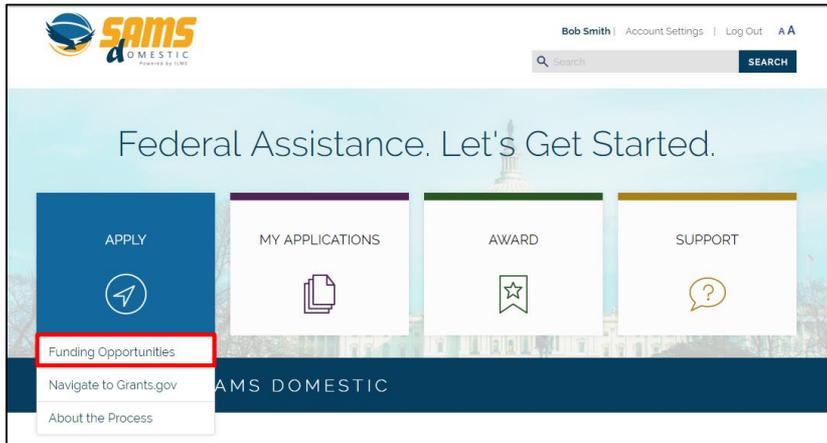


## SAMS DOMESTIC: GETTING STARTED

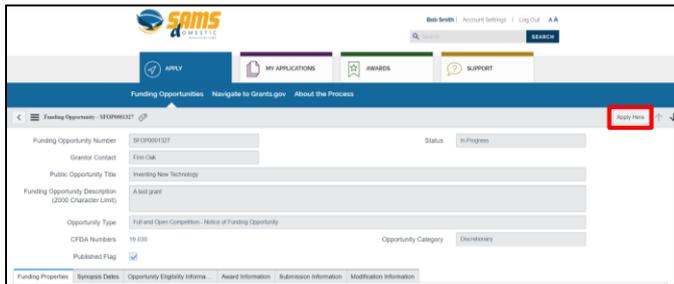
- Launch the Google Chrome web browser
- Type in the URL (<https://mygrants.service-now.com>) to access the **SAMS Domestic Portal**
- Login with your assigned username and password

## APPLYING TO A FUNDING OPPORTUNITY

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

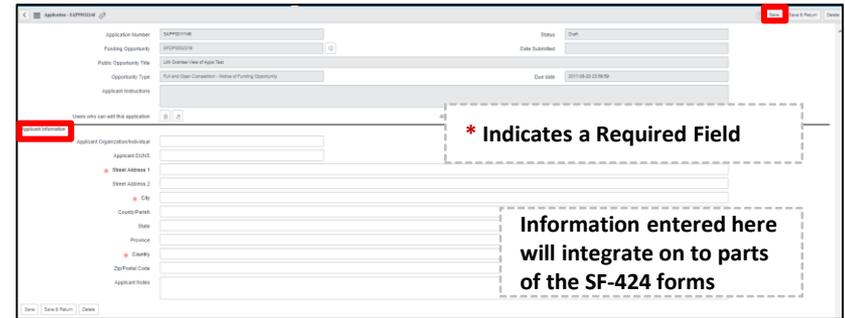


- Once the desired funding opportunity has been located, click **Apply Here** in the **Applications** tab to create an application



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

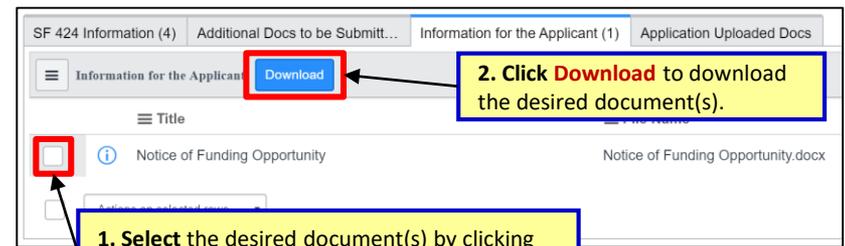
- Enter **Applicant Information** and click **Save**



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

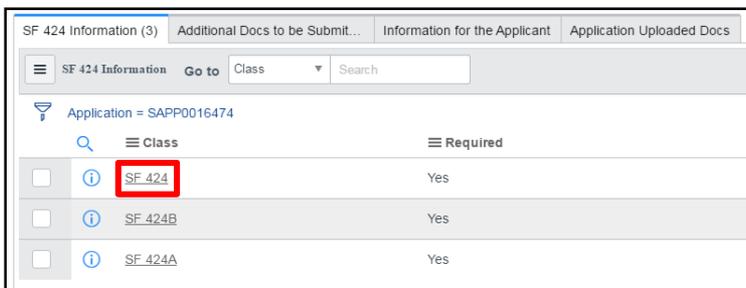


- After clicking **Save**, new tabs will be generated which display the required **SF-424s**, **Additional Docs to be Submitted**, and **Information for the Applicant**
- Navigate to the **Information for the Applicant** tab and download the desired documents



## 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**

Authorized Representative

Authorizing Official Representative

Prefix: None

First Name: Grantee

Middle Name: Alfred

Last Name: User

Title: CEO

Telephone Number: 111-222-3333

Email: grantee@test.com

Date Signed:

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

My Applications

SF 424 - 55F0009483

View Burden Statement

Application for Federal Assistance SF-424

1. Type of Submission

Pre-application

Application

Changed/Corrected Application

Sign SF-424: Authentication required

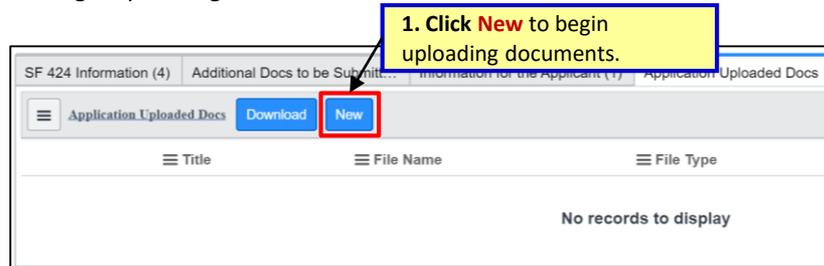
User name: grantee

Password:

Cancel OK

## UPLOADING ADDITIONAL DOCUMENTS

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



- 2. Click the **Paper Clip** icon to locate the file on the computer and attach the file.

Uploaded Documents

\* File Type: Additional Document to be Submitted

\* Additional Doc to be Submitted: -- None --

\* Title:

File Name:

Submit

- 4. Click **Submit** to upload the attachment.

- 3. Select the **File Type**, the document type, and a **Title**.

## 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

Application - SAPP001395

Save Save & Return Submit Application for Review Delete

Application Number: SAPP001395 Status: Draft

Funding Opportunity: SFCOP001085 Date Submitted:

Public Opportunity Title: Anti-terrorism Training Seminars

## 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/>