

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.**

The State Assistance Management System (SAMS) will help you find, apply, and manage Federal Assistance opportunities and awards. To get started, log in or **create an account!**

USER NAME
[input field]

PASSWORD
[input field]

Login

Reset your password with email verification.
Reset your password with security questions.
How do I enroll in security questions?

Identity
Username [input field] [Submit]

SAMS DOMESTIC
The following message was sent from SAMS Domestic at: 2017-08-03 10:05:16 EDT
Hello Grantee,
You are receiving this email because you recently requested a password reset. Please use the following link to change your password. The link will expire in 12 hours.
[Click here to reset your password.](#)
If you did not request a password reset please disregard this email. No action will be taken and your password will remain unchanged.
The ILMS Support Desk
This is an automated message.

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.**

Welcome to the State Assistance Management System!

Each year the Department of State awards approximately **\$10 billion** in Federal Assistance through *grants, cooperative agreements, contributions, and bilateral agreements.*

The Department's mission is to shape and sustain a peaceful, prosperous, just, and democratic world, and foster conditions for stability and progress for the benefit of the American people and people everywhere.

USER NAME
[input field]

PASSWORD
[input field]

Login

Reset your password with email verification.
Reset your password with security questions.
How do I enroll in security questions?

ACCOUNT CREATION: NEW USERS (cont.)

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

User Registration Request

Please provide some basic information so we can process your account request.

First Name [input field] *

Middle Name [input field]

Last Name [input field] *

Are you working with a Department of State Domestic Business or Embassy/Consulate? [Yes/No] *

Department of State Domestic Business [input field]

Embassy/Consulate [input field]

Contact Information

Business Email [input field] *

Business Phone [input field]

Additional Information

Organization Legal Name [input field] *

SAMS Number/Classification Number [input field]

Organization Contact [input field] *

Business Address [input field]

City [input field]

State [input field]

Country [input field]

Zip [input field]

Click here to read Terms and Conditions

I certify that I have read and agree to the Legal Terms and Conditions [input checked="checked" type="checkbox"] *

Submit

Related Links
Click here to register for SAMS Domestics

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

Enable multi-factor authentication

Learn more

1. Download the Authenticator app for your mobile device
 - Apple iTunes
 - Google Play
 - Windows store
2. Open the app and scan the QR code below to pair your mobile device
3. Enter the code generated by the Authenticator app below

6-digit code [input field]

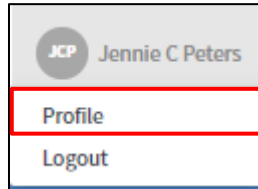
Pair device and Login

Or type in: 6LCE YWBK P72B LLGE

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**



- 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

Alt+User Name=Jennie C Peters

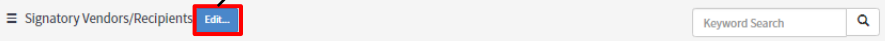
Vendor	Legal Name	Vendor Code	Vendor Location ID	DUNS Number	Active
true	INTERNATIONAL ORGANIZATION FOR MIGRATION	626534515	99100	626534515	true
true	INTERNATIONAL REPUBLICAN INSTITUTE		99100	126510312	true

1. Click on the desired vendor organization record.

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**.



MANAGING RECIPIENT ACCOUNTS (cont.)

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



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

> <

Cancel Save

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

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

6. Click **Save**.

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.