Topics

- Background
- Goals
- Accessing PMS
- Federal Financial Report Module
- Submission Requests
- FAQs
- General Information
Background

Standard Form 425/Federal Financial Report (FFR) data reported to different systems
  • Quarterly / Semi-Annual reporting in Payment Management System (PMS)
  • Annual reporting in multiple systems

Executed Government-wide objectives to reduce recipient burden
  • DATA Act Section 5 Grants Pilot (https://www.gao.gov/products/gao-16-438)
  • OMB Memo 18-24 (M-18-24 (whitehouse.gov))
  • President’s Management Agenda (PMA)
National Aeronautics and Space Administration (NASA) goal is to consolidate federal financial reporting for grant recipients through the Payment Management System April 2024.

- Improve consistency with one source reporting
- Share financial data
- Assist in grant monitoring and closeout
- Reduce expired award payments
# NASA Centers

<table>
<thead>
<tr>
<th>NASA Centers</th>
<th>PMS Group Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>S10 Headquarters</td>
<td>F82</td>
</tr>
<tr>
<td>S55 HQ Management Office</td>
<td>F82A</td>
</tr>
<tr>
<td>S21 Ames Research Center (ARC)</td>
<td>F82B</td>
</tr>
<tr>
<td>S24 Armstrong Flight Research Center (AFRC)</td>
<td>F82C</td>
</tr>
<tr>
<td>S22 Glenn Research Center (GRC)</td>
<td>F82D</td>
</tr>
<tr>
<td>S51 Goddard Space Flight Center (GSFC)</td>
<td>F82E</td>
</tr>
<tr>
<td>S72 Johnson Space Center (JSC)</td>
<td>F82F</td>
</tr>
<tr>
<td>S76 Kennedy Space Center (KSC)</td>
<td>F82G</td>
</tr>
<tr>
<td>S23 Langley Research Center (LARC)</td>
<td>F82H</td>
</tr>
<tr>
<td>S62 Marshall Space Flight Center (MSFC)</td>
<td>F82I</td>
</tr>
<tr>
<td>S64 Stennis Space Center (SSC)</td>
<td>F82J</td>
</tr>
</tbody>
</table>
Semi-Annual FFR Due Dates

1st Semi-Annual FFR (March 31st)
Due by April 30th
Reporting Period Covered October thru March
Available in PMS on April 1st

2nd Semi-Annual FFR (September 30th)
Due by October 30th
Reporting Period Covered April thru September
Available in PMS on September 1st
# Agencies Currently Using PMS FFR Functionality

## HHS OPDIVS
- Administrative for Children and Families (ACF)
- Administration for Community Living (ACL)
- Centers for Medicare & Medicaid Services (CMS)
- Assistant Secretary for Preparedness and Response (ASPR)
- Office of the National Coordinator for Health Information Technology (ONC)
- Office of the Inspector General (OIG)

## NON-HHS AGENCIES
- Appraisal Subcommittee (ASC)
- Department of Agriculture (USDA)
- Department of Labor (DOL)
- Department of State (DOS)
- Department of Treasury (DOT)
- Department of Veterans Affairs (VA)
- Election Assistance Commission (EAC)
- Executive Office of the President (EOP)
- Federal Communications Commission (FCC)
- Small Business Administration (SBA)
HOW TO REQUEST ACCESS
Starting February 10, 2024, HHS and non-HHS grantors will only be permitted to log into PMS with their government issued Personal Identity Verification (PIV) card or Common Access Card (CAC). While grant recipients MUST register and enable multi-factor authentication with ID.me in order to log in...

As of the period ending December 31, 2023, National Aeronautics and Space Administration (NASA) award recipients are no longer required to submit quarterly Federal Cash Transaction Reports (FCTR)... As of the period ending December 31, 2023, Small Business Administration (SBA / OWBO) award recipients are no longer required to submit quarterly Federal Cash Transaction Reports (FCTR)... Cancellation & End of Fiscal Year 2024 Payment Processing Deadlines: Awards funded from 2019 fixed appropriation will cancel on September 30, 2024...
User Access

**New User Access**: First time users and users that have been deactivated from PMS due to 60 days of non-activity* (*notification will be sent prior to deactivation)

**Deactivate User Request**: Use if you are someone no longer needs access to PMS

**Access Request Status**: Use the Request ID # provided to obtain the status of your submission

**Grant Recipient User Access Instructions**

*User Access | HHS PSC FMP Payment Management Services*
1. Select the User Type ‘Grantee/Recipient’ from the dropdown box
2. Your email address will need to be verified prior to receiving any access to the system. Type in your email address in the ‘E-Mail Address’ field and then confirm the email address provided by typing the email address again in the ‘Confirm E-Mail Address’ field.
3. Click ‘Request Email Verification Code’ for an email to be sent to the email address.
4. An email message will be sent immediately to the email address provided containing the six-digit verification code that is required to continue with the user access request. The verification code will be valid for 15 minutes.
5. Enter the six-digit code in the 'Email Verification Code' field.
6. Complete the Security Question, Security Answer, and Enter Captcha
7. Select the ‘Submit’ button on the bottom of the page

Note: To ensure that system emails are received, recipient IT organizations should whitelist PMSSupport@psc.gov
The PMS Access Request form will be displayed. Select the ‘Add’ button to provide the Organization/Institution information that you want access to. Use the ‘Add’ button for each organization that you need access to.
You should have been provided the PMS PIN and PMS EIN by your Grants Officer/Management Specialist

After entering your organization name* and the 12-digit PMS EIN

After entering the information, select “Save”

*Organization name must match the name in the Payment Management System that was registered by the Awarding Agency (SAM.GOV)
Payment Management System Access Request

REQUEST DETAILS

User Type: Grantee/Recipient
User Email: PMS_Training@psc.hhs.gov
Request Status: Initiated

ORGANIZATION / INSTITUTION

*Select Action: Add Edit Remove

<table>
<thead>
<tr>
<th>Organization Name</th>
<th>EIN/PIN/PAN</th>
<th>Type</th>
<th>Applies To All Accounts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal Organization Name</td>
<td>1123456789A1</td>
<td>EIN</td>
<td>✓</td>
</tr>
</tbody>
</table>
- Check all access levels required
  - Grantee Inquiry, Accountant Maintenance, FCTR View are system defaults

<table>
<thead>
<tr>
<th>ACCESS LEVEL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please check all that apply (please note gray checked boxes are included):</td>
</tr>
<tr>
<td>- Grantee Inquiry</td>
</tr>
<tr>
<td>- Account Maintenance</td>
</tr>
<tr>
<td>- Payment Requests</td>
</tr>
<tr>
<td>- Add/Update Banking</td>
</tr>
<tr>
<td>- View</td>
</tr>
<tr>
<td>- Preparer</td>
</tr>
<tr>
<td>- Certifier</td>
</tr>
</tbody>
</table>

Effective 12/17/23: No longer required

Ensure someone from your organization has access to Prepare and/or Certify the FFR (425)
SUPERVISOR

Enter your supervisor's name and contact information below. If you are the highest ranking person in your organization, you may list yourself as the supervisor. Once the request is submitted, the person that is listed as the supervisor will receive an email with a link that they will need to use to approve the request. The person listed as the supervisor does not need access to the PMS to approve the request.

*First Name: Janet
Middle Initial: 
*Last Name: Doe
*Job Title: Title
*Telephone: 8776145533
*Email Address: PMS_Training@psc.hhs.gov

*** I am the highest ranking person in the organization and therefore I approve my own request
Comments are not required. Read Certification Statement and select the box Select Submit
Your request has fully been submitted and it's now awaiting approval by your supervisor. Your supervisor has been sent an approval link via Email.
Checking the Status of Your Request

From the dropdown menu under User Access, select **Access Request Status**

Payment Management System Retrieve Existing Access Request

- **Request ID:** EST0271883367600MFC8

- **Security Question:** What is your favorite color?

- **Security Answer:** Red

[Form options: Clear Form, Submit, Cancel]
Status of Request

Payment Management System Retrieve Existing Access Request

Pending Approval

Request Details

Request ID: EST027188336760MFINC
Date Requested: 2022-09-13 06:51:20 PM
First Name: Janet
Last Name: Doe
Supervisor First Name: Janet
Supervisor Last Name: Doe
Request Status: Approved by Supervisor
Assigned To: PMS

Close
Current PMS Users will “add” their new assigned PIN to their existing PMS User ID

Once you are on the dashboard, go to the left side and select “Menu”

Select “User Account Maintenance”

Select “Update Privileges”

Select Action: Add  Remove

Now you can “add” the new PMS PIN or PMS EIN

Once your submission is completed, you will receive an Email notification that your profile has been updated. Due to new validation measures that have been implemented, access submission may take up to 25 days for final processing.
FEDERAL FINANCIAL REPORT (FFR-425) MODULE

Recommended Browser: Microsoft Edge
PMS FFR User Roles & Responsibilities

**Recipients**
- Request access to FFR
- View, Prepare, Revise and/or certify report
- Combine Authorities on the same account
- View Submission History
- Upload supporting documentation

**PMS Staff**
- Grant access to recipient and agency users
- Create FFRs based on agency specifications
- Provide technical support to recipients
- Provide FFR trainings
<table>
<thead>
<tr>
<th>10. Transactions</th>
<th>Cumulative</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Federal Cash (To report multiple grants, also use FFR attachment):</strong></td>
<td>Prepopulated Non-Edit</td>
</tr>
<tr>
<td>a. Cash Receipts</td>
<td></td>
</tr>
<tr>
<td>b. Cash Disbursements</td>
<td></td>
</tr>
<tr>
<td>c. Cash on Hand (line a minus b)</td>
<td></td>
</tr>
<tr>
<td><strong>Federal Expenditures and Unobligated Balance:</strong></td>
<td>Prepopulated Non-Edit</td>
</tr>
<tr>
<td>d. Total Federal funds authorized</td>
<td></td>
</tr>
<tr>
<td>e. Federal share of expenditures</td>
<td></td>
</tr>
<tr>
<td>f. Federal share of unliquidated obligations</td>
<td></td>
</tr>
<tr>
<td>g. Total Federal share (sum of lines e and f)</td>
<td></td>
</tr>
<tr>
<td>h. Unobligated balance of Federal Funds (line d minus g)</td>
<td></td>
</tr>
<tr>
<td><strong>Recipient Share:</strong></td>
<td></td>
</tr>
<tr>
<td>i. Total recipient share required</td>
<td></td>
</tr>
<tr>
<td>j. Recipient share of expenditures</td>
<td></td>
</tr>
<tr>
<td>k. Remaining recipient share to be provided (line i minus j)</td>
<td></td>
</tr>
<tr>
<td><strong>Program Income:</strong></td>
<td></td>
</tr>
<tr>
<td>l. Total Federal program income earned</td>
<td></td>
</tr>
<tr>
<td>m. Program Income expended in accordance with the deduction alternative</td>
<td></td>
</tr>
<tr>
<td>n. Program Income expended in accordance with the addition alternative</td>
<td></td>
</tr>
<tr>
<td>o. Unexpended program income (line l minus line m or line n)</td>
<td></td>
</tr>
</tbody>
</table>
Navigating to the Federal Financial Report
Navigating to the Federal Financial Report
PMS Dashboard

You can also access FFRs that are delinquent or ready to be prepared directly from your dashboard.
Federal Financial Report Search

Payment Management System Federal Financial Report - Search

To search for a Federal Financial Report for a specific PAN or Federal Grant ID, enter the specific value. Both fields can be searched for partial matches by using an asterisk (*). Select other optional fields to refine your search.

- **Payee Account Number (PAN):**
- **Federal Grant ID:**
- **Reporting Period:** All Periods
- **Report Status:** All Report Statuses
- **Delinquent Reports:** Show All Reports
- **Agency ID:** All Grant Agencies
- **Form:** Show SF-425 and ETA-9130

- FFR’s can be searched based on different criteria’s Ex. Payee Account, Grant Document Number etc.
- After entering search criteria, select Search
Search Results are now displayed
Under Actions, select the review icon 🔍 to display the FFR

<table>
<thead>
<tr>
<th>Payee</th>
<th>Federal Grant ID</th>
<th>Agency</th>
<th>Report Type</th>
<th>Reporting Period End Date</th>
<th>Reporting Period Due Date</th>
<th>Report Submit Date</th>
<th>Report Status</th>
<th>Delinquent</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>3605001EZ05294</td>
<td></td>
<td></td>
<td>2023-12-31</td>
<td>2024-01-30</td>
<td></td>
<td>Report Available to be completed</td>
<td>SF-425</td>
<td>🔍</td>
</tr>
</tbody>
</table>
Block 1: Federal agency: This read-only field will prepopulate to read “NASA – and the name of the Center”

Block 2: Federal grant number: This field will prepopulate the alpha-numeric grant number cited on your award document. Verify this grant number is correct. Grantees will complete one SF-425 for each grant number.

Block 3: Recipient organization: This field will prepopulate the grantee organization’s legal name and address and should match the name and address on the award document.

Block 4a. UEI number: This field will be prepopulated based on the UEI number provided by the awarding agency.

Block 4b. EIN: This field will prepopulate the grantee organization’s employer identification number (EIN).

Block 5. Recipient account number: This field should be populated by the grantee noting their recipient account number or organization’s identifier number.
FFR Information Cont’d

6. Report Type:  
7. Basis of Accounting:  
8. Project/Grant Period:  
9. Reporting Period End Date:  

Semi-Annual
Accrual
From: 09/30/2023  To: 09/29/2024
12/31/2023

**Block 6: Report Type:** This field is prepopulated based on the requirements received from the awarding agency. The final SF-425 is due 120 days after the grantee has reported all federal expenses for all awards issued under the same grant number or after the grant period end date of the award. A grantee must draw all funds prior to the submission of the final FFR. Grantee is no longer eligible to draw down funds 120 days after the end of the period of performance and the grantee forfeits the remaining eligible balance.

**Block 7: Basis of accounting:** Mark the appropriate box to specify whether a cash or accrual basis was used for recording financial transactions related to the award.

- Cash basis of accounting refers to the accounting method in which expenses are recorded when they are paid.
- Accrual basis of accounting refers to the accounting method in which expenses are recorded when they are incurred.

**Block 8. Project/grant period (from/to):** This field will prepopulate with the time period covered by the grant number. Verify this information is correct.

**Block 9: Reporting period end date:** This field is prepopulated based on the requirements provided by the awarding agency. For final FFRs, the reporting period end dates shall be the end date of the project or grant period.
### Block 10: Transactions

Enter cumulative amounts from the date of the award’s inception through the end date of the reporting period specified in “Block 9. Reporting period end date.” The cumulative amount is calculated by adding all expenses incurred to date, including all previously reported expenses. Use “Block 12. Remarks” to provide further details or explanations necessary about information listed in this section.

#### Federal Cash

**Block 10a. Cash receipts:** This field is prepopulated based on the current drawdown in Payment Management System. For quarterly reports, it is based on all the drawdowns that occurred from the date of award thru the reporting period end date. For final reports, it is based on all the drawdowns that occurred thru the liquidation period.

**Block 10b. Cash disbursements:** This field is prepopulated based on the last reported disbursements by the grantee.

**Block 10c. Cash on hand:** This field is auto-calculated based on the formula Cash receipts (10A) - Cash disbursements (10B)
Final Validations

**10a:** You are reporting that you have drawn down (Line 10a) or disbursed (Line 10b) more Federal funds than you have expended (Line 10e). A final expenditure report may not be submitted until your PMS draws and disbursements match your reported expenditures. Please contact your PMS Representative to determine the best method to return the excess funds. Correct and submit this report once this situation has been remedied.

**10b:** You are reporting that you have drawn down (Line 10a) or disbursed (Line 10b) more Federal funds than you have expended (Line 10e). A final expenditure report may not be submitted until your PMS draws and disbursements match your reported expenditures. Please contact your PMS Representative to determine the best method to return the excess funds. Correct and submit this report once this situation has been remedied.

**10e:** You are unable to submit your project final report because Line Item 10a. Cash Receipts, line Item 10b. Cash disbursements and line Item 10e. Federal share of expenditures do not reconcile. In order to submit the final report, you must ensure that your final reports submitted for each budget period are fully reconciled. If not, then revise the FFR reports to ensure that Cash receipts (line Item 10a.), Cash Disbursements (line Item 10b.) and Federal Share of expenditure (line Item 10e.) are reconciled for each budget period. Once reconciled, you may submit your project final report.

### Federal Cash (on the GRANT LEVEL) for 21FMPPLA1033:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Cash Receipts</td>
<td>174,067.04</td>
</tr>
<tr>
<td>b. Cash Disbursements</td>
<td>174,067.04</td>
</tr>
<tr>
<td>c. Cash on Hand (line a minus b)</td>
<td>0.00</td>
</tr>
</tbody>
</table>

*(Use lines d-o for single grant reporting)*

### Federal Expenditures and Unobligated Balance:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>d. Total Federal funds authorized</td>
<td>591,579.00</td>
</tr>
<tr>
<td>e. Federal share of expenditures</td>
<td>170,000.00</td>
</tr>
<tr>
<td>Block 10d: Total federal funds authorized</td>
<td>150,000.00</td>
</tr>
<tr>
<td>Block 10e: Federal share of expenditures</td>
<td></td>
</tr>
<tr>
<td>Block 10f: Federal share of unliquidated obligations</td>
<td></td>
</tr>
<tr>
<td>Block 10g: Total Federal share</td>
<td>0.00</td>
</tr>
<tr>
<td>Block 10h: Unobligated balance of Federal funds (line d minus g)</td>
<td>150,000.00</td>
</tr>
</tbody>
</table>

**Federal Expenditures and Unobligated Balance**

- **Block 10d: Total federal funds authorized**: This field will pre-populated with the appropriate amount of federal funds authorized as of the reporting period end date. This information can also be found on the award documentation.

- **Block 10e: Federal share of expenditures**: Enter the cumulative amount of federal fund expenditures. The cumulative amount is calculated by adding all expenses incurred to date. The cumulative amount includes all federal share of expenditures for the life of the grant.

- **Block 10f: Federal share of unliquidated obligations**: If a grantee is using accrual/cash basis of accounting and submits a final SF-425, “Block 10f. Federal share of unliquidated obligations” should always be reported “$0.00” because unliquidated obligations are not acceptable on final reports.

- **Block 10g: Total federal share**: This field will prepopulate with the calculated sum of “Blocks 10e. Federal share of expenditures” and “10f. Federal share of unliquidated obligations.”

- **Block 10h: Unobligated balance of federal funds**: This field will prepopulate with the calculated difference of “Block 10d. Total federal funds authorized” and “Block 10g. Total federal share” based on prior period submissions. Upon reporting the current information, this block will recalculate to include the updated information.
## Recipient Share

**Block 10i: Total recipient share required:** This field will be prepopulated with the appropriate amount of federal funds authorized as of the reporting period end date. This information has been provided to PMS by the awarding agency and it can also be found on the award documentation.

**Block 10j: Recipient share of expenditures:** Enter the cumulative amount of federal fund expenditures. The cumulative amount is calculated by adding all expenses incurred to date. The cumulative amount includes all federal share of expenditures for the life of the grant.

**Block 10k: Remaining recipient share to be provided:** This field will prepopulate with the calculated difference of “Block 10i. Total recipient share required” and “Block 10j. Recipient share of expenditures”. Upon reporting the current information, this block will recalculate to include the updated information. Note: if the recipient share of expenditures are greater than recipient share required, then "$0" will be reflected. Additionally, the grantee must ensure that they meet their matching requirements per the terms and condition of the grant.
## Program Income

**Block 10l: Total Federal Program Income Earned**: Enter the amount of Federal program income earned. Do not report any program income here that is being allocated as part of the recipient's cost sharing amount included in Line10j.

**Block 10m: Program Income Expended in Accordance With the Deduction Alternative**: Enter the amount of program income that was used to reduce the Federal share of the total project costs.

**Block 10n: Program Income Expended in Accordance With the Addition Alternative**: Enter the amount of program income that was added to funds committed to the total project costs and expended to further eligible project or program activities.

**Block 10o: Unexpended Program income (Line 10l Minus Line 10m or Line 10n)**: This field will prepopulate with the calculated difference of “Line 10l minus Line 10m or Line 10n”. This amount equals the program income that has been earned but not extended, as of the reporting period end date.

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### FFR Information Cont’d

<table>
<thead>
<tr>
<th>Program Income</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>l. Total Federal program income earned:</strong></td>
</tr>
<tr>
<td><strong>m. Program income expended in accordance with the deduction alternative:</strong></td>
</tr>
<tr>
<td><strong>n. Program income expended in accordance with the addition alternative:</strong></td>
</tr>
<tr>
<td><strong>o. Unexpended program income (line l minus line m and line n):</strong></td>
</tr>
</tbody>
</table>

0.00
### FFR Information Cont’d

#### Indirect Expense: Enter cumulative amounts from the date of the inception of the award through the end date of the reporting period specified in “Block 9. Reporting period end date.” The cumulative amount is calculated by adding all expenses incurred to date. Use the multiple rows to indicate separate types and rates. Use “Block 12. Remarks” to provide further details and explanations necessary about information listed in this section.

**Block 11a: Type If applicable:** The grantee should state whether the indirect cost rate(s) is (are) provisional, predetermined, final, or fixed.

**Block 11b: Rate If applicable:** Enter the indirect cost rate(s) in effect during the reporting period.

**Block 11c: Period from; period to; If applicable:** Enter the beginning and ending effective dates for the rate(s).

**Block 11d: Base If applicable:** Enter the amount of the base against which the rate(s) was (were) applied.

**Block 11e: Amount charged If applicable:** This field will pre-populate a calculation indicating the amount of indirect costs charged during the time period specified (11b x 11d). Verify this information is correct.

**Block 11f: Federal share If applicable:** Enter the federal share of the amount listed in “Block 11e. Amount charged.”

**Block 11g: If applicable Totals If applicable:** This field will pre-populate a calculation indicating the summed amounts of “Block 11d. Base,” “Block 11e. Amount charged,” and “Block 11f. Federal share.”
FFR Indirect Expense Rate

If the rate you are entering does not populate the correct base amount, remove the rate and enter the exact data in d (Base) and f (Federal Share), if applicable.

Enter comments in Box 12
Block 12: Remarks If applicable: Use “Block 12. Remarks” to provide further details and explanations necessary about information listed in this report, specifically “Block 10. Transactions.” Use “Block 12. Remarks” to provide an explanation why the grantee is delinquent in submitting the SF-425.
Signature by Preparer

From the dropdown, select your name as the preparer. All other fields are auto populated based on the information you provided when you requested access to PMS.
**Signature by Certifier**

**13. Certification:** By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and intent set forth in the award documents. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001).

<table>
<thead>
<tr>
<th>a. Typed or Printed Name and Title of Authorized Certifying Official:</th>
</tr>
</thead>
<tbody>
<tr>
<td>b. Signature of Authorized Certifying Official:</td>
</tr>
<tr>
<td>c. Telephone (Area code, number and extension):</td>
</tr>
<tr>
<td>d. Email Address:</td>
</tr>
<tr>
<td>e. Date Report Submitted:</td>
</tr>
</tbody>
</table>

**Paperwork Burden Statement**

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is 4040-0014. Public reporting burden for this collection of information is estimated to average 1 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: US Department of Health & Human Services, OS/OCIO/PRA, 200 Independence Ave, SW, Suite 330-E, Washington DC 20201. Attention: PRA Reports Clearance Officer

| Standard Form: | 425 |
| OMB Approval Number: | 4040-0014 |
| Expiration Date: | 02/28/2025 |

[Form Options: Edit Report, Certify, Cancel]
Signature by Certifier (cont.)

Block 13: Certification Mandatory: The certifying official is the individual who has the knowledge and authority to certify that the figures reported on the SF-425 are accurate and complete.

Block 13a: Name and title of authorized certifying official: This line item will be pre-populated with the certifying official's name and title.

Block 13b: Signature of authorized certifying official: The authorized certifying official must sign here; therefore, from the dropdown box, please select the authorized certifier.

Block 13c: Telephone: This line item is pre-populated with the telephone number (including area code and extension) for the individual listed in “Block 13a. Name and title of authorized certifying official.”

Block 13d: E-mail address: This line item is pre-populated with the e-mail address of the individual listed in “Block 13a. Name and title of authorized certifying official.”

Block 13e: Date report prepared/submitted: This line item is pre-populated based on when the grantee certifies the report in Payment Management System.
Revising a Report

After the report has been prepared & certified, you can go back to the main search screen to see the updated “Report Status”.

*If the report is completed & certified, you are compliant.*

Submitted reports can be “revised” at any time. After you click the note pad icon under actions, you will be routed to the submitted report. At the top and bottom of the report, you will see “Edit Report”. Once you select it, fields are now re-opened for you to make changes. All grayed out fields should update automatically.
Using the FFR File Upload

Under the Group Actions, you can select group functionalities.

You must select “Download” to obtain the required csv file.

For instructions for downloading and uploading the FFR, manual will be provided.
Using the FFR File Upload
Access & Banking

SUBMISSION REQUESTS
Updated Payment Management System Access Process (ID.me)

In response to the recent incidents of fraudulent activity, PMS is changing its login process to implement improved identity assurance in conjunction with multi-factor authentication. Starting February 10, 2024, grant recipients MUST register and enable multi-factor authentication with ID.me in order to log in.

The only option for logging in to the Payment Management System (PMS) is to create an ID.me account. Health and Human Services (HHS) has implemented a new dashboard (XMS) to access all their different applications, which includes PMS, and you must link your ID.me account with the XMS dashboard before you can access PMS.

1. Create an ID.me account
   ✓ The primary email on ID.me must match your PMS email (please note that your ID.me account email for PMS needs to match the email that you registered with your PMS user access)
   [https://pmsapp.psc.gov/pms/app/login](https://pmsapp.psc.gov/pms/app/login)
   ✓ If you already have an ID.me account, go to your profile and add your PMS email and set as primary
   [https://help.id.me/hc/en-us/articles/19679310213271-Setting-up-your-ID-me-account-for-work](https://help.id.me/hc/en-us/articles/19679310213271-Setting-up-your-ID-me-account-for-work)

2. Link your ID.me account with XMS dashboard
   ✓ Access [https://xms.hhs.gov](https://xms.hhs.gov)
   ✓ Go to “My Profile” on the XMS dashboard

ID.me has a No Identity Left Behind mission. If you get stuck along the way, you will see a screen inviting you to connect with an ID.me team member via video call who will verify your identity in moments. If you need assistance with sign-on issues, please submit a support request to [XMSHelp@hhs.gov](mailto:XMSHelp@hhs.gov)
Number of Days for Processing Submissions

➢ PMS is experiencing delays in processing new user access and banking requests for grant recipient users, due to controls that have been added to validate the authenticity of the user request.

➢ It is extremely important that your ID.me account be established. We receive a weekly list for users that have established their ID.me account. If your ID.me is established, we do not have to validate the user.

➢ For all banking and new users who have not established their ID.me account, we are required to contact the individual listed in SAM.gov. Please ensure the SAM.GOV contact name and phone number is up-to-date. If the individual we contact does not respond within 5 business days, request will be rejected.

➢ You can check the status of your request by using the Request ID # that was provided after you submitted your request. If you contact your assigned PMS Liaison Account, please ensure you provide that information. That is needed to obtain your submission and review it.

➢ Requests are being processed in the order of receipt. The completion process may take up to 25 business days.

➢ We apologize for the delay as we are working diligently with HHS / PSC management to clear the backlog.
Your request has been successfully submitted. To view the status of your request or to make modifications, go to our webpage, click on Request Access and then select Retrieve Existing Request. Use the Request ID below to retrieve your request.

Request ID is EST027188336760MFNCB

If you contact PMS with questions regarding your submission, please provide the Request ID populated on the screen. Save this information until your submission has been completed.

New PMS User Request Initiation

Dear Janet Doe,

You have initiated a request to access the Payment Management System (PMS). Your Request ID for this request is:

Request ID: EST027188336760MFNCB

If you need to return to your request to either complete the request, make a correction or to check on the status, you will need to input this Request ID on the Retrieve Existing Request tab.

Payment Management System

Your request has fully been submitted and it’s now awaiting approval by your supervisor. Your supervisor has been sent an approval link via Email.
SF-1199A Direct Deposit Form Instructions

1. You must complete and upload a new SF-1199A form for each banking request. Download the SF-1199A Direct Deposit Form. https://pms.psc.gov/forms/1199a-direct-deposit-form.pdf

2. All information should be typed or printed on the SF-1199A and then uploaded to your banking request prior to submission. Alterations such as erasures, correction fluid, and strike-outs are unacceptable and will invalidate the form.

3. Only 1 copy of the form is required

4. No other documents, forms, NOGA is required
Section 1 (To be Completed by Payee)

A. TYPE OR PRINT THE LEGAL ORGANIZATION'S NAME, ADDRESS AND TELEPHONE NUMBER. Note: Information must match the Entity name registered in PMS Exactly how the Awarding Agency registered it. Do not enter an individual's name in this block unless the grant was issued to an individual.

B. Type or print the LEGAL ORGANIZATION'S NAME. Do not put an individual’s name unless the grant was issued to that person.

C. Enter your organizations Federal Tax ID # or the PMS EIN

D. Check type of Bank account "Checking" or "Savings".

E. Type the account number at your Financial Institution to which the funds will be "Direct Deposited". Do not use white out or make any alterations to the account number.

F. Check the box "Other" and type Grant or NASA

G. Leave blank.

Payee Account Holder’s Certification: The individual(s) having signature authority for the bank account should sign and date.

Signature must be original or E-Signature
**Section 2**
Government Agency Name
Payment Management Services
Government Agency Address
US DHHS
PO Box 6021
Rockville, MD 20852

**Section 3 (To be Completed by Financial Institution)**
Bank must complete the form in its entirety
Signature must be original or E-Signature
Please review form before uploading
## PMS Dashboard

### PMS USER ACCOUNT NOTIFICATIONS

<table>
<thead>
<tr>
<th>Notification</th>
<th>Count</th>
<th>By</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. FFR Delinquent Reports</td>
<td>18</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. FFR Ready for Permit/Certify</td>
<td>56</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Number of Days until Recertification Required</td>
<td>227 days</td>
<td>2024-10-25 12:00:00 AM</td>
<td></td>
</tr>
<tr>
<td>4. Payee Accounts</td>
<td>104</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### MY PAYMENT REQUESTS (0)

<table>
<thead>
<tr>
<th>Transaction Number</th>
<th>Payee Account</th>
<th>Payment Type</th>
<th>Request Amount</th>
<th>Request Date</th>
<th>Due Date</th>
<th>Request Status</th>
<th>Actions</th>
</tr>
</thead>
</table>

You currently have no active payment requests.

### REQUEST HISTORY (1)

<table>
<thead>
<tr>
<th>Request ID</th>
<th>Request</th>
<th>Status</th>
<th>Assigned to</th>
<th>Comments</th>
<th>Create Date</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>UPDC06916424349YFZMR</td>
<td>Update User Contact Info</td>
<td>Completed</td>
<td></td>
<td></td>
<td>2024-02-29 04:30:50 PM</td>
<td></td>
</tr>
</tbody>
</table>

### SYSTEM ALERTS!

- **New Login Process**
  Starting February 10, 2024, HHS and non-HHS grantees will only be permitted to log into PMS with their government issued Personal Identity Verification (PIV) card or Common Access Card (CAC). While grant recipients MUST register and enable multi-factor authentication with ID.me in order to log in.

Read more...

- **SYSTEM ALERTS!**
  Effective January 24, 2024, PMS Users who log in using PMS User ID and Password will be required to go thru the Two-factor authentication (2FA) every time they login. 2FA allows the user to use the following options: Automated Phone Call or Automated Text Message to receive the passcode.
System Reports and Manuals

The Payment Management website provides you guidance on how to access financial reports that provides grantees an overview of how to run online inquires in the system. Additionally, the website also provides you information on how to access the available user guides.

Reports that are available is as follows:

- Apex Reports (Grantee Inquiry): [https://pms.psc.gov/grant-recipients/adhoc-grantee-inquiry.html](https://pms.psc.gov/grant-recipients/adhoc-grantee-inquiry.html)

Manuals/User Guides that are available is as follows:

- Adhoc Grant Recipient Reports: [https://pms.psc.gov/pms-user-guide/adhoc-grantee-inquiries.html](https://pms.psc.gov/pms-user-guide/adhoc-grantee-inquiries.html)
Points of Contacts

Help Desk Information:

Telephone Number: 877-614-5533
E-Mail: PMSSupport@psc.hhs.gov
Submit an Online Ticket: https://gditshared.servicenowservices.com/hhs_pms.

Inquiries

1. For all inquiries related to liquidation extensions which includes date changes in PMS, expired payment rejections, missing FFR’s, FFR due date changes and incorrect data populated on Lines items 1 thru 9 of the FFR in PMS please contact the Regional Financial Contact, Federal Project Officer, Grants Management Specialist, or Regional Officer listed on the Notice of Grant Award.

2. For all inquiries related to the data populated on the FFR for Line item 10a. Cash Receipts, 10b. Cash Disbursements and line item 10d. Total Federal Funds Authorized and technical assistance needed, please contact PMS Helpdesk. Please ensure that you provide the Payee Account Number (PAN), PMS Document Number and Sub-account number and provide the details of the issue.

You may also contact your PMS Liaison Accountant. To locate your accountant, please select the link below. https://pms.psc.gov/find-pms-liason-accountant.html
Can we have more time after login to complete tasks before login expires? PMS does not control this requirements. Financial Systems in HHS all follow this requirements per our OCIIO office.

What do you do if you don't see your report available to file? (1) Check the Grantee Inquiry – Authorization to see when your grant authorization was posted, (2) ensure you have access to the FFR Module and (3) Notify your Grants Officer of missing report.

How are we reporting data on our Semi-Annual Reports? The amounts you enter on the reports are “cumulative”.

Is there someone directly at PMS that they submit the entity update request to? NO, if there’s a change in your organization name, address, UEI, or Tax ID Number you must contact the Awarding Agency after you have verified all information in SAM.gov has been updated. The Awarding Agency will submit the request via the Payment Management System and will route through the proper channels for processing.

Do final 425s need to be emailed to the closeout email address and PMS or just PMS now? NASA will provide you information regarding closeout reports; however, no reports are submitted to PMS via Email. All reports must be submitted in the FFR Module.
Where would we be able to find a performance report? Contact your Grants Officer at NASA, performance reports are not submitted in PMS.

Is the template specific to the user info? or a general template? The information provided on the FFR-425 template is specific to the organization.

Since we changed from quarterly to Semi-annual, what months will reports be due?

1st Semi-Annual FFR (March 31st)
Due by April 30th
Reporting Period Covered October thru March
Available in PMS on April 1st

2nd Semi-Annual FFR (September 30th)
Due by October 30th
Reporting Period Covered April thru September
Available in PMS on September 1st
I have been trying to get access to PMS for several weeks and keep running into problems. Is there a staff person who can help troubleshoot? You may contact PMS Support @ 877-614-5533 or contact your PMS Liaison Accountant directly. If you do not know your liaison accountant, on the home page select the Support Tab and then Find My Liaison Accountant.

I tried, but I cannot login with my previous login, I requested access, received it and approved by my supervisor, still cannot login. After 60 days of non-activity, PMS will deactivate your PMS User ID. Once deactivated, you will have to submit a new request. PMS is does not reactive a PMS User ID. If you have submitted your request and you are still unable to login, please check the status of your request. Request must be fully processed before you can access to PMS.

Is there a limit to how many individuals can have access from our organization? No

Are different individuals able to different roles in PMS? Yes

What is PIN vs PAN? Payee Identification Number (PIN) 5 digits – F1234 / Payee Account Number (PAN) 7 digits – F1234P1 or F1234B1. The individual who requests payments via PMS will know this information for your organization. Older Accounts have 4-digit PIN and 5-digit PAN.
I have not received my payment request. Who should I contact? Before you contact your PMS Liaison Accountant, check your PMS Dashboard. If payment is awaiting agency approval, you can select action to see where it is in the process. You should also check the Apex Reports – Grantee Inquiry – Financial Transaction Inquiry.

Expired and Restricted Payments: If your grant award has expired (90/120 days after the budget ending date in PMS) or a restriction has been put into place, payment are routed to the PMS holding file. Staff is required to contact the Awarding Agency for approval before any funds are released. If approval is not received within 3 to 5 business day, the payment will be rejected, and you will be notified via Email. You can also check your dashboard and the Financial Transaction Inquiry.
Thank You for Attending