

Setting up Grantee Accounts in the Payment Management System

The Appraisal Subcommittee uses the Payment Management System (PMS) to draw funds and do financial reporting. The PMS is a secure, online financial award payment platform operated by the Department of Health and Human Services (DHHS), Program Support Center (PSC). There is no cost to you, to use the PMS. The ASC has registered your agency and entered your grant award into the PMS.

Grantee Functions in PMS

You will use the system to access grant funds, run inquiries and submit the Federal Financial Report (FFR) and progress reports. The reports will be due every six months, 30 days after the end of reporting periods that will end on September 30 and March 30 of each grant year. At the end of the three-year project period a final FFR will be due 45 days the project period end date on your Notice of Grant Award.

Accessing Your Account in PMS

Your organization will need access to add/update banking, request drawdowns of grant funds and prepare and certify Federal Financial Reports (FFRs). Access to inquiries is automatically given to anyone with access to the PMS. View only access is also available. Multiple individuals within an organization can have access to the system. Each person's access request, must be approved by their supervisor. The supervisor, does not need to have access to the PMS, they will receive an email with an approval link.

You will need the PMS Payee Account Number (PAN) to enter on your access request. You may contact the PMS Helpdesk at 1-877-614-5533 or PMSSupport@psc.hhs.gov to obtain this information. You will need to let them know your organization's Name, EIN and that you need the PAN for your organization's ASC account.

For an individual that has never had access to the PMS or their access has been deactivated, the instructions for obtaining access to the PMS, are located at the following URL:

<https://pms.psc.gov/grant-recipients/access-newuser.html>

For an individual with current access to the PMS, the instructions for updating access to add the account, are located at the following URL: <https://pms.psc.gov/grant-recipients/access-changes.html>

Once the person that will add the banking information to the PMS account receives their access, they may submit the banking request. The instructions for adding banking information, are located at the following URL: <https://pms.psc.gov/grant-recipients/banking-add-change.html> .

You will access the PMS via their webpage at <https://pms.psc.gov>. The instructions for using the PMS, are located at <https://pms.psc.gov/training/pms-user-guide.html> as well as in the PMS.

Your PMS contact is Nicole Dunning, she can be reached at Nicole.Dunning@psc.hhs.gov or 301-492-4917.