SAMS DOMESTIC: GETTING STARTED

- **Launch** the Chrome web browser

- **Type** in the URL (**https://mygrants.servicenowservices.com**) to access the **SAMS Domestic Portal**

ACCOUNT CREATION: EXISTING USERS

1. To reset your password, **click Reset your password with email verification**.

2. Enter your SAMS Domestic associated username and email address.

- Within 12 hours, click on the link provided in the system generated email to reset the SAMS Domestic password

ACCOUNT CREATION: NEW USERS

1. For new users, **click create an account**.

ACCOUNT CREATION: NEW USERS (cont.)

2. Complete all required fields marked with a **Red Asterisk (*)**.

3. Enter a **UEI Number** and **Organization Contact** to associate your user account with your organization.

4. Click Submit.

- After creating an account, contact your organization's grantor point of contact to ensure the account is associated with your organization

MULTIFACTOR AUTHENTICATION

- Upon accessing an account for the first time, users are expected to set up multifactor authentication

- Reference the iOS, Android, or PC *Multifactor Authentication Quick Tour* for additional guidance

MANAGING RECIPIENT ACCOUNTS

- Users who have been designated **Organization Administrator** can provide additional users **Vendor/Recipient Contact**, **Signatory**, and **Administrator** access

- To begin, navigate to **Profile**

> JCP Jennie C Peters
>
> Profile
>
> Logout
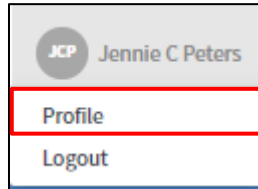
- Click **Organization Administration** and then the **Organization Name** to manage user accounts

Additional Actions

Additional Vendors/Recipients ① | Signatory Vendors/Recipients ① | Organizational Administration ②

- If the user is associated to multiple organizations, add additional organization

| All > User Name > Jennie C Peters					
Vendor	**Legal Name**	**Vendor Code**	**Vendor Location ID**	**DUNS Number**	**Active**
true	**INTERNATIONAL ORGANIZATION FOR MIGRATION**	626534515	99100	626534515	true
true	INTERNATIONAL REPUBLIC...		99100	126510312	true

< > Rows 1 - 2 of 2

> **1. Click** on the desired vendor organization **record**.

≡ Additional Vendors/Recipients Edit... 🔍

> **2. Click Edit** to associate the user with **Additional Vendors/Recipients**.

- If the user is an authorized signatory for the organization, add the user with signatory privileges.

> **3. Click Edit** to provide the user **Signatory Privileges**.

≡ Signatory Vendors/Recipients Edit...   Keyword Search 🔍
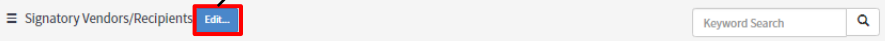
MANAGING RECIPIENT ACCOUNTS (cont.)

- If the user is responsible for managing additional user accounts, provide the user with organization administrator access

≡ Organizational Administration Edit...   Keyword Search 🔍

> **4. Click Edit** to add the user as an **Organization Administrator**.

Collection 🔍

Organization Administrators List
INTERNATIONAL REPUBLICAN INSTITUTE

Jennie C Peters

Bob Smith
Evan Busch
Grantee User
Grantee User 7
James Thomas
Jamie Conners
Jennifer Linden
Rabia Underwood
Rachel Uchida
Randy Unger
Raphael Ulrich
Raymond Urquhart
Reagan Upton
Renee Urban
Richard Urias
Rick Upchruch
Riely Unruh
Robert Uribe

> **5. Select** a user(s) under the available user list. Click the **right arrow** to move the user(s) to the **Selected** user column.

Cancel Save

> **6. Click Save**.

Name Bob Smith
Business Email bobsmith@test.gov
Vendor/Recipient INTERNATIONAL ORGANIZATION FOR MIGRATION
User ID bobsmith

> Selecting a user will populate their **account information** below. Verify the information is accurate.

GETTING HELP

- Contact the **ILMS Support Desk** at **1-888-313-ILMS (4567)** or via the **ILMS Self Service Portal** at **https://afsitsm.servicenowservices.com/ilms/**

- Access additional training resources on the **SAMS Domestic Portal Support** page at **https://mygrants.servicenowservices.com**

- Contact **ECA_SAMSDomestic@state.gov** if you have issues registering an account.