

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

POST-AWARD ACTIVITIES

- Post-Award Activities** provide recipients and Department of State staff with helpful reminders about upcoming requirements as well as an area for recipients to upload required documents

CREATING POST-AWARD ACTIVITIES

- Post-Award Activities** can be created by Department of State staff and recipients who are assigned to the award
- Awards must be in **Expired**, **Open**, or **Rejected** status in order for the post-award task to be created
- To create an activity, click the **Award** tile on the SAMS Domestic homepage, and then click **View Awards**. Search for and open the relevant award. Locate the **Post-Award Activities Checklist** tab at the bottom of the award page

1. Click **New** to create a post award activities checklist.

If the **New** button is not available, check that the user logged in is assigned as a **Recipient Contact**. To add a new contact, click the **lock icon**.

2. Click **Submit**.

- The post-award activities checklist only needs to be created **once** per award and once created, new individual activities can be created for specific tasks

3. Click **New** to create a post-award activity.

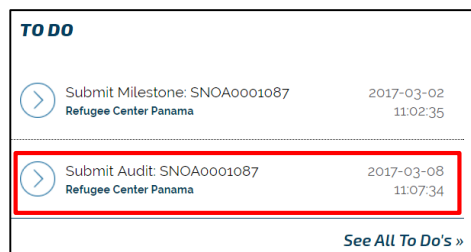
4. Complete required fields: **Activity Name, Activity Type, Due Date and Frequency.**

5. Click **Submit**.

Only grantors may modify due dates on already-created post-award activities.

ACCESSING POST-AWARD ACTIVITIES

- In addition to accessing **Post-Award Activities** from the **Notice of Award** record, there are two other ways to access Post Award Activities in SAMS Domestic:
 - To Do** dashboard
 - Upcoming Events / View Calendar**
- To access an activity from the **To Do** dashboard, click on the desired **To Do** task

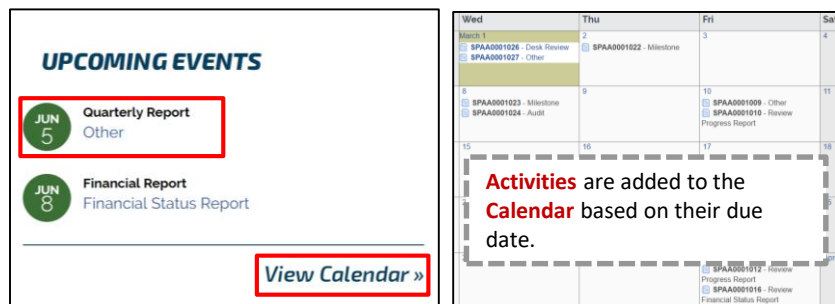


TO DO

Submit Milestone: SNOA0001087 Refugee Center Panama	2017-03-02 11:02:35
Submit Audit: SNOA0001087 Refugee Center Panama	2017-03-08 11:07:34

[See All To Do's »](#)

- To access an activity from the **Calendar**, click on the desired task under the **Upcoming Events** dashboard, or click **View Calendar** to view the full calendar of activities



UPCOMING EVENTS

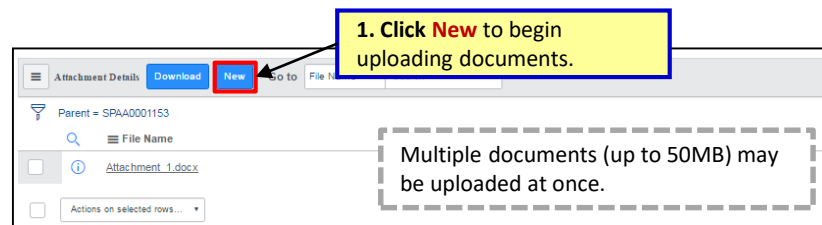
JUN 5	Quarterly Report Other
JUN 8	Financial Report Financial Status Report

[View Calendar »](#)

Activities are added to the **Calendar** based on their due date.

DOCUMENT UPLOAD

- Begin the document upload process by accessing a desired post-award activity
- Scroll** to the bottom of the page to access the **Attachment Details** section



Attachment Details Download New Go to File

Parent = SPAA0001153

File Name

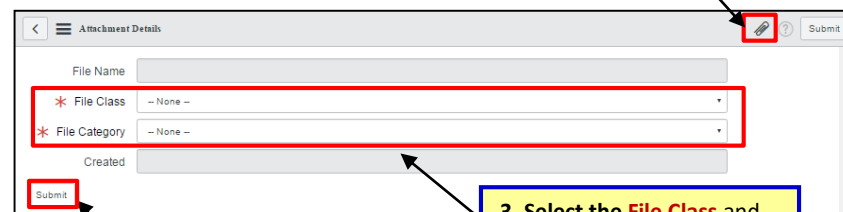
Attachment 1.docx

Actions on selected rows...

1. Click **New** to begin uploading documents.

Multiple documents (up to 50MB) may be uploaded at once.

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



Attachment Details

File Name

* File Class -- None --

* File Category -- None --

Created

Submit

3. Select the **File Class** and **File Category** for the attachment.

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

- Upon document submission, the grantor assigned to review the post-award activity will receive a notification
- The **Status** of the **Post-Award Activity** will only appear as completed after the grantor enters a completion date

GETTING HELP

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