



# EGMS

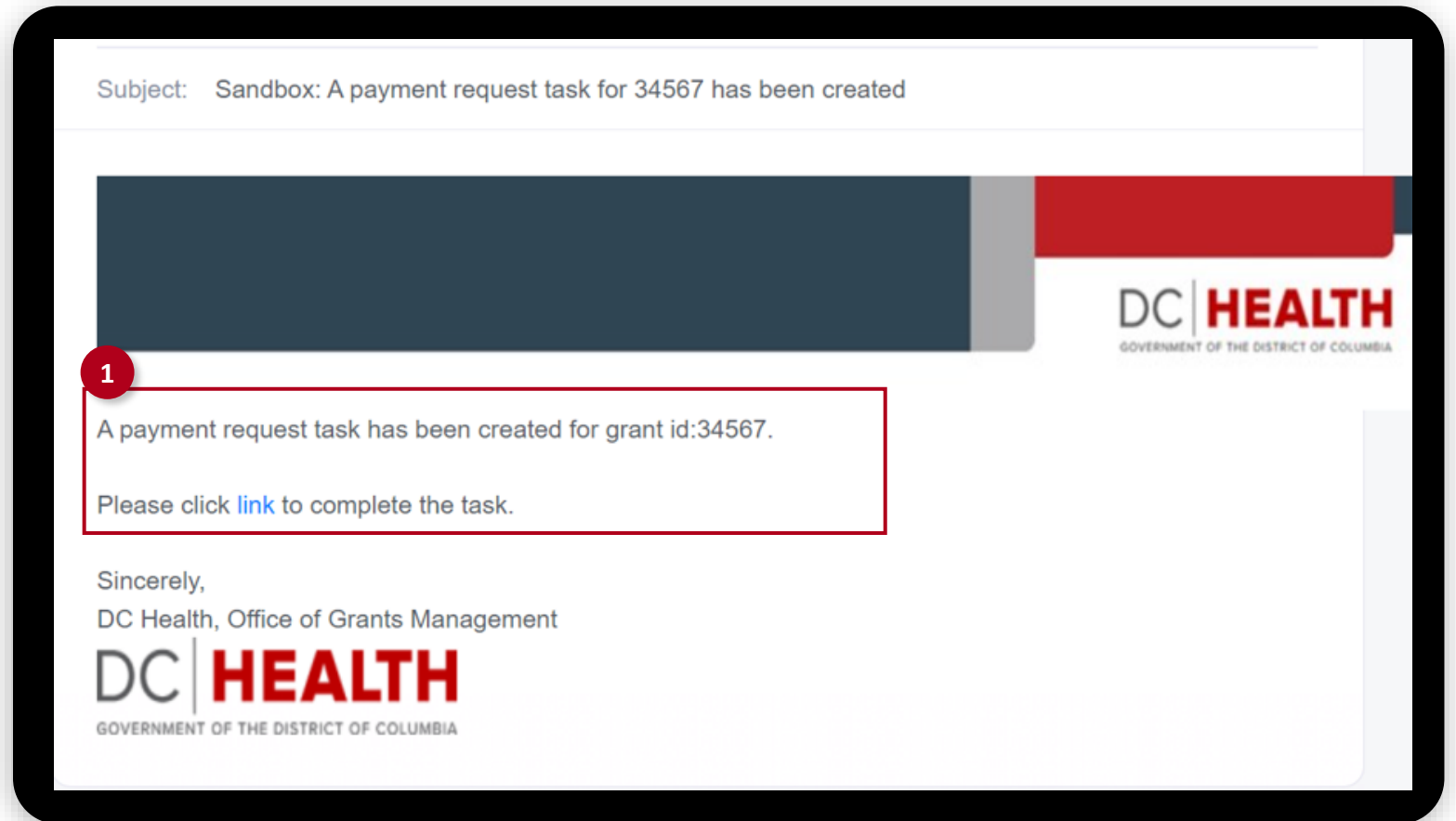
## Payment Request

Reference Guide for Primary Users

Let's begin!

# Email notification

- 1 A payment request task will be generated for you every month, on the last day of the month/billing period. You will receive an **email** notification and a task in the portal. You can access the task by clicking on the **link**.



# Click on Grant



1

Another way to access the task is to log into the portal and click on the Grant tab.

**EGMS**  
Enterprise Grants Management System

HOME FUNDING OPPORTUNITIES APPLICATION **GRANT**

**WELCOME TO THE ENTERPRISE GRANTS MANAGEMENT SYSTEM!**

**My Tasks**

Record Name	ID	Task Subject	Assignment
<a href="#">SA - 1035</a>	CHA2000-036	A payment request task for CHA2000-036 has been cr.....	Brandy zapfee
<a href="#">SA - 1079</a>	-080	A payment request task for -080 has been created	Brandy zapfee
<a href="#">SA - 1076</a>	CHA2022-077	A payment request task for CHA2022-077 has been cr.....	Brandy zapfee
<a href="#">SA - 1082</a>	-083	A payment request task for -083 has been created	Brandy zapfee
<a href="#">SA - 1085</a>	-086	A payment request task for -086 has been created	Brandy zapfee
<a href="#">SA - 1055</a>	test2004-056	A payment request task for test2004-056 has been c.....	Brandy zapfee
<a href="#">SA - 1072</a>	CHA2022-073	A payment request task for CHA2022-073 has been cr.....	Brandy zapfee
<a href="#">SA - 1057</a>	CHA2022-058	A payment request task for CHA2022-058 has been cr.....	Brandy zapfee

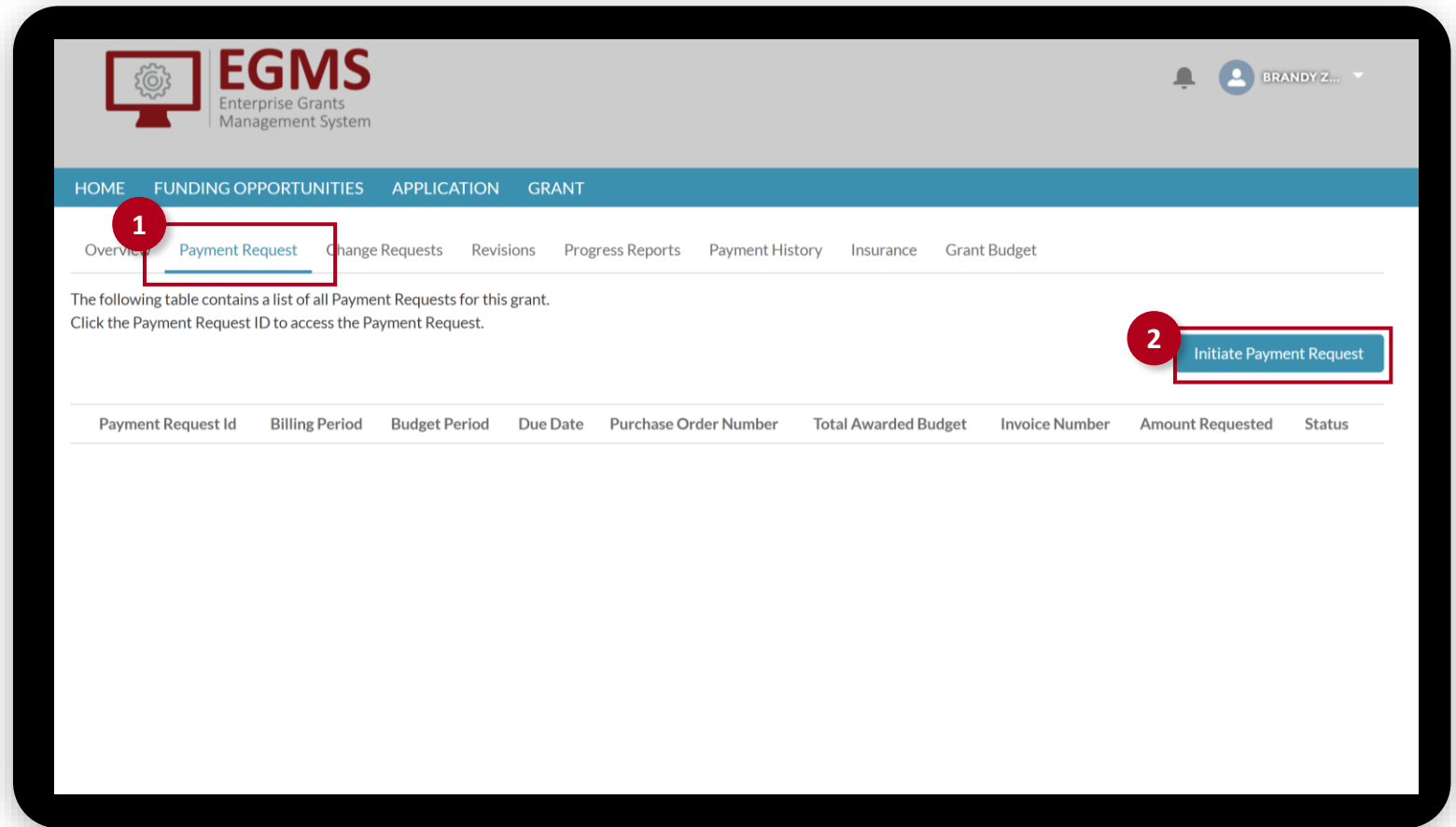
# Select the Grant ID

1 Select the Grant ID.

	a0V3d000000LP1VEAW	CHA2016-000071
67896	a0V3S000000Om3AUAS	
	a0V3d000000LOaYEAW	
987654	a0V3S000000OiiwUAC	
678677	a0V3S000000PASoUAO	
1234	a0V3d000000O6OkEAK	
91543	a0V3d000000O6SZEAO	
12345	a0V3S000000KiihUAC	12345
6577	a0V3S000000Or1WUAS	
9899	a0V3S000000PKDIUAO	

# Initiate Payment Request

- 1 Click on the **Payment Request** tab.
- 2 Click on the **Initiate Payment Request** button.



# Expense profile



- 1 Navigate to **Expense Profile** and enter all the information requested.

EGMS  
Enterprise Grants  
Management System

HOME FUNDING OPPORTUNITIES APPLICATION GRANT

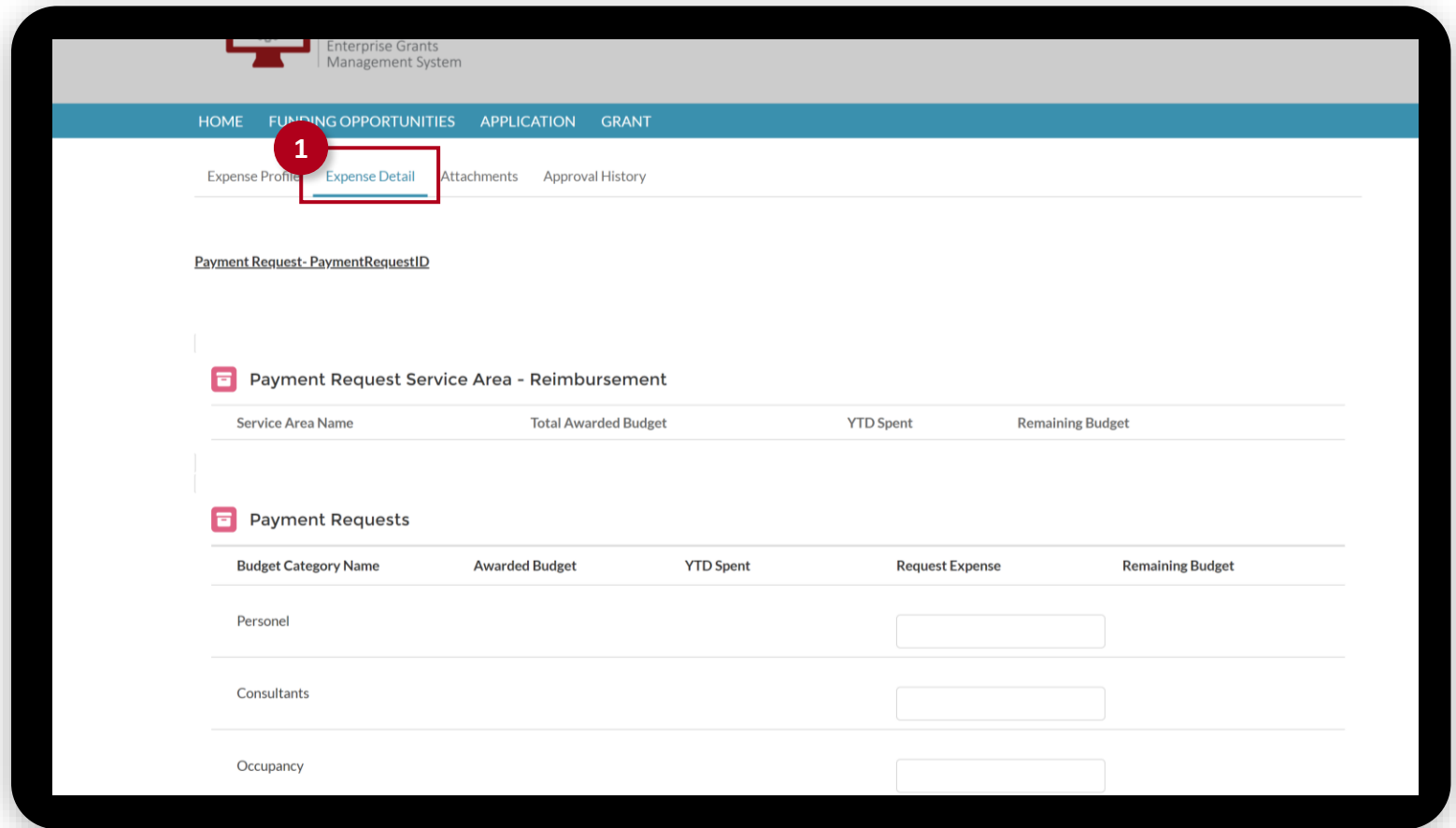
**Expense Profile** 1 Expense Detail Attachments Approval History

Payment Request

Grant	Billing Period
-086	
Organization Name	Budget period
Organization Address	Grant Period
street1	
UEI	Total Awarded Budget
	222
EIN	Amount Requested
199999999	
Payment Type	Purchase Order Number
Created By	Invoice Number

# Expense Detail

1 Navigate to **Expense Detail** and enter the information requested.



# Save Payment Request

- 1 Click on the Save Payment Request button.

The screenshot shows a form with three rows of data. Each row contains two columns of values, both of which are "\$0.00". The middle row is highlighted in light blue. At the bottom right of the form, there is a green button labeled "Save Payment Request". A red circle with the number "1" is positioned above the button, and a red rectangular box highlights the button itself.

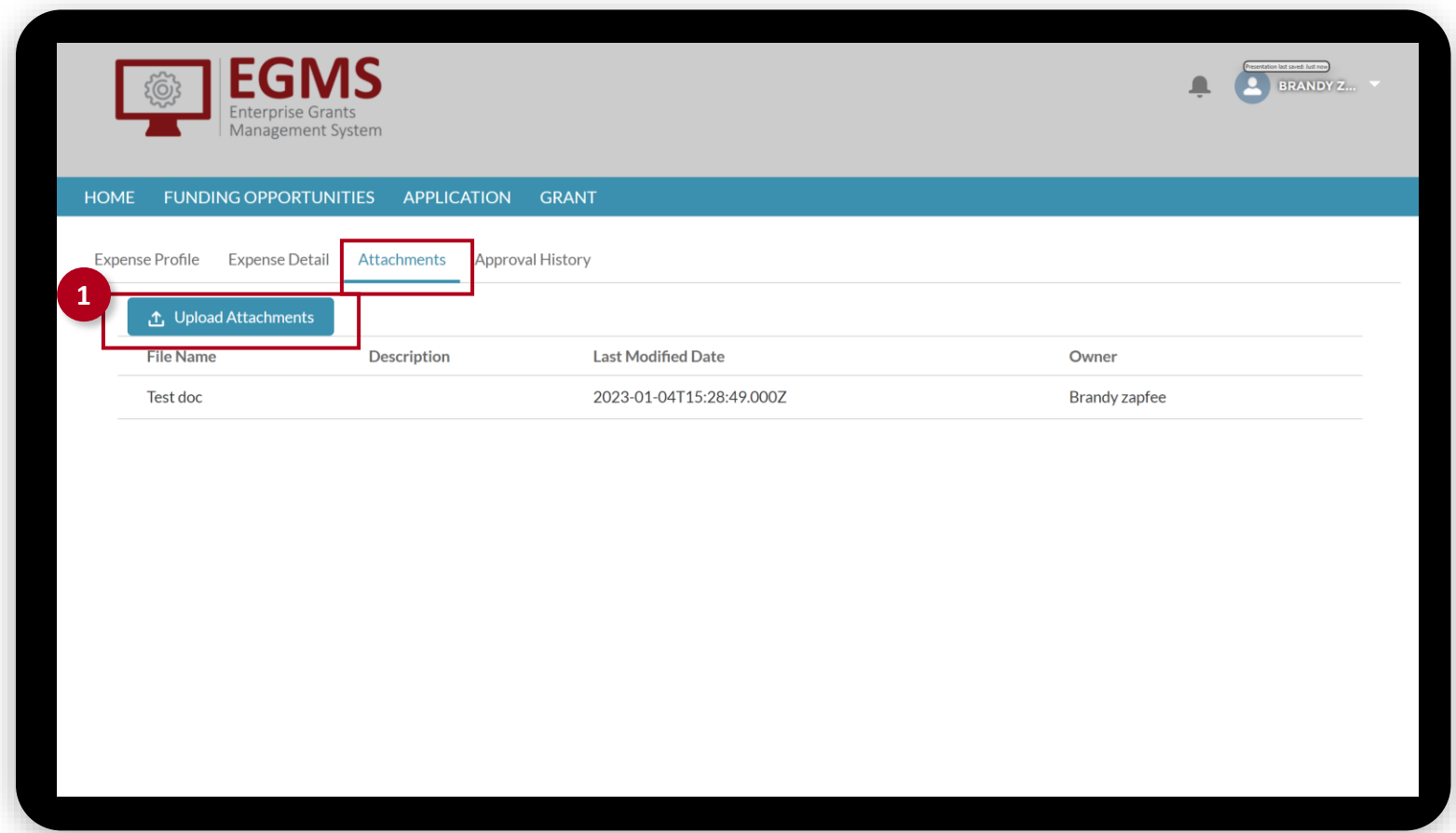
\$0.00	\$0.00
\$0.00	\$0.00
\$0.00	\$0.00

1 Save Payment Request



# Attachments

- 1. Navigate to **Attachments** and enclose requested files: invoices, receipts and supporting documents; by clicking the **Upload Attachments** button.



# Submit

- 1 Navigate back to **Expense Profile**. Agree to the **Terms and Conditions**.
- 2 Click on the **Submit** button.

**Payment Request**

Grant	Billing Period
-086	
Organization Name	Budget period
Organization Address	Grant Period
street1	
UEI	Total Awarded Budget
	222
EIN	Amount Requested
199999999	
Payment Type	Purchase Order Number
Created By	Invoice Number

**1**

**Terms and Agreement**

**Certification:** I certify that the amounts claimed are true and are fully supported by the detailed accounting records of my organization, which are available for examination and/or audits.

Terms And Agreements | I Agree ▾

- Allowable Costs
- Receipts Uploaded
- Review Supporting Documents available on Site

**2** **Submit** **Cancel**



**TIP:** If you don't submit the payment request in time, you will receive a new notification three days after the first one.

# Payment authorization notification

- 1 If the payment request is approved, you will receive an email and a bell notification.

EGMS Invoice#	IN-0013
Billing Period	
Purchase Order (PO) #	
Amount Requested	
Amount Approved	222
Authorization Date	
Reviewer's Note (If applicable)	

**1** **Further action is required!**

**WITHIN THREE BUSINESS DAYS OF RECEIPT OF THIS NOTICE:**

Proceed to the District of Columbia Vendor Payment Portal to submit your invoice for processing:

<https://vendorportal.dc.gov/Account/Login>

**Reminder:** reference the correct **Purchase Order # (PO)**, **EGMS Invoice#** and **Approved Amount** as outlined in this Payment Authorization Notice.

For more information on "PASS E-invoicing", please visit:

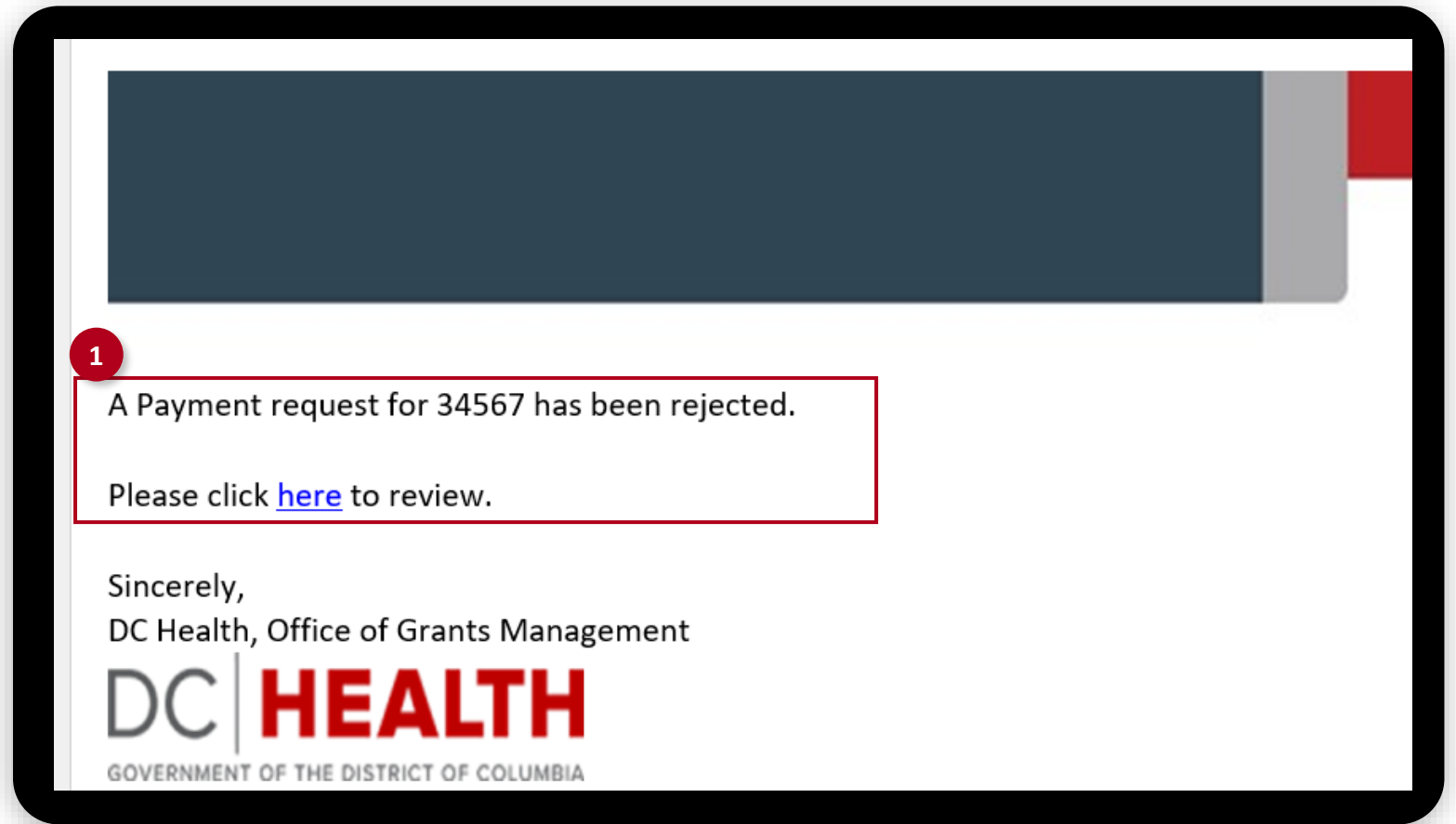
<https://vendorportal.dc.gov/ContactUs/Help#faqs>

Sincerely,  
DC Health, Office of Grants Management

**DC HEALTH**  
GOVERNMENT OF THE DISTRICT OF COLUMBIA

# Payment rejection notification

- 1 If the payment request is rejected, you will receive an email and a bell notification.



If you still have questions, please contact OGM at [doh.grants@dc.gov](mailto:doh.grants@dc.gov)

# Thank you!