

How to Process a Claim (Payment Request)

1. Log into GMS
2. My Grants
3. Click the grant name
4. Claims
5. Add
6. Enter reporting period -> to and from -> save -> return to components
7. Claim- Payment Request
8. Based on the activity budget provided, click edit (at top right) and enter;
 - a. Program Income if Applicable
 - b. Total Expended To Date
 - c. Expenses This Period
 - d. -> save -> mark as complete
9. Attachments -> Add -> browse (locate the file on your computer) -> Open -> enter brief description of attachment -> Save -> mark as complete (only after all attachments are attached)
10. Signature -> edit -> enter
 - a. Authorized Official's Name
 - b. Title
 - c. Signed date--> Save -> mark as complete
11. Print -> print document to your printer
12. Have the A.O actually sign this printed out copy of your claim
13. Pdf signed copy and save on your computer
14. Attachments -> add -> browse ->open pdf copy of signed claim -> enter brief description -> save -> return to components
15. Submit -> ok
16. Your Portfolio Manager will receive and email notice letting them know that your claim requires their attention
17. If there is anything that needs correction, your PM will "negotiate" the component back to you for correction and once done, you will make the required change, save, mark as complete, and click "submit" for review.