# Access - New User Request Awarding Agency User

For Health and Human Services employees (HHS) and Non-HHS Awarding Agencies to manage grant payment requests, drawdowns, and disbursement reporting activities for their recipients, members of these agencies will need to request a PMS User ID. The PMS User ID establishes the security for the user. It is the security profile that determines and controls what menu options and subsequently the processes the user can perform and the access to in the Payment Management System.

PMS will require the user to provide their agency, their contact and supervisor information, and select the accesses required. After submitting their request their supervisor will need to verify the information and access requested. If they approve, then the information is submitted to PMS. PMS will review the request and verify the provided information. Once they issue their approval a User ID will be issued to the requester.

- 1. Access the PSC Home page at <a href="https://pms.psc.gov">https://pms.psc.gov</a>
- 2. Select the 'User Access' drop-down menu from PMS menu bar and select 'New User Access.'

U.S. Department of Health & Human Services     Program Support Center     Payment Management Services		_		😭 Login
	3 About Us 🛔 Grant Recipient 🗸	🛓 Grant r 👻	🛈 User Access 👻 🞓 Trainir 🤉	✓ Ø Support →
			New User Access	
			Deadinate Uter Auctor	
			Access Request Status	

- 3. The "Payment Management System New User Access Request" screen is displayed.
  - To create a new user in PMS you must first login or create an account with one of our Partners. Afterwards, you will be asked to fill out and submit a New User Access Request Form.

US DEPARTMENT OF HEALTH	g us derAnmacht of Heath Aro MANN Services SC   Payment Management System					
Payment Manager To create a new user in PMS y New User Access Request form	ment System New User Access Request nu must first login or create an account with one of our Partners. Attennands you will be asked	to fill out and submit a				
	Partner Logins					
	Sign in with <b>ID</b> .me					
	Learn more about ID me. OR					
	AMS HHS Grantors					
	PIV or CAC					
Warning Notice! This is a U.S. Government Computer is All information on this computer system whether authorized or unauthorized, co	stem, which may be accessed and used only for authorized Dovernment business by authorized personnel may be intropolited, resourced, may, copied and disclosed by on 10 authorized personnel for official purpose multitudes convert for bear form.	Unauthoritiest access or use of this computer system may subject visibles to commal, coil and/or admenistrative action. I, including criminal investigations, Such information includes sensitive data ancrypted to comply with combinitality and privacy requirements. Access or use of this computer system by any person,				

4. After logging in or creating an account with one of our Partners, the "Payment Management System New User Access Request" form is displayed.

	"User Type:	Choose User Type		v ()	
		Continue	Cancel		
Warning Notice!					
This is a U.S. Government Computer system, w this computer system may subject violators to c	which may be accessed and riminal, civil and/or administ	used only for authorized Gor rative action.	ernment business by	authorized personnel. Un	authorized access or use of

- 5. Select the "User Type" from the drop-down menu and click "Continue."
- 6. The remainder of the PMS Access Request form will be displayed, requesters will need to provide:
  - Their Agency and the Departments and Offices they need access for.
  - User contact information comprising of their work address and telephone number.
  - Select the type of access that they are requesting.
  - Their supervisor's information including their name, title, email, and phone number.
  - Any special instructions or additional requests.

Payment Management System Access Request						
REQUEST DETAILS						
User Type: Awarding Agency						
User Email:						
Request Status: Initiated						
DEPARTMENT / BUREAU / ORGANIZATION UNIT						
*Select Action: Add						
Department V OPDIV/Agency V Region/Bureau						
Nu Agenticides. N ← → → → Records per page 10 ✓ Showing 0 to 0 of 0 entries						

DEPARTMENT / BUREAU / ORGANIZATION U	DEPARTMENT / BUREAU / ORGANIZATION UNIT						
*Select Action: Add							
Department 🔻	OPDIV/Agency 🔶 Region/Bureau	\$					
	No Agencies.						
Id Image: Image Imag							
CONTACT INFORMATION							
*Email	il Address:						
*Fii	First Name:						
Mide	ddle Initial:						
*La	Last Name:						
*	*Job Title:						
*Addre:	ress Line 1:						
Addres	ress Line 2:						
Addres	ress Line 3:						
	*City:						
	*Country: UNITED STATES *						
	*State: Select State *						
*2	*Zip Code:						

TELEPHONE					
*Telephe	na Countra		ATEO (. 4)		
Telepho	one Country:	UNITED ST	ATES (+1)		Ŧ
	*Telephone:	+1	Phone Number	Ext	0
*Tele	phone Type:	Select Telep	hone Type	*	
ACCESS LEVEL					
Please check all that apply (please note gray ch	ecked boxes are in	ncluded):			
Awar	ding Agency Inquiry	0			
Acco	unt Maintenance 🕧	)			
Acce	ss to Electronic Rep	ports and File	es 🛈		
Proc	ess On-Line Authori	ization End E	ate Extension 🛈		
Federal	Financial Report (F	FR): Federa	al Cash Transaction F	Report (FCTF	R)
Federal	Financial Report (F	FFR)			
	/iew 🕕				
A	pprover 🕕				
Financia	I Report DOL ETA-	-9130			
V	/iew 🛈				
A	pprover 🕖				
SUPERVISOR					
Enter your supervisor's name and contact informat	ion below. If you are	the highest	ranking person in your	organization	you may list yourself as the supervisor
Once the request is submitted, the person that is list person listed as the supervisor does not need acce	sted as the supervis	or will receiv	e an email with a link t	hat they will r	need to use to approve the request. The
			quoor.		
	*First Nan	ne:			
	Mistella Initi	-			
	Middle Initi				
	*Last Nan	ne.			
	Luot Hun				
	*Job Tit	tle:			
	*Telephor	ne:			
	*Email Addres	ss:			
ADD COMMENT					
Comments: 0					
Maximum 1000 characters.					
CERTIFICATION					
I certify that the information, statements and understand that a willfully false certification is a d	representations pro criminal offense and	ovided by me is punishabl	on this form are true a e by law (18 U.S.C. 10	and accurate 01).	to the best of my knowledge. I
	Clear Form	Su	ıbmit	Save	

7. Users may request access to one agency and to multiple bureau / organizational units within their agency. Click the 'Add' button for each bureau / organizational unit that you need access to.

DEPART	MENT / BUREAU / O	RGANIZATIO	ON UNIT				
				*Select Action:	dd		
	Department	•	-	OPDIV/Agency	Å	Region/Bureau	.≜ ₹
				No Agencies.			
	No Agencies.						

- 8. The Department /Bureau /Organization Unit Pop-up Box will be displayed, users will need to select their:
  - Department
  - Bureau / Organizational Unit
  - 3-digit Grantor Code

Department / Burea	Department / Bureau / Organization Unit			
Department:	Choose Department 🔹 🜒			
Bureau/Organizational Unit:	Choose OPDIV/Bureau/Organizational Unit			
3-digit Agency Code:	Select All Clear All	0		
	Save Clear Cancel			

- 9. Click in the 'Choose Department' box for the Department drop down box to appear. Select the name of the federal department where you are employed.
- 10. Click in the 'Choose OPDIV/Bureau/Organizational Unit' box for the drop-down box to appear containing the Operational Divisions/Bureaus/Offices associated with the federal agency selected.

- 11. A list of the 3-digit agency codes that have been assigned by PMS to uniquely identify the organizational units associated with the selected Grantor/Division will be displayed.
  - Click checkboxes individually to pick individual organizational units that you are responsible for.
  - Click 'Select All' to check all organizational units associated with the Division/Bureau.
  - Click 'Clear All' to uncheck all boxes. At least one organizational unit must be selected.
- 12. Click the 'Save' button after selecting all applicable organizations. Click 'Clear' to clear all three organization levels selected. Click 'Cancel' to close the pop-up.
- 13. To remove Department / Bureau / Organization units added in error, click on the row in the grid to highlight the organization. Click on the 'Remove' button.

			*Select Action: Add	Remove		
	Department	•	OPDIV/Agency	$\stackrel{\wedge}{=}$	Region/Bureau	
DEPARTMEN	T OF HEALTH & HUMAN SE	RVICES	2-HHS-ADMINISTRATION FOR CHILDREN & FAM	MILIES	G01-ADMINISTRATION FOR CHILDREN REG ONE	
DEPARTMEN	T OF HEALTH & HUMAN SE	RVICES	2-HHS-ADMINISTRATION FOR CHILDREN & FAM	MILIES	G02-ADMINISTRATION FOR CHILDREN REG TWO	
DEPARTMEN	T OF HEALTH & HUMAN SE	RVICES	2-HHS-ADMINISTRATION FOR CHILDREN & FAM	MILIES	G03-ADMINISTRATION FOR CHILDREN REG THREE	
PARTMEN	T OF HEALTH & HUMAN SE	RVICES	2-HHS-ADMINISTRATION FOR CHILDREN & FAM	MILIES	G04-ADMINISTRATION FOR CHILDREN REG FOUR	

- 14. Click 'OK' to confirm the deletion.
- 15. The initial email provided in the request will be used as the Recipients email address and is not editable during the registration process. Recipients will be required to provide their full contact information including:
  - First Name
  - Middle Initial (optional)
  - Last Name
  - Job Title
  - Full Address, including Country
  - Phone number including Country code
  - Telephone number type

CONTACT INFORMATION		
*Email Address:	income distant on	]
*First Name:		
Middle Initial:		]
*Last Name:		]
*Job Title:		0
*Address Line 1:		]
Address Line 2:		]
Address Line 3:		]
*City:		]
*Country:	UNITED STATES	¥
*State:	Select State	¥
*Zip Code:		
TELEPHONE		
*Telephone Country:	UNITED STATES (+1)	¥
*Telephone:	+1 Phone Number	Ext
*Telephone Type:	Select Telephone Type	¥

- 16. Required fields are marked with a red asterisk. Error messages will be displayed when attempting to submit the form with missing required information.
- 17. Select the country from the drop down listed provided.
- 18. When 'United States' is selected as the country, the State field will appear, and the requester will be required to select the applicable state or US territory from the drop-down box.
- 19. Provide a contact phone number. The country code for the phone number will automatically be filled in depending on the country selected in the address field. To override the country code, select the checkbox 'Do you want to override the Country Code?' and provide the appropriate country code.
- 20. Select from the 'Telephone Type' drop down box the phone type of the number provided.
  - Cell
  - Home
  - Office

21. Users will need to select the type of access that they request. The following accesses are available to choose from (found in table below).

HHS or Non- HHS	Access Level	Description
Agency		
HHS & Non- HHS	Awarding Agency Inquiry	Default, all users automatically receive this access. Provides user with access to view on-line inquires.
HHS & Non- HHS	Account Maintenance	Default, allow users to update their contact information, change password information, and request deactivations.
HHS & Non- HHS	Registration	Allow Users to establish new entities and update entities information.
HHS & Non- HHS	Access to Electronic Reports and Files	Provides access to view Department-wide financial reports generated by PMS.
HHS	HHS Subaccounts	Provides access to functionality which allows agency users to enter Subaccount Patterns in PMS via the upload of a batch file.
Non-HHS	On-Line Authorization	First level of the on-line authorization process. Allows authorization transactions, including TC050 and TC 059, to be entered in the PMS using the Fill-in-blank screen. Input pending approval.
		<b>Note:</b> PMS allows users to be granted both On-Line Authorization and Approve On-Line Authorizations however internal controls prevent the user from performing both actions on the same transaction.
Non-HHS	Approve Authorizations: Approve On-Line Authorization	Second level of the on-line authorization process before the transaction can be updated in the PMS. Allows for review and approval/release to posting of an authorization transaction, including TC050 and TC059, input through On-Line Authorization.
Non-HHS	Approve Authorizations: Process 059 Transactions Only	Provides access to process only authorizations to Transaction Code 059, which must then be approved by a different individual with On- Line Authorization Approval. TC 059 is used to trigger the closing process in PMS. When selected user cannot TC 059 using the fill-in- blank screen or from the Correct Exceptions table.
Non-HHS	Payments: Approve	The first level of the payment review process. Select if applicable to your agency and the user is responsible to review all payment requests by your grantee. Cannot be combined with confirm payments.

Non-HHS	Payments: Confirm	The second level of the payment review process. Select if applicable to your agency and the user is responsible to review all payment requests by your grantee. Cannot be combined with approve payments.
Non-HHS	Process On-Line Authorization Batch	Provides access to functionality which allows agency users to enter Authorization transactions in PMS via the upload of a batch file.
Non-HHS	Process On-Line Subaccount Batch	Provides access to functionality which allows agency users to enter Subaccount Patterns in PMS via the upload of a batch file.
Non-HHS	Process On-Line Authorization and End Date Extension	Provides access to functionality which allows agency users to extend the liquidation period of a grant without changing the award end date in PMS.
HHS & Non- HHS	Federal Financial Report (FFR): Federal Cash Transaction Report (FCTR) - View	Default, all users receive this access. Provides ability to view the FCTR.
HHS & Non- HHS	Federal Financial Report (FFR) - View	Provides access to only view the submission of grantee's FFR's.
HHS & Non- HHS	Federal Financial Report (FFR) - Approver	Provides access for viewing and accepting/rejecting grantee's FFR's.
Non-HHS	Financial Report DOL ETA-9130 - View	For Department of Labor Only. Provides access to only view the submission of grantee's 9130's.
Non-HHS	Financial Report DOL ETA-9130 - Approver	For Department of Labor Only. Provides access for viewing and accepting/rejecting grantees 9130's.

- 22. Only a subset of the access available will be displayed to the user. The subset displayed will vary based on the Agency selected. NOTE: Always select your agencies prior to selecting the access levels. The checkboxes available vary depending on the Agency selected.
- 23. HHS Access Levels consists of:
  - Awarding Agency Inquiry, automatically checked for all users
  - Registration
  - Access to electronic reports and files
  - HHS subaccounts
  - Process On-Line Authorization End Date Extensions
  - View the Federal Financial Report (FFR), Federal Cash Transaction Report (FCTR), automatically checked for all users
  - View the Federal Financial Report (FFR)
  - Approve the Federal Financial Report (FFR)

ACCESS LEVEL	
Please check all that apply (	please note gray checked boxes are included):
	Awarding Agency Inquiry 0
	Account Maintenance 0
	Registration ()
	Access to Electronic Reports and Files 0
	HHS Subaccounts 0
	Process On-Line Authorization End Date Extension 0
	Federal Financial Report (FFR): Federal Cash Transaction Report (FCTR)
	Federal Financial Report (FFR)
	View 3
	Approver 🟮
	Financial Report DOL ETA-9130
	View 0
	Approver 0

- 24. Non-HHS Access Levels consists of:
  - Awarding Agency Inquiry, automatically checked for all users
  - Account Maintenance, automatically checked for all users
  - Registration
  - Access to electronic reports and files
  - On-line Authorization
  - Approve Authorizations: Allows for either Approve On-line Authorization or Process 059 Transactions Only
  - Payments: Either Approve or Confirm user cannot select both

- Process On-Line Authorization Batch
- Process On-Line Subaccount Batch
- Process On-Line Authorization End Date Extension
- View the Federal Financial Report (FFR), Federal Cash Transaction Report (FCTR), automatically checked for all users
- View the Federal Financial Report (FFR)
- Approve the Federal Financial Report (FFR)

ACCESS LEVEL
Please check all that apply (please note gray checked boxes are included):
Awarding Agency Inquiry 0
Account Maintenance 0
Registration ()
Access to Electronic Reports and Files 0
On-Line Authorization 0
Approve Authorizations
Approve On-Line Authorization 0
Process 059 Transactions Only 0
Payments
Approve 0
Confirm 0
Process On-Line Authorization Batch 0
Process On-Line Subaccount Batch 0
Process On-Line Authorization End Date Extension 0
Federal Financial Report (FFR): Federal Cash Transaction Report (FCTR)
View 🔮
Federal Financial Report (FFR)
View
Approver 🛡
Financial Report DOL ETA-9130
Approver

- 25. The user's supervisor will be required to approve the request. The user should provide their supervisors:
  - First Name
  - Middle Initial (optional)
  - Last Name
  - Job Title
  - Telephone number include country code if applicable.
  - Email Address

inter your supervisor's name and contact information below. If Once the request is submitted, the person that is listed as the s erson listed as the supervisor does not need access to the PN	you are the highest ranking perso supervisor will receive an email wi MS to approve the request.	on in your organization, you may list yourself as the supervisor. ith a link that they will need to use to approve the request. The
*Fin	rst Name:	
Midd	dle Initial:	
*La	ist Name:	
X	Job Title:	
*Te	elephone:	
*Email /	Address:	

26. **Note**: If you are the highest-ranking person in your organization, then provide your own information for the Supervisor information.

SUPERVISOR	
Enter your supervisor's name and contact informati Once the request is submitted, the person that is lis person listed as the supervisor does not need acce	on below. If you are the highest ranking person in your organization, you may list yourself as the supervisor. ted as the supervisor will receive an email with a link that they will need to use to approve the request. The ss to the PMS to approve the request.
*First Name:	
Middle Initial:	
*Last Name:	
*Job Title:	
*Telephone:	
*Email Ao, ess:	
	*** I am the highest ranking person in the organization and therefore I approve my own request

- 27. When the email addresses of the requester and supervisor match, the checkbox with the highest-ranking message will be display to the user to select and continue, otherwise an error message appears and can't submit the request.
- 28. Provide additional information for PMS in the comments field.
- 29. Prior to submitting the user will need to check the certification box indicating that all the information provided is true to the best of their knowledge. Providing willfully false information is a criminal offense and is punishable by law.

CERTIFICATION
I certify that the information, statements and representations provided by me on this form are true and accurate to the best of my knowledge. I understand that a willfully false certification is a criminal offense and is punishable by law (18 U.S.C. 1001).
Clear Form Submit Save

- 30. **Note:** Users that check the certify box and then return to amend any of their answers will be required to recertify their answers prior to being able to successfully submit their application.
- 31. Recipients may click the 'Save' button at any time to save and exit the request. A Request ID will be emailed to the email address provided. The Request ID and the email used to generate the request will be required to retrieve the Request.
- 32. Click 'Submit' to send the request to the listed Supervisor for approval.
- 33. A 'Success' screen will be displayed containing the Request ID.

	Success
Your reque To view the below.	st was successfully submitted for processing. e status or your request or to make modifications, use the Request ID
Request ID	is EST0001300
	Home

34. Additionally, an email will be sent to the user containing the 'Request ID'. The user will need to use the 'Request ID' and the email used to generate the request to check on the status of a request or make updates to saved or rejected requests.

New PMS User Request Initiation Inbox ×				æ	Ø
 noreply_pms@psc.hhs.gov to	Apr 1, 2025, 12:32 PM (2 days ago)	☆	٢	¢	:
You have initiated a request to access the Payment Management System (PMS). Your F	Request ID for this request is:				
Request ID=					
If you need to return to your request to either complete the request, make a correction or Request ID on the Retrieve Existing Request tab.	to check on the status, you will need	d to inpu	it this l	Jser	
Payment Management System					

35. A rejection email will be received if either the supervisor or PMS staff return the request.

#### **Retrieving Existing Requests**

- 1. Awarding Agency Users may return to their requests to complete, fix, or to check on their status. To either return or check on the status of a submitted request, access the PMS Home page at https://pms.psc.gov.
- 2. Select 'Login.'

U.S. Department of Health & Human Services Program Support Center Payment Management Services		
	<ul> <li>About Us</li> <li>Grant Recipient -</li> <li>Grantor -</li> <li>User Access -</li> </ul>	🞓 Training 🗸 🕜 Support 🗸

3. Select 'Request Access.'

🕼 U.S. DEPARTMENT OF HEALTH AND HAMAN SERVICES		
PSC Payment Management System	& REQUEST ACCESS	# HOMEPAGE

4. Select 'Retrieve Existing Request.'

Requ	lest Access
2+	Create a PMS New User Account To create a new user in PMS you must fill out a New User Access Request form by completing all of the requested information, and submitting it.
	Create New User >
	etrieve an Existing PMS User Request o retrieve an existing user request in PMS you must fill out a Retrieve Existing Access Request orm by completing all of the requested information, and submitting it.
	Retrieve Existing Request >
<b>₽</b> ×	Deactivate an Existing PMS User Account To deactivate an existing PMS user account in PMS you must fill out a Deactivate User Access Request form by completing all of the requested information, and submitting it.
	Deactivate User >

5. The user will be prompted to provide their Request ID and Email Address. Their request ID can be found in the email that was initially sent by the system to the user after submitting or saving the registration form. The email address must be the same email address used to create the account.

Please enter F	equest information:		
	*Request ID:		
Enter and com Code" to recei	irm your Email addı ve a six-digit code. <sup>-</sup>	ess below and press "Request Er Then enter the verification code b	nail Verification Iow.
*E	mail Address:		
*Confirm E	mail Address:		
		Request Verification Code	
*Ver	fication Code:		0
	Clear Form	Submit	Cancel
Warning Notice!			
This is a U.S. Government Computer system, which this computer system may subject violators to crimin	may be accessed and al, civil and/or administ	used only for authorized Government b rative action.	usiness by authorized personnel. Unauthorized access or use
All information on this computer system may be inter	cepted, recorded, read	, copied and disclosed by and to autho	ized personnel for official purposes, including criminal

6. Click 'Submit' after providing the correct information to update the initial request. If the initial request was rejected the rejection reason will be seen in the 'Request Details' section.

7. If the request has already been submitted and a review is in progress, then the current status of the request will be displayed to the user.

Pending Approval			;
	Request Details		
	Request ID:	EST0001225	
	Date Requested:	2018-03-26 12:23:48 PM	
	First Name:	Percy	
	Last Name:	Tester	
	Supervisor First Name:	Susi	
	Supervisor Last Name:	Bossman	
	Request Status:	Submitted	
	Assigned To:	Supervisor	

8. For **REJECTED** requests, use the link provided in the rejection email.

New PMS User Request Rejection	S Reply	Keply All	→ Forwa	ard 1/2/2025	] 12:31 PM
Dear A					
Your requested access to the Payment Management System (PMS) has been rejected by PMS. Please click on the following link, choose the Retri ID you had been emailed earlier when you initially began creating your request. Please check the Rejection Reason displayed in the top left hance appropriate.	eve Existing F I section of th	tequest option a e screen. Then r	nd supply t esubmit yo	the User R our reques	equest t if
Man Zan X. Shink probably salad on a "set Man Disk 2012 provide de serve and Disk Market and Das Market Sciences". The serve and the set of the Disk of the Man Disk and the Market Market Sciences and the Common Market Market M Common Market Market Sciences and the Market Market Market Market Market Market Market		ana Kangarai	infan in	LLON I	
Request ID=E					
If you require assistance, please contact the Help Desk at PMSSupport@psc.hhs.gov or 1-877-614-5533.					
Payment Management System					

9. Click 'Submit' after providing the correct information to update the initial request. If the initial request was rejected the rejection reason will be seen in the 'Request Details' section.

## Supervisor Review

After a user requests access to PMS the supervisor designated in the request will need to review the submitted information and verify its accuracy. The supervisor information provided by the user will be used to send an email to the supervisor requesting that they review and approve the request.

The email will contain a link that will allow the supervisor to review the provided information.

**Note:** Supervisors are not required to have access to PMS to verify and approve the information provided.

1. Click on the link within the email received.



- 2. The Supervisor view of the Payment Management System Access Request will be displayed.
- 3. The Supervisor view will consist of three tabs.
  - Request Details will list the information that the user requesting the access provided.
  - Supervisor Comments a place for the supervisor to enter any comments. Comments will be required when rejecting the request.
  - Status History a list of previous comments and dates that apply to this request.
- 4. The Supervisor should review the information on the Request Details tab. The 'Request Details' tab is read-only for the supervisor.
- 5. After verifying that the provided information is correct the supervisor will be required to certify that the information is true. Click on the box associated with the 'I certify...' statement.
- 6. Click the 'Approve' button. The request will then be sent to PSC for verification and approval.

7. If the information needs revision, then the Supervisor should select the 'Supervisor Comments' tab and provide the required changes in the comments section. The Supervisor should then click on the 'Reject' button on the 'Request Details' tab. An email will be sent to the recipient indicating that the request has been rejected and the request will be available for the recipient to edit.

4 U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	THURSDAY, JAN 25, 2018
PSC Payment Management System	
	)
Payment Management System Access Request - Supervisor View	
Request Details Supervisor Comments Status History	
SUPERVISOR COMMENTS 0	
Maximum 1000 characters.	

8. The Supervisor can view previous comments made either by them or by PMS by selecting the 'Status History' tab.

4	4 U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES				THURSDAY, JAN 25, 2018		
PS	Payment Management System						
Pay	Payment Management System Access Request - Supervisor View						
Re	quest Details	Supervisor Comments	Status History				
	Status		Status Changed By	Status Change Date	Status Change Comments		
1	1 Submitted		PercyGrantester@gmail.com	2018-01-25 02:57:34 PM	New Employee		
			Page 1 o	f 1 Principal Records per page: 1	Displaying 1 to 1 of 1 items.		

9. A success screen will be shown to the supervisor after they have approved the request.

## Logging in using our Partner Logins

Once the supervisor has approved your request for access the request will be forwarded to PSC. PSC will verify the information provided and determine if PMS access should be granted. If it is determined that PMS access will be granted the recipient will receive an email from the system 'Welcome to the Payment Management System (PMS)'.

1. Use the link provided in the email to access Payment Management System's welcome page.

to whe glasses and the glass *	
	PSC
Dear T,	1.50
Welcome to PMS! Your Agency I	User account has been successfully created.
PMS provides streamlined grant	payment and cash management services for your organization.
PMS Support Resources	
To help you get started, we've co	ollected all PMS support resources in a single place, including user
guides, videos, and FAQs. <u>Click here</u> to access them.	
Best regards.	
PMS Support Team	
P.S. Be sure to bookmark the Su	pport Resources landing page for quick access in the future.
Daymont Management System	

 Using one of PMS' Partner Logins is now required for logging in to the Payment Management System (PMS). Partner Login options include: ID.me, AMS for HHS Grantors, and PIV/CAC for Non-HHS Grantors.

4 U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	MONDAY, FEB 5, 2024
PSC Payment Management System	●LOGIN & REQUEST ACCESS
Login	
Login	
Partner Logins	
Sign in with D me.	
Last pose shart () are	
OR	
AMS Stars	
C PHS Granios	
PIV or CAC	
Constitute Mount   Demust Access	

- 3. PDF User Guides for creating an ID.me account, or linking AMS for HHS Grantors, PIV/CAC for Non-HHS Grantors can be found here: https://xms. hhs.gov/help/job-aids/help\_pages.html
- 4. Any issues with ID.me accounts (e.g., password resets, username, inability to log in with ID.me credentials) should all be directed to ID.me's support page. Any issues with PIV/CAC expirations or renewals should all be directed to your agency's support page. Application specific questions should be directed to the application's helpdesk.

- 5. **International Users** will need to verify their identity with a Trusted Referee. Directions for this process can be found here: https://help.id.me/hc/en-us/articles/5976073273623-Using-your-Individual-Taxpayer-Identification-Number-ITIN-to-verify
- 6. All users are required to self-certify annually. The 'PMS Annual Self Certification' page will be automatically displayed following the first successful login to the system. Read the certification information and then select the 'I Agree' button.

	MONDAY, MAR 26, 20
PMS Annual Self Certification	
It is time for you to complete the PMS Annual User Self Certification of your access that is given under the PMS Username that you used for need to click on the 'I Agree' button in order to access the Payment Management System. You will not be able to access the Payment Manag you click on the 'I Agree' button.	his login. You will ement System until
I certify that I should have access to the Payment Management System and agree to use the system in accordance with the rules and regular	ions listed below:
<ol> <li>I will maintain confidentiality and follow all Recommended Security Controls for Federal Information Systems and Organizations issued of Health and Human Services.</li> </ol>	by the Department
2. I will comply with the following listed regulations:	
<ul> <li>a. Privacy Act of 1974, 12/31/74 (P.L. 93-579)</li> <li>b. Counterfeit Access Device &amp; Computer Fraud &amp; Abuse Act of 1984, 10/12/84</li> </ul>	
<ul> <li>c. Disclosure of Confidential Information Generally, 18 U.S.C 1905 (1948)</li> </ul>	
d. Freedom of Information Act, 5 U.S.C. 552 (1967)	100 100 100
<ol><li>I will read and comply with the HHS Rules of Behavior as listed on the HHS Chief Information Office (OCIO) Website. Please do not co the HHS Rules of Rehavior name.</li></ol>	mplete and submit
<ol> <li>I will notify PMS staff when access is no longer required.</li> </ol>	
5. I will not use another person's access or share my access to the Payment Management System.	
I Agree Cancel	

#### 7. The user will be brought to their PMS Dashboard.

J. U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES			MONDAY, FEB 5, 2024
I PSC   Payment Management System			希 🎟 😃 🔍
			Show Aler
PMS USER ACCOUNT NOTIFICATIONS			
Expred 🔜 Will Expire within 5 days 🦳 Will Expire within 10 days			
Notification	A Count	0 By	Actions
1 FFR Delinquent Reports	4 reports		<b>2</b> *
2 FFR Ready for Prepare/Certity	5 reports		<i>2</i> °
3 Number of Days until Recentification Required	365 days	2025-02-04 12:00:00 AM	<b>ED</b>
4 Payee Accounts	1 accounts		Q
и н т н Records per р Ф MY PAYMENT REQUESTS (0)	age 5 V Displaying 1 to 4 of 4 items		
Transaction Number   Payee Account   Payment Type   Request Amount	0 Roquest Date 🗸	Due Date () Request Sta	itus 0 Actions 0
You currently have no activ	ve payment requests.		
le ee se si Records per pag	6 5 Showing 0 to 0 of 0 entries		