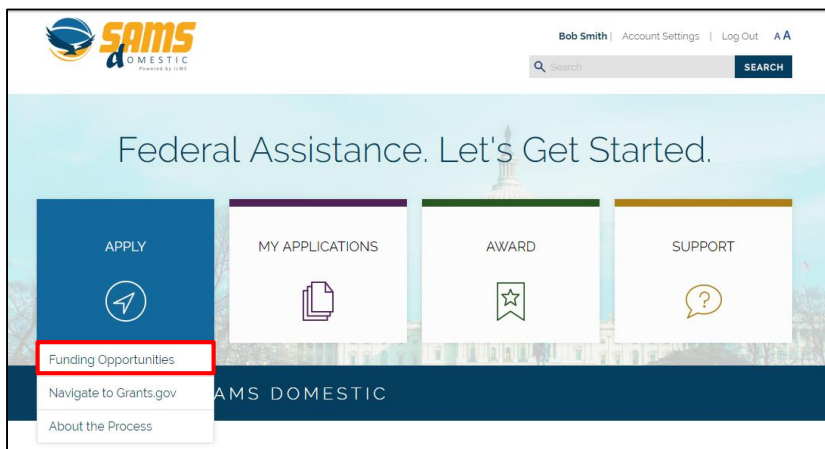


SAMS DOMESTIC: GETTING STARTED

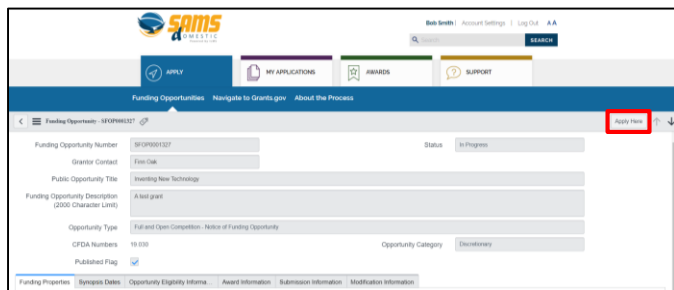
- **Launch** the Google Chrome web browser
- **Type** in the URL (<https://mygrants.service-now.com>) to access the **SAMS Domestic Portal**
- **Login** with your assigned username and password

APPLYING TO A FUNDING OPPORTUNITY

- **Click** on the **Apply** tile and then **click** on **Funding Opportunities** to view a list of available funding opportunities

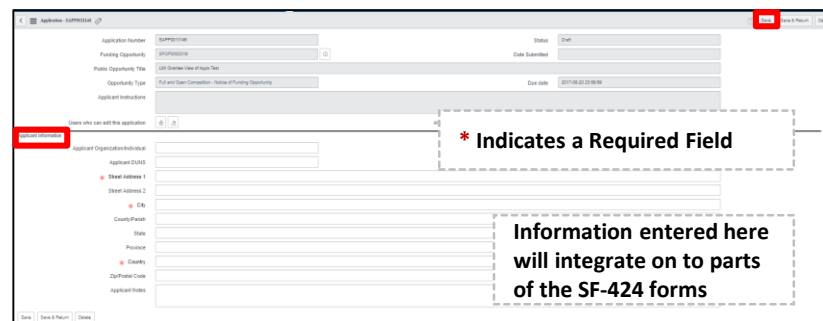


- Once the desired funding opportunity has been located, **click Apply Here** in the **Applications** tab to create an application

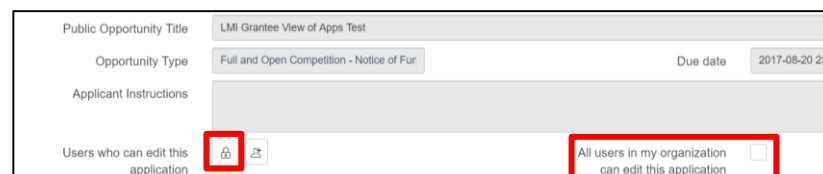


- Grantors may require that applications are submitted through Grants.gov; for these opportunities, clicking **Apply Here** will route the user to Grants.gov

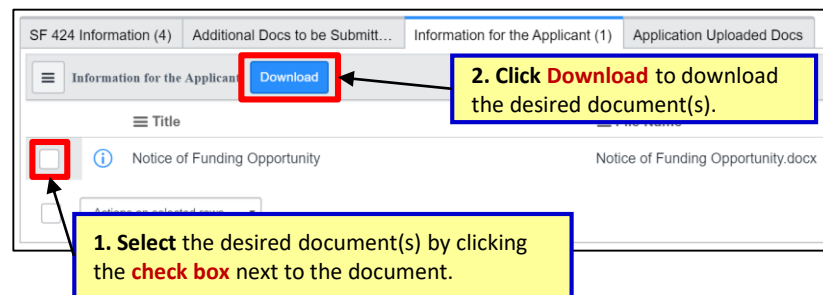
- Enter **Applicant Information** and click **Save**



- The primary applicant can authorize additional specific users to edit/submit an application or authorize anyone in an organization the ability to edit/submit

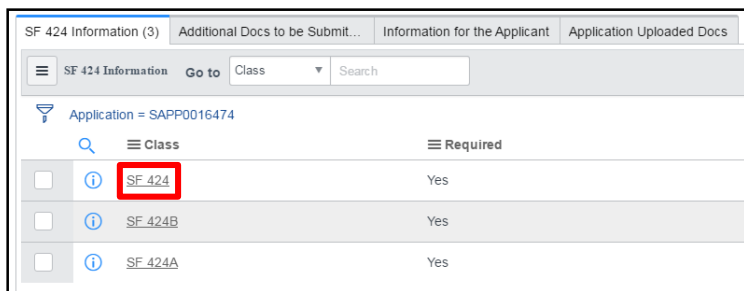


- After **clicking Save**, new tabs will be generated which display the required **SF-424s**, **Additional Docs to be Submitted**, and **Information for the Applicant**
- **Navigate** to the **Information for the Applicant** tab and **download** the desired documents

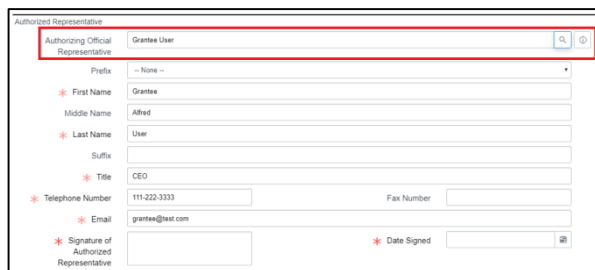


COMPLETING THE SF-424

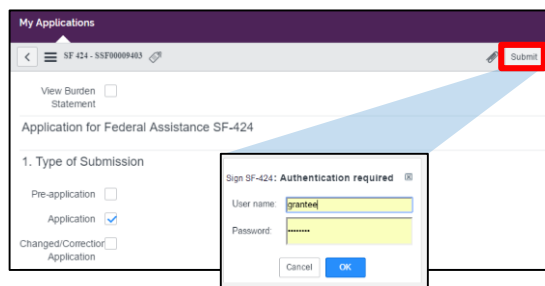
- Click on an **SF-424** link to open the desired SF-424 e-form.



- In the final section of the **SF-424**, the applicant must select an **Authorizing Official Representative**

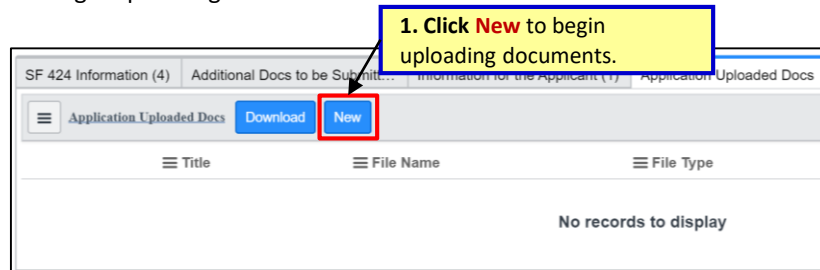
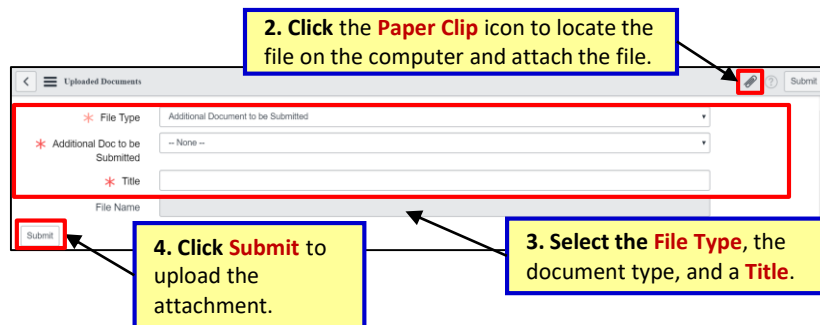


- Upon submitting the **SF-424**, the user must enter their **username** and **password**



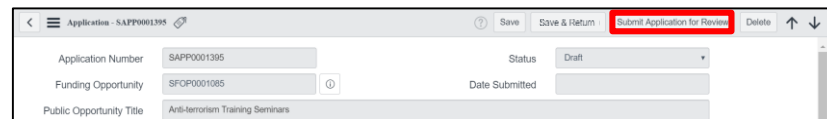
UPLOADING ADDITIONAL DOCUMENTS

- From the **Application**, navigate to the **Application Uploaded Docs** tab to begin uploading documents

SUBMITTING THE APPLICATION

- When all required fields and required SF-424 forms have been completed, and documents have been uploaded corresponding to each additional document requirement, users can click **Submit Application for Review** to submit the application



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/>