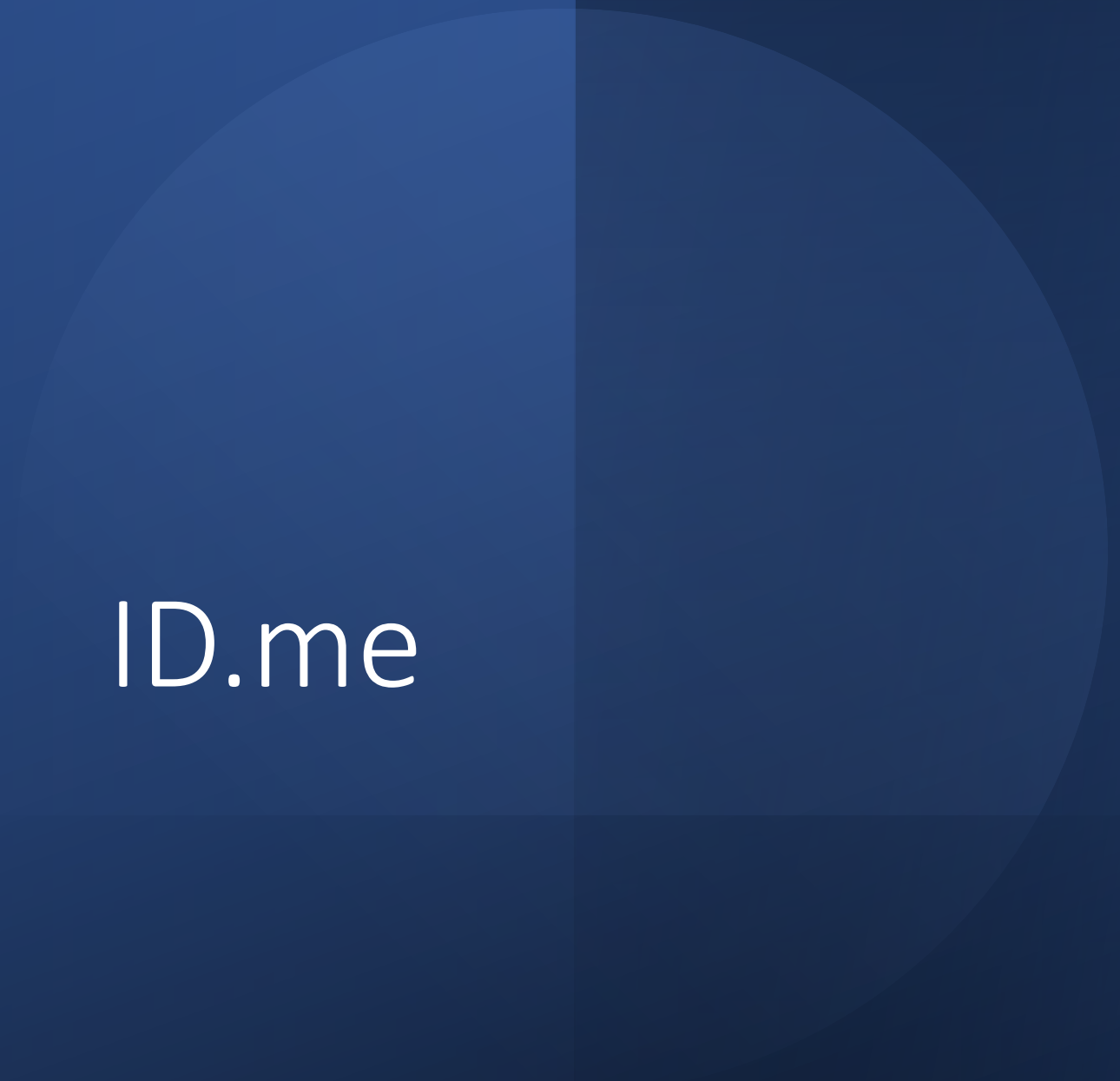


INA Quick Reference Guide to ID.me & Payment Management System (PMS)

Prepared by the Division of Indian and Native American Programs (DINAP)

This quick reference guide is designed to support Indian and Native American (INA) grantees by providing clear, easy-to-follow guidance on navigating ID.me and the Payment Management System (PMS)—two critical platforms for accessing and managing federal grants. The guide aims to reduce barriers to participation by offering step-by-step instructions, essential system knowledge, and helpful visual aids to strengthen technical readiness and compliance.



The logo consists of a large, light blue circle that is partially cut off by the right edge of the frame. The text 'ID.me' is centered within this circle in a white, sans-serif font. The background is a solid dark blue color.

ID.me

Understanding ID.me



What is ID.me?

ID.me is a secure digital identity verification platform that verifies your online identity.



What are the functions of ID.me

- Verifies your identity for government services, healthcare, retail discounts, and more.
- Helps protect against fraud and identity theft.
- Allows login to multiple services with one secure account, i.e., PMS, IRS, VA, VA, DHHS, SSA



Am I eligible for ID.me?

Yes, anyone over the age of age of 18 can create an ID.me account

ID.me is the official identity verification provider for several federal and state agencies, including:

- Internal Revenue Service (IRS)
- U.S. Department of Veterans Affairs (VA)
- Social Security Administration (SSA)
- State Benefits
- Unemployment Benefits
- Healthcare Systems

Creating an ID.me Account

Gather Required Information

- Email – Use a personal, active email address
Tip: Choose an email address you will maintain long-term. Your ID.me account is tied to *you* personally, not your organization. Avoid using a work email, as this could cause access issues if your employment changes. Using a personal email ensures you retain control of your account in the future.
- Verify the email is spelled correctly.
- Password – Create a strong password
Tips: Avoid reusing passwords, use a passphrase, mix characters, avoid predictable patterns, consider a password manager
- Phone – **What Type of Phone Should I Use?**
- **Use a personal mobile phone** for ID.me multi-factor authentication (MFA).
- A **cell phone with text or app capability** is required to receive security codes or push notifications.
- **Landlines are not recommended**, as they do not support text or app-based MFA.
- **Avoid using work phones or shared devices.**
- Your ID.me account is personal and should stay with you regardless of your employer.
- SSN – Social Security Number is required.
- Photo ID – A valid driver's license, passport, or government-issued ID.
- Camera – For uploading ID and a video selfie

Create Your Account



1. Visit [Create an ID.me account](#)
2. Click on the Sign In button in the top right corner of the screen
3. Select Create an ID.me account
4. Enter your personal email address and create a password using these requirements:
 - **Lowercase letter**
 - **Number**
 - **Upper case letter**
 - **At least 8 characters**
 - **Should not be common or easy to guess**
5. Click create account
6. Confirm your email

Complete Verification

- Set up multi-factor authentication
- Verify Your ID by uploading document photos (front and back)
- Complete video selfie for facial recognition
- Enter your Social Security Number when prompted
- Review and confirm your information

Managing Your ID.me Account

Account Limitations

You can only have one ID.me account. You can merge accounts only if you see a screen stating that this option is available. The option to merge accounts is limited and may not be available to you. ID.me Support cannot manually merge accounts for you.

If you are not presented with a merger option:

1. Sign In to Your Verified Account: Use the email hint provided to access your original account.
2. Close the Duplicate Account:
 - Sign in to the duplicate account.
 - Navigate to Sign In & Security > Privacy.
 - Under "Manage my data," select Remove my data.
 - Choose my account, provide a reason, and confirm

Editing Your Account



Yes, you can edit your account. Editing your account on the ID.me site will automatically update your account to all sites linked to your ID.me account.

1. Go to: <https://www.id.me/>
2. Sign in with your email and password.
3. Click your name (top right) of "My Account"
4. Select "Manage Profile" or "Sign In & Security" depending on what you what you need to change.

Helpful Resources

- Video: [How to Verify Your Identity with ID.me](#)
- [ID.me Help Center](#) (Visual Aids and FAQs)



Managing Your ID.me Account and When to Edit

When and How to Edit Your ID.me Account

1. You should update your **ID.me account anytime your personal information changes**, especially your email address, as it is your primary login credential and used to verify your identity.

Important: Always update your ID.me account **first before making changes to other systems that rely on your ID.me login**, such as PMS or Grant Solutions. These platforms pull your verified identity from ID.me. If the email address does not match, it can create access issues or prevent a successful login.

How to Update Your Email or Info in ID.me:

1. Log in to your ID.me account at <https://www.id.me>
2. Go to **“My Account”** and select **“Update Email”** or other relevant fields
3. Follow the prompts to verify your new email or identity information
4. Confirm the changes via the confirmation email sent by ID.me

Then Update Linked Systems:

Once your ID.me account has been successfully updated, you can proceed to update your profile on other platforms, such as PMS, ensuring the same email address is used to avoid any system conflicts.

Payment Management System (PMS)

Payment Management System (PMS) Overview

The Payment Management System (PMS) is a centralized grants payment and cash management system operated by the U.S. Department of Health and Human Services (HHS). It facilitates the disbursement of grant funds, financial reporting, and cash management services for federal grant recipients.

Submission of quarterly ETA 9130 Financial Reports

If the person submitting the 9130 report doesn't have access to PMS, they will need to complete the New User Access Request form – [Click here for the form– New User Access Request form](#)

When completing the User Access Request form, if there is a check box that says, "Federal Financial Report (FFR), they should check the "Reviewer" and "Approver" boxes. If there is a check box that says Financial Report DOL ETA-9130, they should check the "Reviewer" and "Approver" for that box as well.

[Click here: Steps for Requesting Access to ETA 9130 Reports in PMS](#)

If the person submitting the 9130 report already has access to PMS but does not have access to the Federal Financial Reporting Reporting menu, then they will need to update their User Privileges in PMS and request access to the Federal Financial Reporting Reporting Menu. Attached are the steps for updating User Privileges to get access to the ETA -9130 report.

Accounts will be deactivated if the user does not sign into PMS every 60 days. Once an account is deactivated, the "New User Request" form will be required again.

Payment Management System (PMS) Overview

The Payment Management System (PMS) is a centralized grants payment and cash management system operated by the U.S. Department of Health and Human Services (HHS). It facilitates the disbursement of grant funds, financial reporting, and cash management services for federal grant recipients. Summary payment data is publicly accessible via the TAGGS (Tracking Accountability in Government Grants System) website. Request drawdowns of federal funds for approved grant expenditures.

Payment Requests

Request drawdowns of federal funds for approved grant expenditures.

The Division of Grants and Contracts (DOGE) reviews payment requests submitted through the Payment Management System (PMS) to ensure compliance with federal grant terms and allowable cost principles, requests for drawdowns of federal funds for approved grant expenditures.

Submissions must include a clear, detailed description of the purpose of the request. Summary payment data is publicly accessible via the TAGGS (Tracking Accountability in Government Grants System) website.

Requesting Payment Through PMS | Drawdown Information

Justifications are now required for requests for payment (drawdown). The justification submitted should be detailed and include a breakdown of costs associated with the request. At a minimum, your request should include the following language:

These funds will be used to cover expenditures under the Workforce Innovation and Opportunity Act (WIOA) to support employment and training activities.

Include the dollar amount associated with each of the categories for which you are requesting funds:

Personnel salaries (\$)	Supplies (\$)
Fringe benefits (\$)	Contractual (\$)
Travel (\$)	Other (\$) - Other – includes all employment and training costs and related related activities. Include the dollar amount associated with each of the the categories for which you are requesting funds. Only include those budget budget categories in your request if you have costs associated with them. For them. For example, if you don’t have contractual expenses, then don’t include don’t include the contractual budget category in your justification.
Equipment (\$)	
	Only use the budget categories identified on your SF-424A in your justification. justification.
	Please do not include any Personally Identifiable Information (PII) in your your request.

Requesting Payment Through PMS, *cont.*

This note should not be included as part of the justification for payment requests; this is for training purposes only.

[Click Here to Learn More: AWARDING AGENCY TRAINING FOR CROSS SERVICING AGENCIES \(NON-HHS\)](#)

Or follow this QR code for more information.



Resources- Payment Request Guidance Support Aid

[Click Here to Learn More – AWARDING AGENCY TRAINING FOR CROSS SERVICING AGENCIES \(NON-HHS\)](#)

Or follow this QR code for more information



Payment Request Guidance Support Aid

[Click Here to Learn More: DOL Guidance PMS Payment Requests and Mandatory Justification](#)

Or follow this QR code for more information.



EXAMPLE

These funds will be used to cover expenditures under the Workforce Innovation and Opportunity Act (WIOA) to support employment and training activities. This request includes personnel salaries (\$5,500.35), fringe benefits (\$1,422.50), supplies (\$35), and Other (\$21,350). Other – includes all employment and training costs and related activities.

Please note: In this example, travel, equipment, and contractual budget categories were not included because there were no expenses for those items.

This note should not be included as part of the justification for payment requests; this is for training purposes only

These funds will be used to cover expenditures under the Workforce Innovation and Opportunity Act (WIOA) to support employment and training activities. This request includes personnel salaries (\$5,500.35), fringe benefits (\$1,422.50), supplies (\$35), and Other (\$21,350). Other – includes all employment and training costs and related activities.

Please note: In this example, travel, equipment, and contractual budget categories were not included because there were no expenses for those items.

This note should not be included as part of the justification for payment requests; this is for training purposes only

How to Register for Payment Management System (PMS)

Follow these steps to request access to PMS:

1. Create an ID.me Account
Visit <https://www.id.me/> and complete the identity verification process.
Note: Use a personal, long-term email and a cell phone capable of receiving text messages or app-based codes.
2. Go to the PMS Website
Navigate to the Payment Management System at <https://pms.psc.gov/>.
3. Request New User Access
On the homepage, click “User Access” and select “New User Access” from the dropdown menu.
4. Enter Organizational Details
Complete the form using your organization’s:
 - PAN (Payee Account Number)
 - EIN (Employer Identification Number)
 - DUNS or UEI (Unique Entity Identifier)
5. Specify Your Access Level
Choose your appropriate user role (e.g., Preparer, Approver, Inquiry Only) based on your organization’s internal structure and needs.
6. Submit the Form
After completing all required fields, submit the access request form. You may be prompted to log in through your ID.me account to verify your identity.

Information Needed

PAN, EIN, DUNS	Your organization's grant and identification numbers
Authorized Contact	Official point of contact details
Access Level	Preparer, Certifier, etc.

Important: Approval from your organization's Authorizing Official may be required to complete the access process.

How to Register for Payment Management System (PMS)

How Do I Make Changes to My Account?

Changes can be made under 'User Account Maintenance' in PMS.

Ensure your ID.me profile is current before updating.

Not updating your information may result in login problems or delays in payment processing.

Requesting Payment Requirements Details

Overview of PMS Payment Request and Budget Justification:

Payment Form

- **Submit through the PMS portal with a clear budget breakdown** and a detailed justification for the requested funds

Budget Justification

- A **detailed narrative** that explains the necessity and intended use of requested funds, aligned with approved budget categories. See Drawdown Information on page 7.
- **DOGE Review** Oversight review at <https://doge.gov/payments>

Tip: Submit separate requests for each funding source.

Submitting the ETA 9130 (L) Financial Report

1. **Log into PMS:** Go to the Payment Management System (PMS) using your Login.gov credentials.
2. **Navigate to Reporting:** From the PMS home screen, click on "Federal Financial Reporting".
3. **Select the Correct Report:** Choose the ETA-9130 (L) form for your specific grant.
4. **The Preparer will complete the Form:** Fill in all required fields, ensuring ensuring accuracy in reported expenditures and obligations. After that is that is complete, the Preparer should notify the Certifier to review and submit the report.
5. **To Certify:** The Certifier will check the certification box to confirm the data the data is correct and complete.
6. **Submit:** The Certifier will click "Submit" to finalize the report. You should should receive confirmation of successful submission.

Tip: Reports are due no later than 45 days after the end of each calendar quarter.

Helpdesk Information

Email: PMSSupport@psc.hhs.gov

Phone: 1-877-614-5533

Website: <https://pms.psc.gov/support/help-desk.html>

Best Practices and Training Resources

Best Practices for Payment Requests

Align with Approved Budget

Ensure the requested amounts match the approved budget and spending categories. If modifications to your budget are needed, contact your assigned Federal Project Officer.

Coordinate with Finance and Program Office

Collaborate to ensure reported expenditure is accurate and allowable. Confirm that all costs are incurred during the approved period of performance.

Double-Check Entries Before Submitting

Review for math errors, typos, or incorrect grant numbers. Ensure all fields are filled out completely and correctly.

Monitor Remaining Balances

Track your drawdowns regularly in PMS. Compare against your grant award and award and internal financial records to monitor fund availability.

Use Consistent Naming Conventions

Use standard titles for attachments and notes in your PMS request (e.g., "Q2_PaymentRequest_TrainingCosts").

Training and Tutorials on Requesting Payment | Drawdowns Training and Defend the Spend Guidance

- Grant Recipient Training: <https://pms.psc.gov/training/grant-recipient-training.html>
- 9130 Guide: https://www.dol.gov/sites/dolgov/files/general/grants/grant-solutions/ETA-9130_Grantee_User_Guide.pdf
- Awarding Agency Training for Cross-Servicing Agencies (Non-HHS): <https://acrobat.adobe.com/id/urn:aaid:sc:va6c2:dbd6dec2-1305-45d0-949c-b76f9a290dd3?viewer%21megaVerb=group-discover>
- Define the Spend: <https://acrobat.adobe.com/id/urn:aaid:sc:VA6C2:d2cbc98e-5b3b-40b9-b429-a406b6dd7a39?viewer%21megaVerb=group-discover>