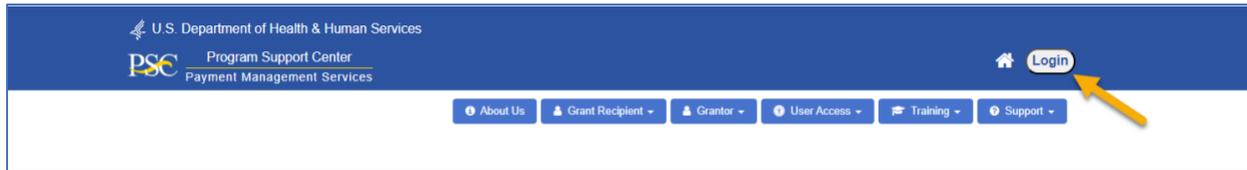
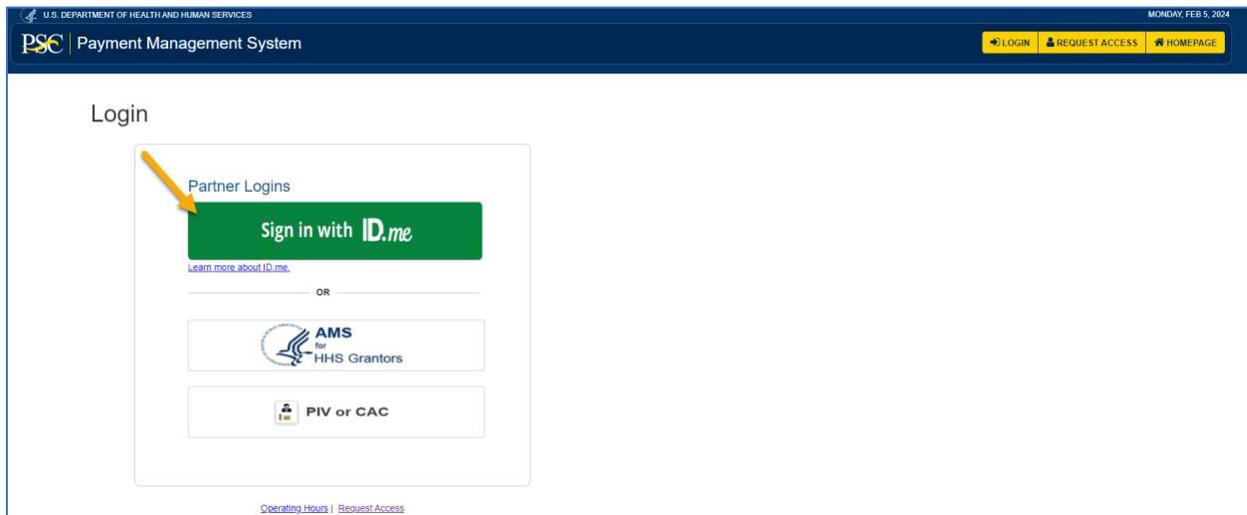


Existing Users – Expired or Forgotten Password

1. Access the PSC Home page at <https://pms.psc.gov>
2. Click “Login” from the home screen.



3. Using one of PMS' Partner Logins is now required for logging in to the Payment Management System (PMS). Partner Login options include:
 - a. ID.me
 - b. AMS for HHS Grantors
 - c. PIV or CAC
4. Users will choose from the available options. Users that do not have AMS, PIV or CAC will need to create an ID.me account.



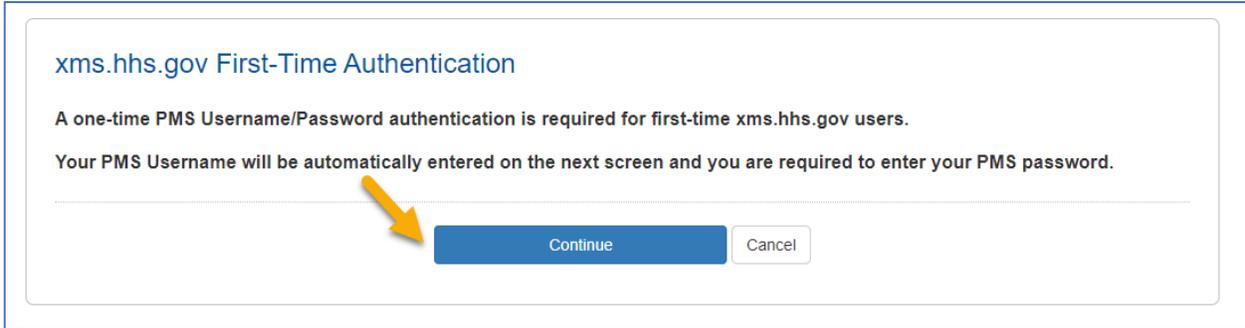
Directions for creating an ID.me account, or linking AMS for HHS Grantors, PIV or CAC PDF User Guides can be found here: https://xms.hhs.gov/help/job-aids/help_pages.html

Any issues 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.

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>

5. After creation of ID.me account or linking of AMS for HHS Grantors or PIV or CAC, the user will be redirected to the xms.hhs.gov First Time Authentication.

6. Click 'Continue'



xms.hhs.gov First-Time Authentication

A one-time PMS Username/Password authentication is required for first-time xms.hhs.gov users.

Your PMS Username will be automatically entered on the next screen and you are required to enter your PMS password.

[Continue](#) [Cancel](#)

7. The user will be prompted to enter their PMS Username and PMS Password. This is the xms.hss.gov First-Time Authentication.



U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES

PSC Payment Management System

MONDAY, FEB 5, 2024

[LOGIN](#) [REQUEST ACCESS](#) [HOMEPAGE](#)

Login

Secure PMS Login

Username:

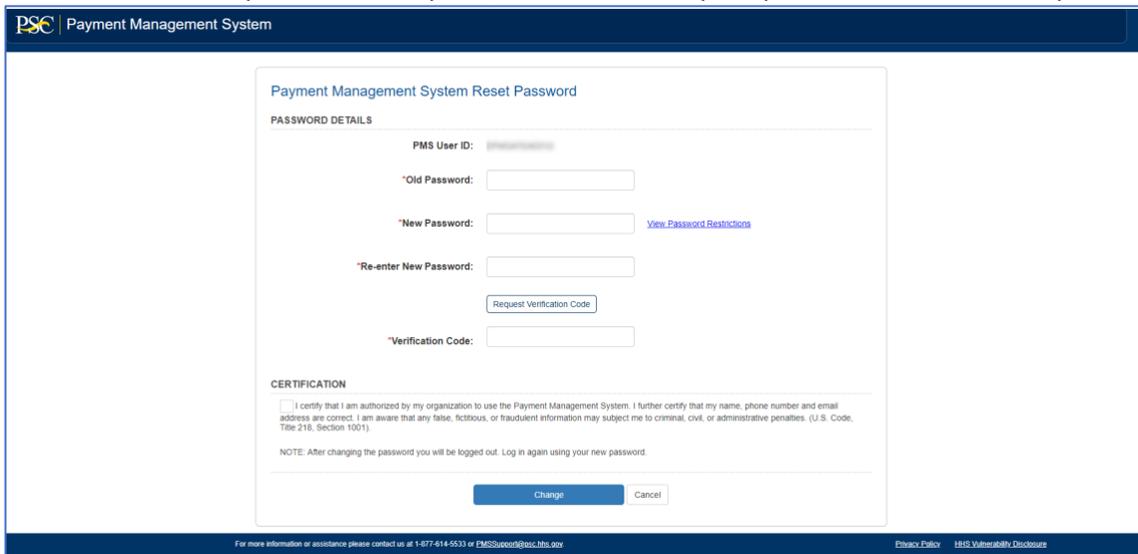
Password:

I agree to the [Government terms of use below.](#)

[Login](#)

[Reset Password](#) | [Operating Hours](#) | [Request Access](#)

8. If the user's PMS password is expired, the user will be prompted to reset their PMS password.



PSC Payment Management System

Payment Management System Reset Password

PASSWORD DETAILS

PMS User ID: [redacted]

*Old Password:

*New Password: [View Password Restrictions](#)

*Re-enter New Password:

[Request Verification Code](#)

*Verification Code:

CERTIFICATION

I certify that I am authorized by my organization to use the Payment Management System. I further certify that my name, phone number and email address are correct. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 216, Section 1001)

NOTE: After changing the password you will be logged out. Log in again using your new password.

[Change](#) [Cancel](#)

For more information or assistance please contact us at 1-877-914-5533 or PMSSupport@psc.hhs.gov

[Privacy Policy](#) [HHS Vulnerability Disclosure](#)

NOTE: If the user does not remember their password, the user will need to complete a password reset request. The Password Reset request can be found below the PMS Username and PMS password fields. The user must still complete their ID.me account creation or linking of AMS, PIV, or CAC BEFORE resetting their password.

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
PSC | Payment Management System
MONDAY, FEB 5, 2024
LOG IN REQUEST ACCESS HOME PAGE

Login

Secure PMS Login

Username:

Password:

I agree to the [Government terms of use below](#)

[Reset Password](#) | [Forgot My Hours](#) | [Request Access](#)

9. The user will enter old password and choose their new password. Click 'Request Verification Code' to receive the verification code sent to the user's email address associated with their PMS account.

Payment Management System Reset Password

PASSWORD DETAILS

PMS User ID:

*Old Password:

*New Password: [View Password Restrictions](#)

*Re-enter *Verification Code:

Success ×

Verification code was sent to the email address associated with the user account. Please wait a couple minutes for the verification code to arrive before requesting another Verification Code

CERTIFICATION

I certify that I am authorized by my organization to use the Payment Management System. I further certify that my name, phone number and email address are correct. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001).

NOTE: After changing the password you will be logged out. Log in again using your new password.

10. The user will enter the verification code, check the certification statement and click "change."

Payment Management System Reset Password

PASSWORD DETAILS

PMS User ID: [REDACTED]

*Old Password: [REDACTED]

*New Password: [REDACTED] [View Password Restrictions](#)

*Re-enter New Password: [REDACTED]

Request Verification Code

*Verification Code: [253359]

CERTIFICATION

I certify that I am authorized by my organization to use the Payment Management System. I further certify that my name, phone number and email address are correct. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001).

NOTE: After changing the password you will be logged out. Log in again using your new password.



For more information or assistance please contact us at 1-877-614-5533 or PMSSupport@psc.hhs.gov Private

11. The User will be prompted to login again using PMS Username and newly created password.

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES MONDAY, FEB 5, 2024

PSC Payment Management System

Login

Secure PMS Login

Username:

Password:

I agree to the [Government terms of use below](#)

[Reset Password](#) | [Operating Hours](#) | [Request Access](#)

12. After successful Login with PMS Username and PMS password, the PMS account and Partner Login Account are now successfully linked.

13. Continue using the **Partner Login** from the Payment Management System login screen to access your Payment Management System account.

NOTE: If you do not remember your PMS User ID, First Name, Last Name, and a verification method registered to your PMS account, you will need to Deactivate your current account and create a NEW account by Requesting Access to the Payment Management System.

Payment Management System Deactivate User Access Request:

<https://pmssecpp.dpm.psc.gov:8443/pms/app/userrequest/request/deactivate?>

New User Access – Grant Recipient: <https://pms.psc.gov/grant-recipients/user-access.html>

New User Access – Grantor: <https://pms.psc.gov/grantors/user-access.html>

Grant Recipient Users NEW to Payment Management System

See New User Access instructions: <https://pms.psc.gov/grant-recipients/user-access.html>

Grantor Users NEW to Payment Management System

See New User Access instructions: <https://pms.psc.gov/grantors/user-access.html>