

## SAMS DOMESTIC: GETTING STARTED

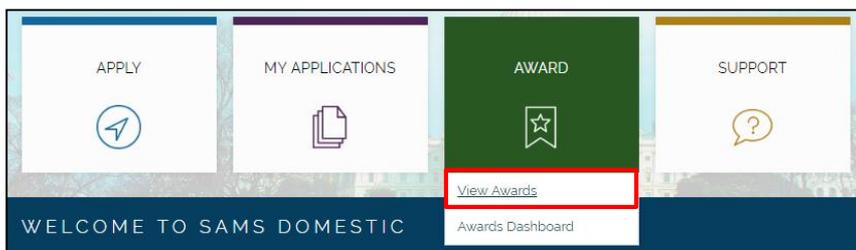
- **Launch** the Google Chrome web browser
- **Type** in the URL (<https://mygrants.service-now.com>) to access the **SAMS Domestic Portal**
- **Login** with your assigned username and password

## ACCESSING THE AWARD

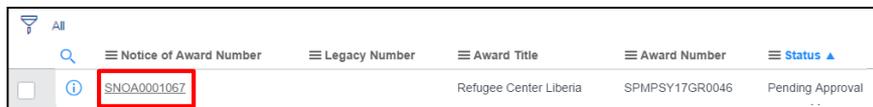
- There are two ways to access an award in SAMS Domestic:
  - **To Do** dashboard
  - **View Awards** page
- Option 1: To access an award from the **To Do** dashboard, **click** on the desired **To Do** task



- Option 2: To access an award from the **View Awards** page, **navigate** to the **Award** tile, and **click** on **View Awards**

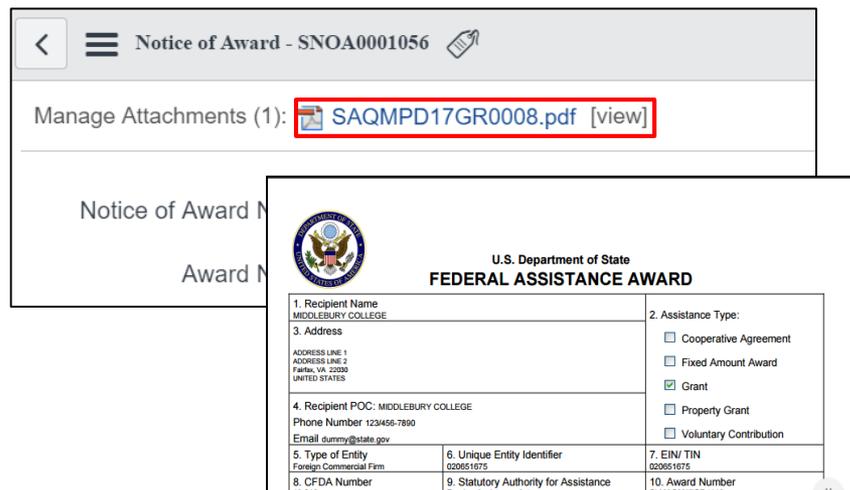


- **Locate** the award that needs to be countersigned (**status "Pending Approval"**), and **click** on the **Notice of Award Number** to access award details and review award documents



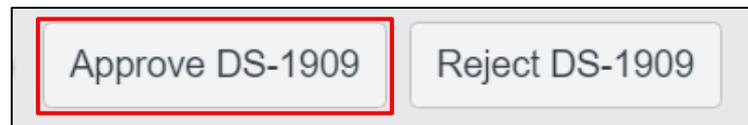
## REVIEW DOCUMENTS

- In the **Manage Attachments** section of the section header, **click** on the **PDF** hyperlink to download and review the contents of the DS-1909
  - Alternatively, **click** the **View** link to open the document in a new browser window



## COUNTERSIGN AN AWARD

- If the agreement is satisfactory, **click** the **Approve DS-1909** button to countersign the award



## GETTING HELP

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