Payment Management System – New User Registration Guide

Sections

New grantees must complete multiple steps in the PMS system to drawdown funds. Please ensure you follow all **three** steps below.

Step 1: Request your Payee Account Number (PAN) and HHS EIN from LSVgrants@va.gov . Include your FAIN in the subject line.

Step 2: Go the Payment Management Services homepage to create an account or login.

New User Access:

- Select the User Access dropdown menu, then select the New User Access link.
- Video on how to request new user access: https://youtu.be/Gaz8LyMMAEI
- PDF on how to request new user access: New User Request Guide
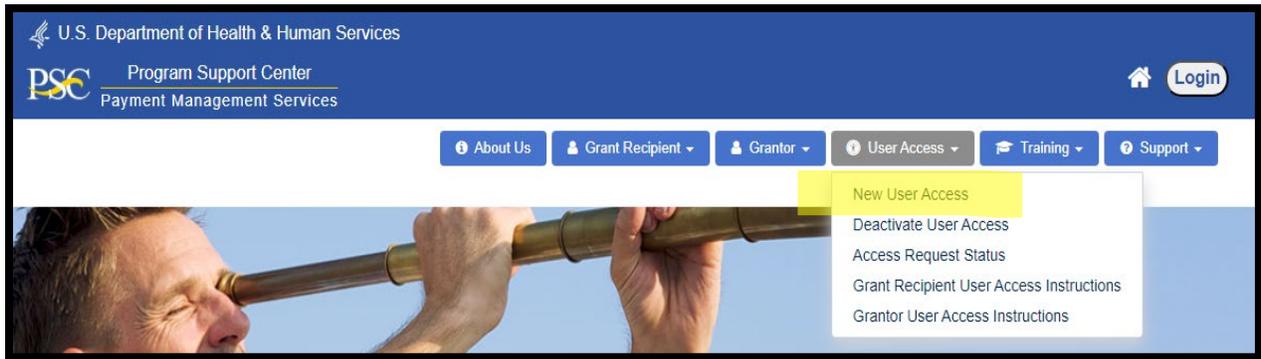
Payment Management System New User Access Request

*User Type: Choose User Type... ⓘ

Enter and confirm your Email address below and press "Request Email Verification Code" to receive a six-digit code. Then enter the verification code below.

*Email Address:

*Confirm Email Address:

Request Verification Code

*Verification Code: ⓘ

Clear Form   Continue   Cancel

NOTE: New recipients will need to obtain access to the Payment Management system **prior** to providing your banking information (Step 3). Additionally, you must have been granted access to the payee accounts and have been granted banking privileges.

Step 3: From the Payment Management Services homepage, select the dropdown **Grant Recipient – Banking**
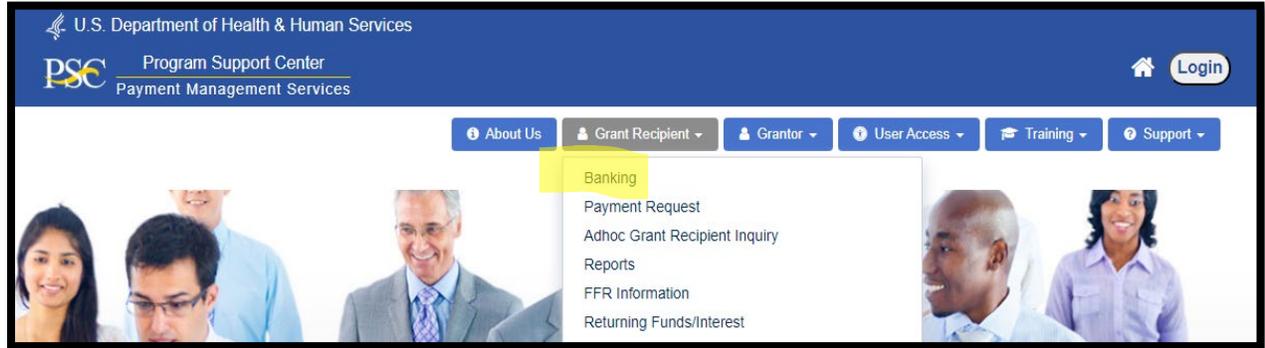
- **Complete** the SF-1199A form, instructions for completing the form can be found HERE

Reasons for Rejected Requests:

- The organization name in PMS, payee name on SF1199A (Section1), Depositor Account Title on SF1199A don't agree.
- An individual's name is entered on the SF1199A line B (this field should be blank).
- The organizations EIN is not entered on the SF1199A line C
- The SF1199A has strike-outs, information that has been altered by erasures or correction fluid.
- Section 2 is left blank
- Section 3 is not completed in its entirety.

Existing PMS Users:

A user may request to modify the current access level and add or remove PMS organization accounts. Each user only receives one PMS Username. If access to multiple PMS accounts is required, all accounts must be added under the current username. All update privilege requests must be approved by the individual's supervisor and PMS staff.

To update User Access: Login to PMS → select "Menu" → User Account Maintenance → Update Privileges.

Location of Instructions: Login to PMS → select "Menu" → User Account Maintenance → User Account Maintenance User Guide → Update User Access.

PMS Support:

- If you need technical support, contact the help desk at 877-614-5533 OR you can email our Liaison. To find the current Liaison follow these steps: