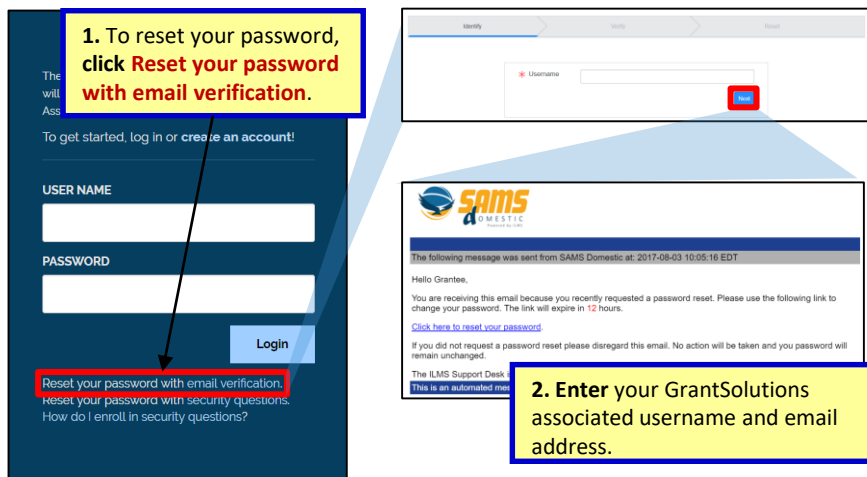


SAMS DOMESTIC: GETTING STARTED

- **Launch** the Chrome web browser
- **Type** in the URL (<http://mygrants.service-now.com>) to access the **SAMS Domestic Portal**

ACCOUNT CREATION: EXISTING GS USER

- GrantSolutions users automatically have SAMS Domestic accounts
- Users should begin by resetting their password using their GrantSolutions associated username and email address



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

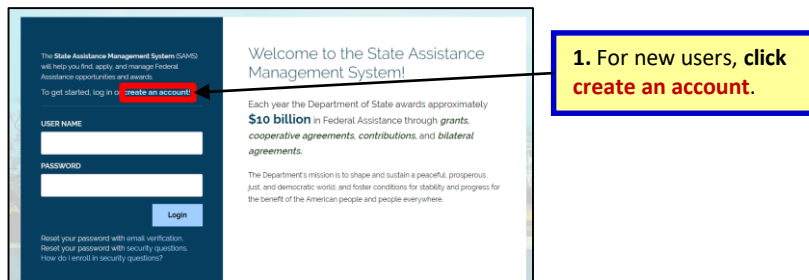
2. Enter your GrantSolutions associated username and email address.

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

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.

- 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.**

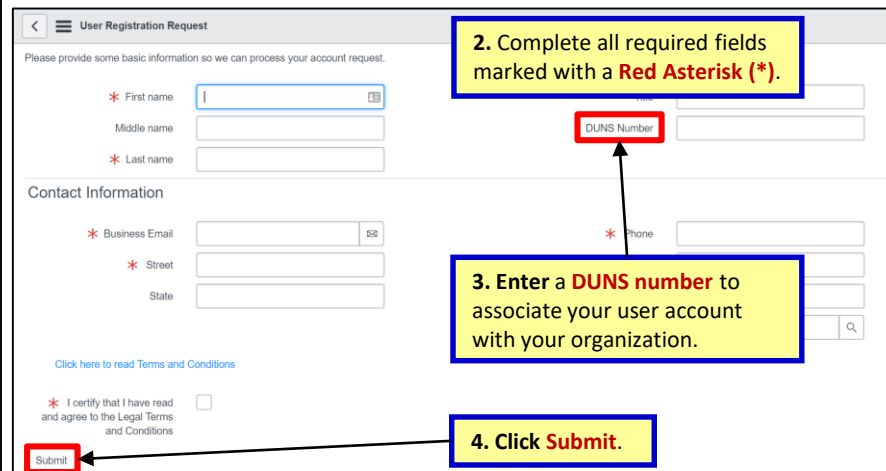
Welcome to the State Assistance Management System!

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.

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 (*).

3. Enter a DUNS number to associate your user account with your organization.

4. Click **Submit.**

User Registration Request

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

* First name

Middle name

* Last name

DUNS Number

Contact Information

* Business Email

* Street

State

* Phone

[Click here to read Terms and Conditions](#)

* I certify that I have read and agree to the Legal Terms and Conditions ☐

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

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

• Apple iTunes
• Google Play
• Windows store

Pair device and login

Or type in: 6LCE YW8K P72B LLGE

GETTING HELP

- Contact the ILMS Support Desk at 1-888-313-ILMS (4567) or via **Self Service Portal** at <https://afsism.service-now.com/ilms/home>
- Access additional training resources on the **SAMS Domestic Portal Support** page at <http://mygrants.service-now.com>