Logging into Payment Management System -

PMS Partner Logins

Table of Contents

Existing Users	2
Existing Users – Expired or Forgotten Password	4
Grant Recipient Users NEW to Payment Management System	9
Grantor Users NEW to Payment Management System	9

Existing Users

- 1. Access the PSC Home page at https://pms.psc.gov
- 2. Click "Login" from the home screen.

4. U.S. Department of Health & Human Services			
Program Support Center Payment Management Services			
	 About Us Grant Recipient - 	🛓 Grantor 🗸 💽 User Access 🗸 🞓 Training 🗸	Support -

- 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.

4. U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	MONDAY, FEB 5, 2024
Payment Management System	COGIN & REQUEST ACCESS & HOMEPAGE
Login	
Login	
Partner Logins	
Sign in with D me	
Signifi with L. IIIE	
Learn more about ID me.	
UK	
AMS	
HHS Grantors	
PIV or CAC	
Operating Hours Request Access	

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

NOTE: When creating your ID.me account - when it asks for "personal email," make sure to use the email associated with your PMS Account.

Any issues with ID.me accounts (e.g.; password resets, username, inability to log in with ID.me credentials) should all be directed to <u>ID.me's support page</u>. 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 successful creation of *ID.me* account or linking of AMS for HHS Grantors or PIV or CAC, you 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/Pass	word authentication	is required for firs	t-time xms.hhs.gov users	3.
Your PMS Username will be auto	matically entered or	n the next screen a	nd you are required to en	iter your PMS password.
	N	Continue	Cancel	

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

. U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES		MONDAY, FEB 5, 202
Payment Management S	vstem	OLOGIN AREQUEST ACCESS HOMEPAGE
Login		
Secure PMS	Login	
Username:	Enter Username	
Password:	Enter Password	
□ Lag	ee to the <u>Government terms of use below</u> .	
Reset Pass	ord Operating Hours Request Access	

- 8. After successful Login with PMS Username and PMS password, the PMS account and Partner Login Account are now successfully linked.
- 9. Continue using the **Partner Login** from the Payment Management System login screen to access your Payment Management System account.

Existing Users – Expired or Forgotten Password

- 1. Access the PSC Home page at https://pms.psc.gov
- 2. Click "Login" from the home screen.

4. U.S. Department of Health & Human Services		
Program Support Center Payment Management Services		
	O About Us Srant Recipient - S Grantor - O User Access - ⊨ Trai	ning - 🛛 Support -

- 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.

(U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	MONDAY, FEB 5, 2024
Payment Management System	OLOGIN & REQUEST ACCESS # HOMEPAGE
Login Partner Logins Sign in with D.me Lean more about Dime OR MS MS MS PIV or CAC	
Operating Hours Request Access	

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

NOTE: When creating your ID.me account - when it asks for "personal email," make sure to use the email associated with your PMS Account.

Any issues with ID.me accounts (e.g.; password resets, username, inability to log in with ID.me credentials) should all be directed to <u>ID.me's support page</u>. 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 Fir	st-Time Authenticat	tion		
A one-time PMS Userr	name/Password authentica	ation is required for first	t-time xms.hhs.gov users.	
Your PMS Username v	vill be automatically entere	ed on the next screen a	nd 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.

4. U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES		MONDAY, FEB 5, 202	
Payment Management S	vstem	●LOGIN ▲REQUEST ACCESS ₩ HOMEPAGE	
Login			
Secure PMS	Login		
Username:	Enter Username		
Password:	Enter Password		
□ Lag	ee to the <u>Government terms of use below</u> .		
Reset Pass	ord Operating Hours Request Access		

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

Payment management Syste			
	Payment Management System R	eset Password	
	PASSWORD DETAILS		
	PMS User ID:	Present Sectors	
	*Old Password:		
	"New Password:	View Password Restrictions	
	"Re-enter New Password:		
	"Verification Code:	Request Vertication Code	
	CERTIFICATION		
	i certify that I am authorized by my organization to address are correct. I am aware that any faise, fictitiou Title 218, Section 1001). NOTE: After changing the password you will be logged	use the Payment Management System 1 Hurber certify that my name, phore number and email s, or flaudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, tout. Log in again using your new password.	
		Change Cancel	
For m	ore information or assistance please contact us at 1-877-614-5533 or Pl	MSSurport/@res.http.poy	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.

4 U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	MONEXY, FEB 5, 2024
Payment Management System	CLOGN AREQUEST ACCESS # HOMEPAGE
Login	
Secure PMS Login	
Username: Inter Operating	
Password: Enter Password	
agree to the <u>Government terms of use below</u>	
Logn	
Reset Password Concating Hours Reputsi Access	
a sagree to the Government terms of use below a Logm Beset Reserved Cop ation Hours Beovest 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.

	PMS User ID:		
	*Old Password:		
	*New Password:		View Password Restrictions
"Re-enter	Verification code wa Please wait a coupl another Verification	as sent to the email address associated e minutes for the verification code to arr Code	with the user account. ive before requesting
RTIFICATION			
I certify that I am authorized address are correct. I am aware Fitle 218, Section 1001).	by my organization to that any false, fictitious	use the Payment Management System. s, or fraudulent information may subject	I further certify that my name, phone number and email me to criminal, civil, or administrative penalties. (U.S. Code,

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

	•				
PASSWORD DE TAIL	.8				
	PMS User ID:				
	*Old Password:				
	*New Password:	View Password Restrictions			
*F	Re-enter New Password:				
	*Verification Code:	Request 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.					
		Change Cancel			

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
Payment Management S	ystem	OLOGIN A REQUEST ACCESS HOMEPAGE
Login		
Secure PMS Login		
Username:	Enter Username	
Password:	Enter Password	
□ Tag	ree to the <u>Government terms of use below</u> .	
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: <u>https://pms.psc.gov/grantors/user-access.html</u>

Grant Recipient Users NEW to Payment Management System

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

Grantor Users NEW to Payment Management System

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