

New NEH Award recipients are required to submit banking information to receive payments. An ACH Enrollment Form is made available within eGMS and can be accessed by clicking on the link in the left navigation panel (Figure 1) or by clicking on the Award # under “Awards” and then selecting the “Forms & Reports” tab (Figure 2).


Figure 1. Accessing the ACH Enrollment Form

The screenshot shows the eGMS REACH interface. At the top, there is a navigation bar with 'eGMS' and 'REACH' on the left, and 'Home', 'Awards', 'Account', and 'Help' on the right. Below the navigation bar, there is a 'Reminders' section with a bell icon. A reminder for 'Award FZ-123456-22' is displayed, with a link to 'Form To Complete: ACH Enrollment Form'. Below the reminder is the logo for the National Endowment for the Humanities. To the right of the reminder is a 'Welcome to eGMS Reach.' section with instructions for panelists, grantees, and account updates. Below the welcome message is a 'Free Subscription' section with a red bird icon and a link to 'My Information'. Below the subscription section is a box with information about email notifications and DMARC. At the bottom right is an 'Awards' section with a table listing awards.

**Reminders**

Award FZ-123456-22

[Form To Complete: ACH Enrollment Form](#)

 **NATIONAL ENDOWMENT FOR THE HUMANITIES**

The National Endowment for the Humanities understands that COVID-19 may impact your funded project as activities are postponed or cancelled. Please contact your program officer and grants management specialist through eGMS Reach so we can help you explore options such as extensions, budget revisions, and scope changes. NEH program and grants management staff will work together to provide maximum flexibility within our governing authorities. It is important to note that the NEH Office of Grant Management is the only office authorized to change the funding, scope, duration or other terms and conditions of your award, and they will do so through eGMS Reach.


For more information regarding COVID-19, please visit the website for the [Center for Disease Control \(CDC\)](#).

**Welcome to eGMS Reach.**

If you are a panelist, select your panel under **My Panels**. This will allow you to access the application.

If you are a grantee, select your grant under **My Awards**. This will allow you to upload reports; submit reports; and contact NEH staff.

To update your name, contact information, or subscriptions, go to **Accounts**.

 **Free Subscription**

Visit the subscriptions tab under your account's **My Information** to receive *Humanities* featuring great authors on compelling topics in the humanities.

eGMS Reach sends official notifications to the email address associated with your account. Protect your privacy by enabling **DMARC** (Authentication, Reporting, and Conformance). If you forward messages to other addresses, you may receive phishing attempts. Therefore we recommend that you do not enable auto-forwarding on accounts which receive eGMS Reach notifications for your email address for which you are still responsible.

**Awards**


Award #	Details
 FZ-123456-22	<p><i>Sample Research Award</i></p> <p><b>Sample Institution</b></p> <p>Andrew Gaidurgis (Grant Administrator)</p> <p>Andy Gainor (Project Director)</p> <p>Jane Smith (Co Project Director)</p>

Figure 2. Accessing the ACH Enrollment Form under “Forms & Reports”

Funding Instructions Documents **Forms & Reports** Products & Media Venues Change Requests Messages (1) Write Ups

**Reporting Requirements**

To submit a report, click on the pen next to the report's name. If the pen is not visible, the report has been received and the status has been updated by agency staff, or you do not have permission to submit the report.

Actions	Report Type	Special Instructions	Due Date ▲	Extension	Submission Date	Submission Comments	Feedback	Status
	Final Financial		5/31/2024					Not Submitted
	Final Performance Progress Report		5/31/2024					Not Submitted

**Additional Forms**

Complete any forms listed below.  
Locked forms cannot be edited in Reach.

Actions	Required?	Campaign/Form	Availability Date	Due Date ▼	Submission Date	Submission By	Locked?
Select Action ▼	<input type="checkbox"/>	ACH Enrollment Form	7/1/2022	8/31/2022			<input type="checkbox"/>

- Edit Form
- View Form

There are three sections to the form and each section must be completed in order. In the first section, enter the payee’s name and EIN (Figure 3).

Figure 3. The ACH Enrollment Form: Section 1 – Payee/Company Information

Complete any forms listed below.

## ACH Enrollment Form

OMB No. 1510-0056

PRIVACY ACT STATEMENT

The following information is provided to comply with the Privacy Act of 1974 (P.L. 93-579). All information collected on this for 210. This information will be used by the Treasury Department to transmit payment data, by electronic means to vendor's finan delay or prevent the receipt of payments through the Automated Clearing House Payment System.

The estimated average burden associated with this collection of information is 15 minutes per respondent or recordkeeper, de accuracy of this burden estimate and suggestions for reducing this burden should be directed to the Financial Management Se Branch, Room B-101, 3700 East West Highway, Hyattsville, MD 20782 and the Office of Management and Budget, Paperwork R

Payee/Company Information    Financial Institution Information    Sign and Submit

Payee Name

Please enter the name of the payee/company

Sample Research Insitution

SSN or EIN

Required

123-45-6789

Close    Save    Save and Continue

In the second section, enter the financial institution information. The bank routing and account numbers are hidden except while editing and require double-key entry for confirmation (Figure 4).

Figure 4. The ACH Enrollment Form: Section 2 – Financial Institution Information

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[Payee/Company Information](#) **Financial Institution Information** [Sign and Submit](#)

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Name of Financial Institution  
Required  
Bank of America

Nine-Digit Bank Routing Transit Number  
Required  
\*\*\*\*\* Reenter to confirm \*\*\*\*\*

Depositor Account Title  
Required  
Sample Research Institute

Depositor Account Number  
Required  
12345678901234567 Reenter to confirm \*\*\*\*\*

Type of Account  
Required  
Checking ▼

[Close](#) [Previous](#) [Save](#) [Save and Continue](#)

In the last section (Figure 5), enter the name and title of the authorized official and certify that the information provided is true and accurate. You are also required to confirm that the information corresponds to active UEI SAM.gov registration data and that you will wait 24 hours before submitting a payment request to allow Reach to transmit this data to NEH’s financial system. Once completed, make sure to click the “Submit” button.

Figure 5. The ACH Enrollment Form: Section 3 – Sign and Submit

Payee/Company Information   Financial Institution Information   **Sign and Submit**

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Name of Authorized Official  
Required  
Jane Smith

Title of Authorized Official  
Required  
Grant Administrator

I certify that the information provided on this form is accurate and true.  
Required  
Yes

By submitting this information, you agree;

- The information submitted corresponds to active UEI SAM.gov registration data, and
- New payment requests using newly submitted information must wait 24 hours to allow the systems to update

Required  
Yes

Close   Previous   Save   Submit

Your form was last saved on 8/4/2022 at 6:53 PM.


Within an hour of submittal, the form will be locked (Figure 6) and can no longer be edited while the data is being transmitted to NEH’s financial application and verified. If the information cannot be verified, NEH staff will contact you and ask you to redo the submission.

Figure 6. The ACH Enrollment form – locked.

Funding Instructions Documents Forms & Reports Products & Media Venues Change Requests Messages (1) Write Ups

**Reporting Requirements**

To submit a report, click on the pen next to the report’s name. If the pen is not visible, the report has been received and the status has been updated by agency staff, or you do not have permission to submit the report.

Actions	Report Type	Special Instructions	Due Date ▲	Extension	Submission Date	Submission Comments	Feedback	Status
	Final Financial		5/31/2024					Not Submitted
	Final Performance Progress Report		5/31/2024					Not Submitted

**Additional Forms**

Complete any forms listed below.

Locked forms cannot be edited in Reach.

Actions	Required?	Campaign/Form	Availability Date	Due Date ▼	Submission Date	Submission By	Locked?
Select Action ▼	<input type="checkbox"/>	ACH Enrollment Form	7/1/2022	8/31/2022	8/4/2022 6:54:49 PM	Jane Smith	<input checked="" type="checkbox"/>

Award recipients can also request to have a new ACH enrollment form added if banking information changes by clicking on the “Change Requests” tab (Figure 7) and submitting a change request for ACH Enrollment (Figure 8).

Figure 7. Change Requests

The screenshot shows the eGMS REACH interface. At the top, there are navigation links for Home, Awards, Account, and Help. The main header identifies the user as 'Award: FZ-123456-22'. A secondary navigation bar includes links for Information, Funding, Instructions, Documents, Forms and Reports, Products and Media, Venues, and Change Requests. The 'Change Requests' section is active, displaying a list of request types: ACH Enrollment, Extension Request, Participant Change, Report Due Date Extension, and Scope/Work Plan/Budget Revision Request. A 'Submit a New Request' button is visible. Below this, a table titled 'Submitted Requests' is shown, which is currently empty with the text 'No Change Requests.' and a note that related files are listed in the 'Award Documents' tab.

Figure 8. Submitting a Change Request for ACH Enrollment.

This screenshot shows the 'Submit an Amendment or Change Request' form. It begins with a question: 'What kind of change are you requesting? (Select one)'. Below this is a table with three columns: 'Select', 'Name', and 'Description'. The 'ACH Enrollment' option is selected. The 'Special Instructions' section contains a text area with the message: 'Our banking information has changed and we need to update our ACH enrollment form.' The 'Upload documentation for your request' section lists accepted file formats (PDF, Word, Excel, Images) and a maximum file size of 100 MB. A 'Select' button is provided for uploading files. At the bottom, there are 'Cancel' and 'Submit' buttons.

Select	Name	Description
Select	ACH Enrollment	ACH Enrollment process allows awardees to provide or update bank routing and account information required for electronic funds transfers.
Select	Extension Request	Extend the award period for an award to a later date.
Select	Participant Change	An award recipient notifies NEH about a change in project personnel.
Select	Report Due Date Extension	Request an extension for the due date of a post-award report.
Select	Scope/Work Plan/Budget Revision Request	Amend the approved scope and/or work plan.