

## 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.****

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 GrantSolutions 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

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.

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

## ACCOUNT CREATION: NEW USERS (cont.)

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

\* First name [input]  
Middle name [input]  
\* Last name [input]

Contact Information

\* Business Email [input]  
\* Street [input]  
State [input]

\* Phone [input]

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

**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.****

- 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

Or type in: 6LCE YW6K P7ZB LLGE

## GETTING HELP

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