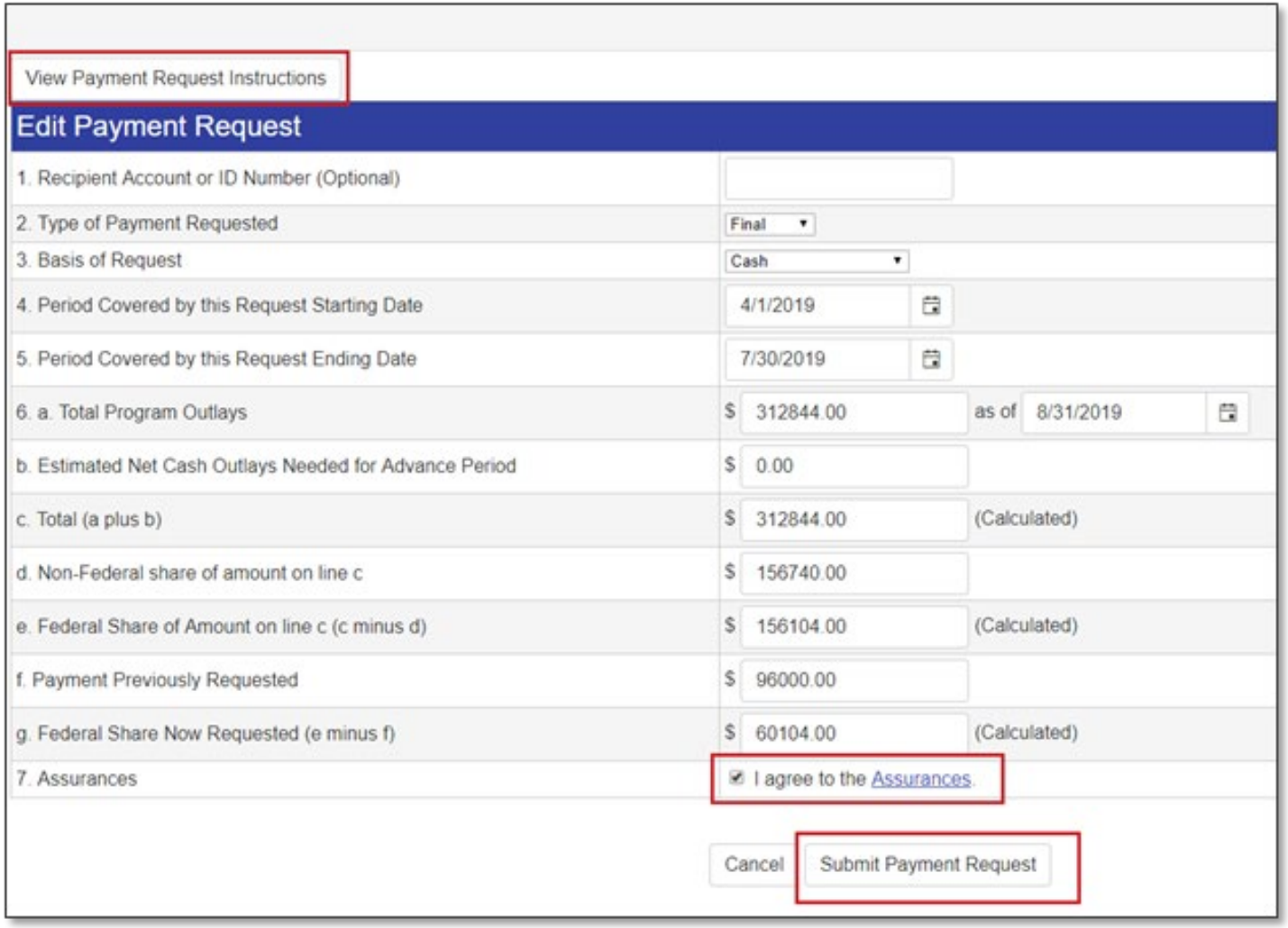
How to Submit a Payment Request in Reach

- Click payments tab
- Click **Add Payment Request**
- NOTE: SAM.gov registration must be active



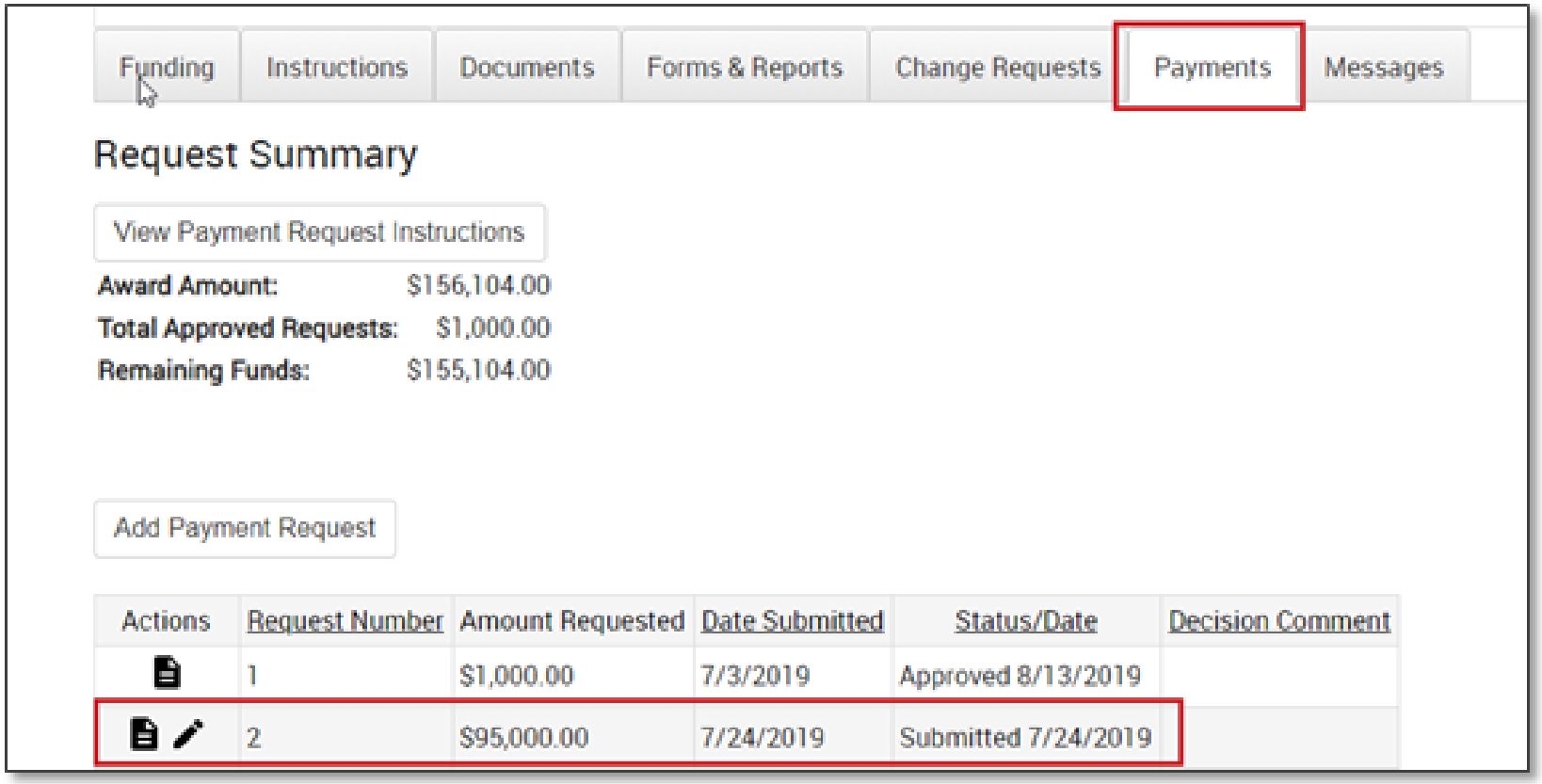
How to Submit a Payment Request in Reach

- Complete all fields
- Agree to Assurances
- Click **Submit Payment Request**
- Instructions available at top



How to Submit a Payment Request in Reach

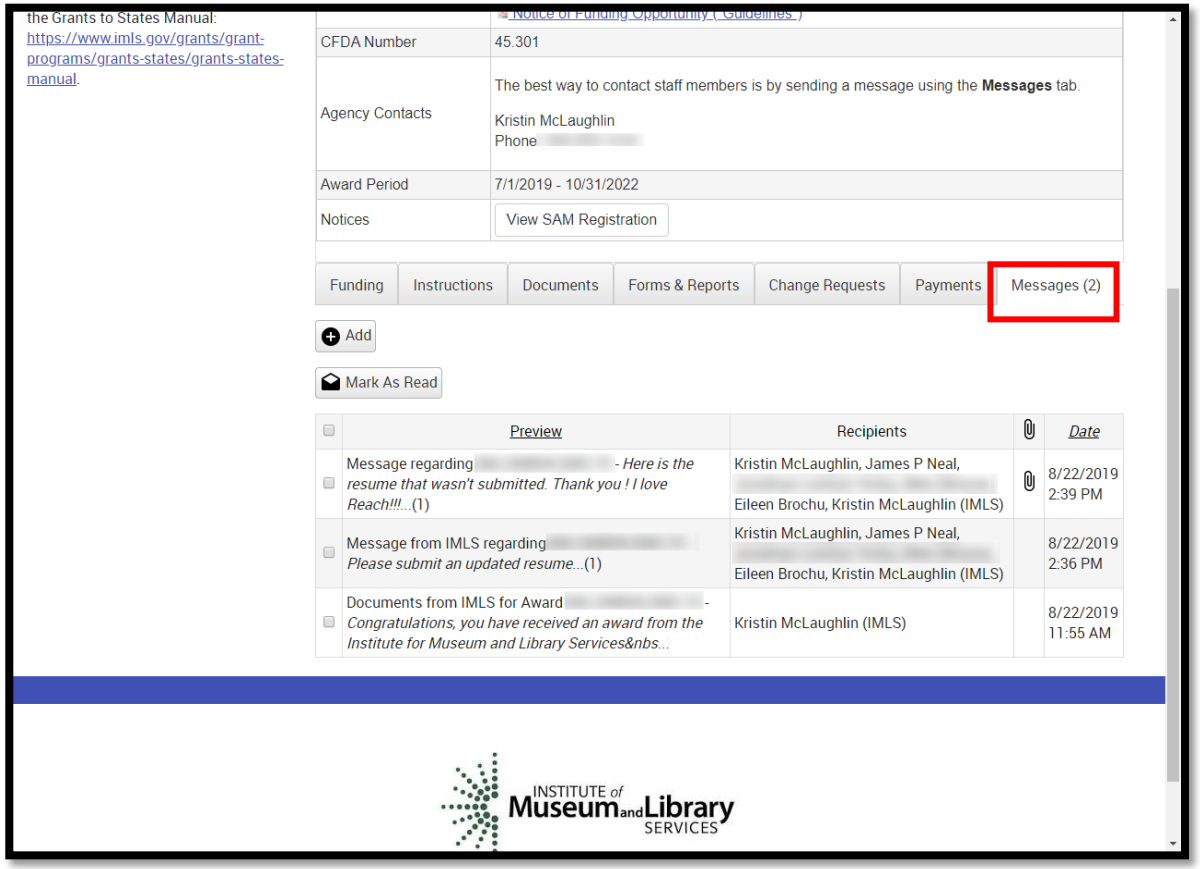
- Payments tab now reflects status of submitted request.
- Requests can be updated (pencil icon) if still in “Submitted” status.



Sending messages through Reach

Sending Messages Through Reach

- Manage messages through homepage banner or Messages tab on award page.
- Can upload attachments.
- Messages push a notification to email, but you must log in to see content.



Reasons to Send a Message in Reach

- Equipment Requests
- Certification and Assurances submissions
- MOE Waiver requests
- Any other official prior approval requests, like extension requests

Do NOT Send a Message in Reach

Send these requests through email (NOT Reach):

- Allowable cost questions
- Personnel change requests (SPR, then email)
- SPR issues
- General feedback or questions to your program officer
- Quarterly grant accruals
  (sent to LSTA-QRTAccrual@imls.gov)

Troubleshooting

If you have any issues with navigating or completing a task in Reach, please contact the Reach Help Desk by emailing:

Reach-HelpDesk@imls.gov

Questions?

INSTITUTE of Museum and Library SERVICES

Hula Preservation Society

May 2022

Break

15 minutes