

How to Use Login.gov with eGMS Reach

Introduction

eGMS Reach is used by awardees to manage their offers, awards, and cooperative agreements, and by reviewers who participate in peer review panels. When you are granted access to a NEH award or panel, you will receive an email to initiate the process of accessing eGMS Reach.

eGMS Reach and Login.gov

As of January 16, 2023, NEH uses Login.gov for user authentication in eGMS Reach. Login.gov allows you to sign into multiple government websites (such as SAM.gov and Grants.gov) with the same email address and password. In addition, Login.gov helps protect your identity through stronger passwords and two-factor authentication. By using Login.gov, you'll get an extra layer of security to help protect your account against password compromises, hacking, and other malicious attacks.

Your Login.gov email address must be unique to you and must match the email address provided to NEH with your application or reviewer information.

Accessing eGMS Reach

You will receive an email from noreply@neh.gov that will provide you with a URL for eGMS Reach and the primary email address on record at NEH. Click on the link to go to eGMS Reach and sign into your account using Login.gov.

Tip: Be sure to add noreply@neh.gov to your email account's safe or trusted senders list. If you haven't yet done so and you don't receive the email, check your spam or junk folder.

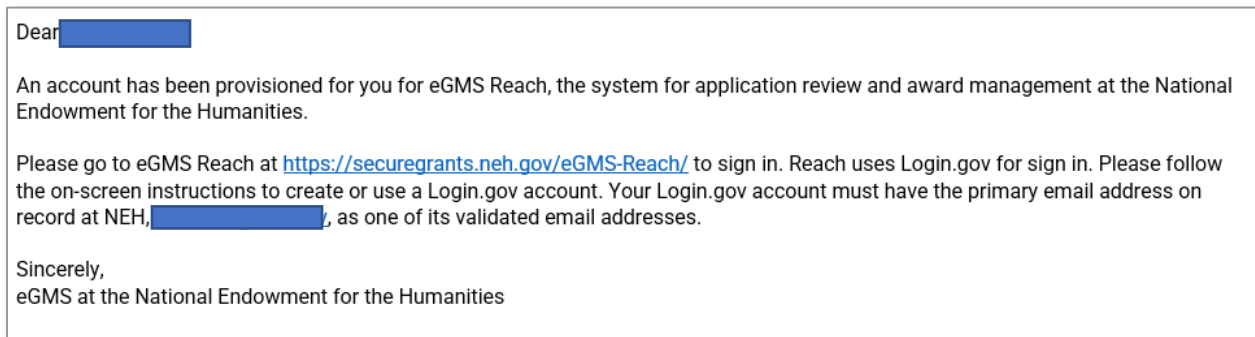


Figure 1: eGMS Reach Account Information email

Review the three prompts to access eGMS Reach using Login.gov and select the option that applies to you.

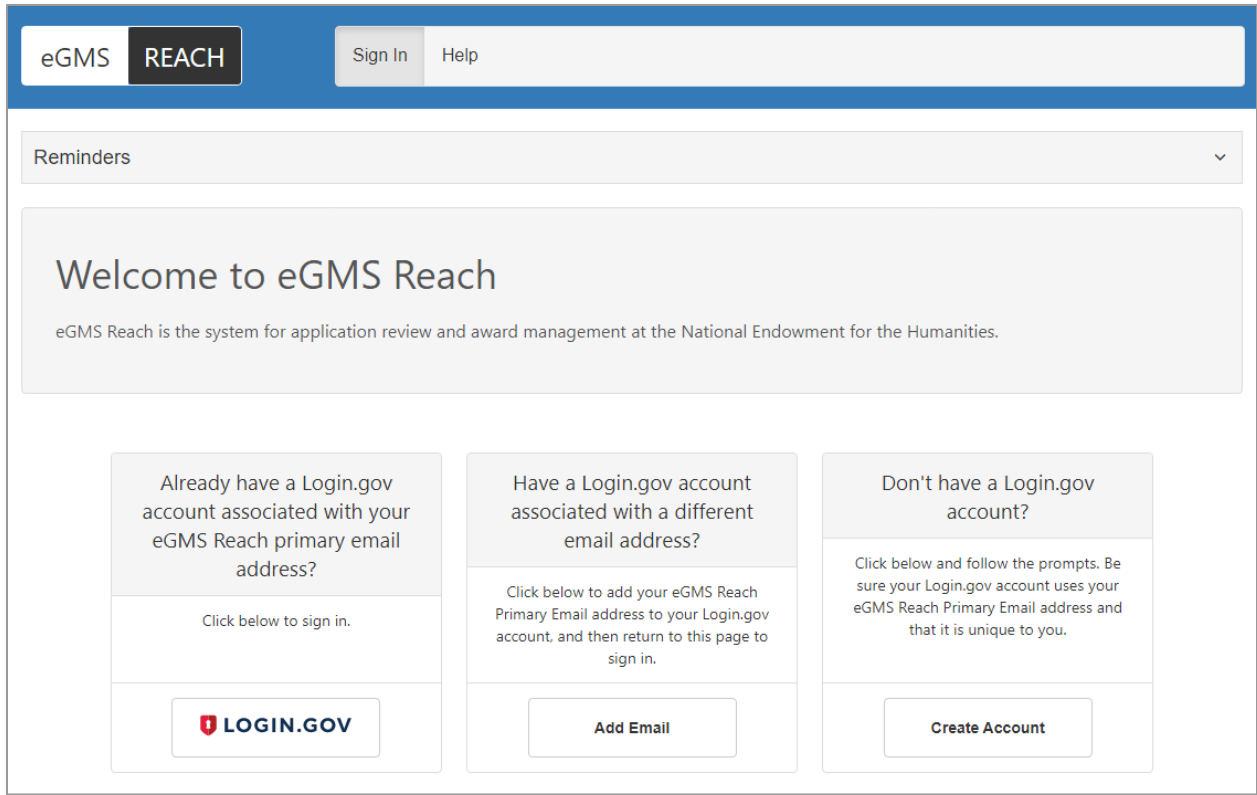


Figure 2: eGMS Reach Login Screen

For step-by-step instructions for the prompt you selected, click the option that applies to you below to go to that section of this job aid:

- [I already have a Login.gov account associated with my Reach email address](#)
- [I have a Login.gov account associated with a different email address](#)
- [I don't have a Login.gov account](#)

Sign In with Login.gov

If you have a Login.gov account, and it is associated with the email address where you received your Reach account setup email from NEH, click **Login.gov** in the box labeled “Already have a Login.gov account associated with your eGMS Reach Primary Email address?”

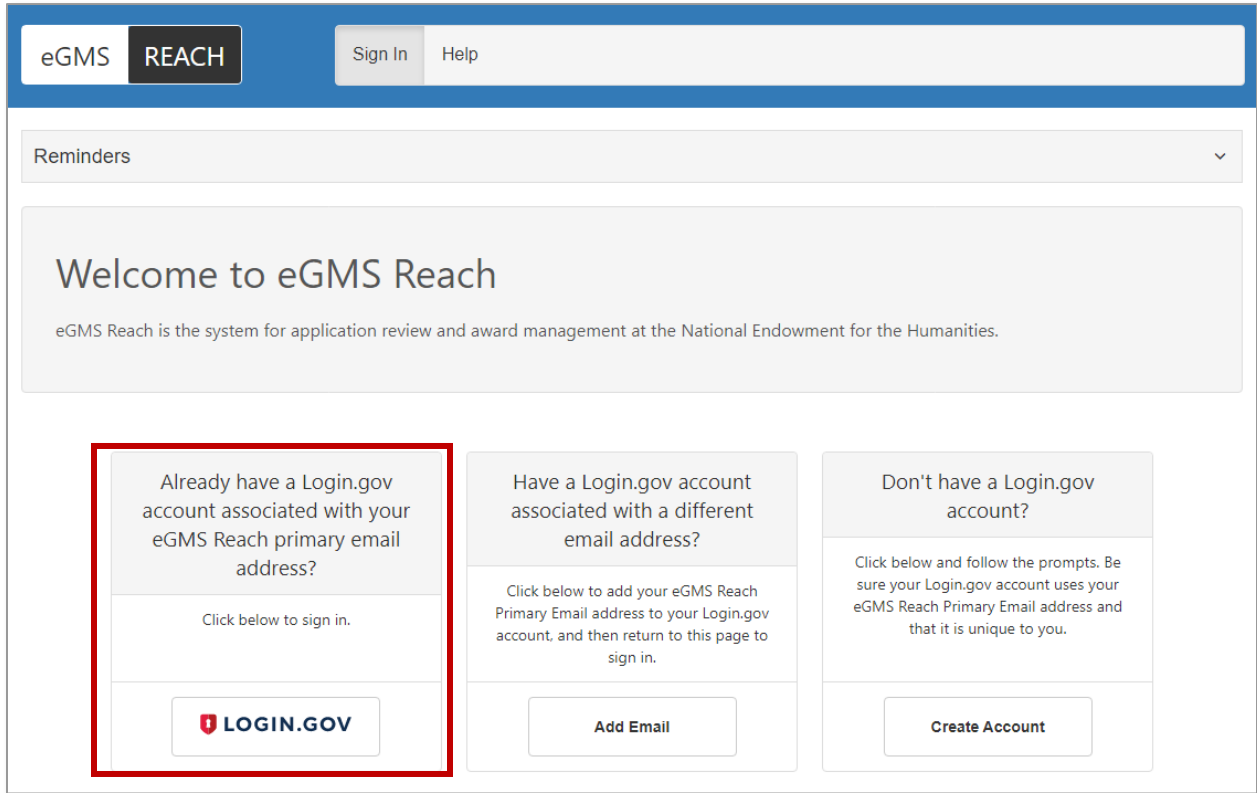


Figure 3: eGMS Reach sign-in prompt for existing Login.gov accounts associated with primary Reach email address

Sign in to your Login.gov account and authenticate using your selected multi-factor authentication method.

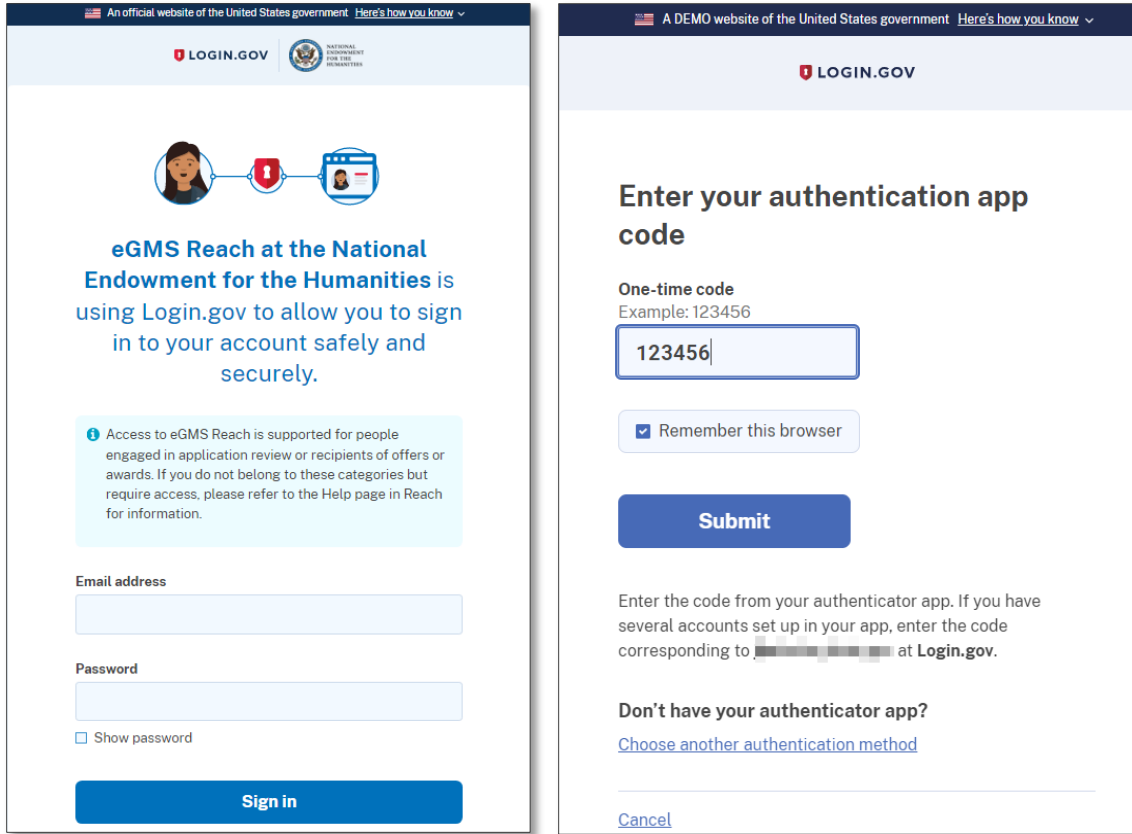


Figure 4: Multi-factor authentication in Login.gov

You will see a page informing you that eGMS Reach is requesting new information. Click **Agree and Continue**.

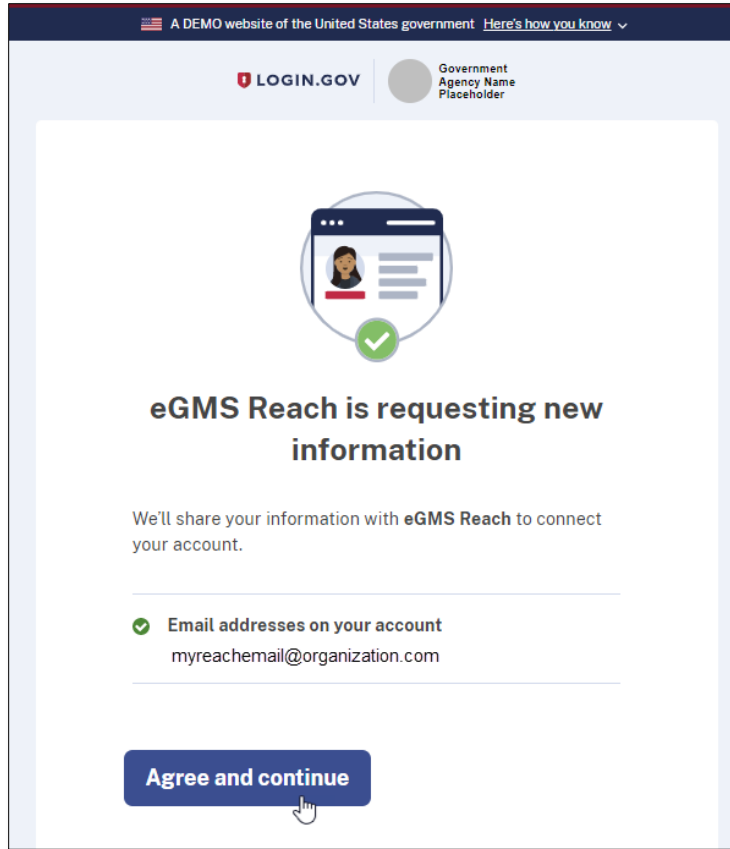


Figure 5: Agree to share information with eGMS Reach in Login.gov

After the system maps your Login.gov account to your eGMS Reach account, you will be signed in and returned to eGMS Reach. You will now see any panels or awards to which you have access.

eGMS REACH
Home Offers Awards Account Help

Reminders

1 Unread Messages

Offer Decision Due On: 11/20/2020

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 **Panels** to access the applications you are reviewing.

If you are a grantee, select your grant under **Awards** to upload reports; submit information about books or other products of your grant; submit change requests; or contact NEH staff.

To update your name, contact information, or subscriptions, use the **Account** menu option above.

Free Subscription

Visit the subscriptions tab under **Account** using the menu above to receive *Humanities* for two years to stay in touch with NEH and enjoy our gorgeous, award-winning magazine, featuring great authors on compelling topics in the humanities.

eGMS Reach sends official notifications to the email address associated with your account. Protections against spoofing and phishing are provided by Domain-based Message Authentication, Reporting, and Conformance (DMARC). If you forward messages to other addresses, this may cause eGMS messages to be flagged as illegitimate and rejected. Therefore we recommend that you do not enable auto-forwarding on accounts which receive eGMS notifications. If you do so, you may miss important official communications sent to your email address for which you are still responsible.

Offers

Award #	Details	Grants.gov Opportunity	Status	Response Deadline
[REDACTED]	[REDACTED]	[REDACTED]	This offer is ready to be viewed and accepted or declined.	11/20/2020

Figure 6: Successful sign-in to eGMS Reach

Associate Your Reach Email Address with Your Login.gov Account

If you have a Login.gov account, and it is associated with a different email address than the one where you received your Reach account setup email from NEH, click **Add Email** in the box labeled “Have a Login.gov account associated with a different email address?”

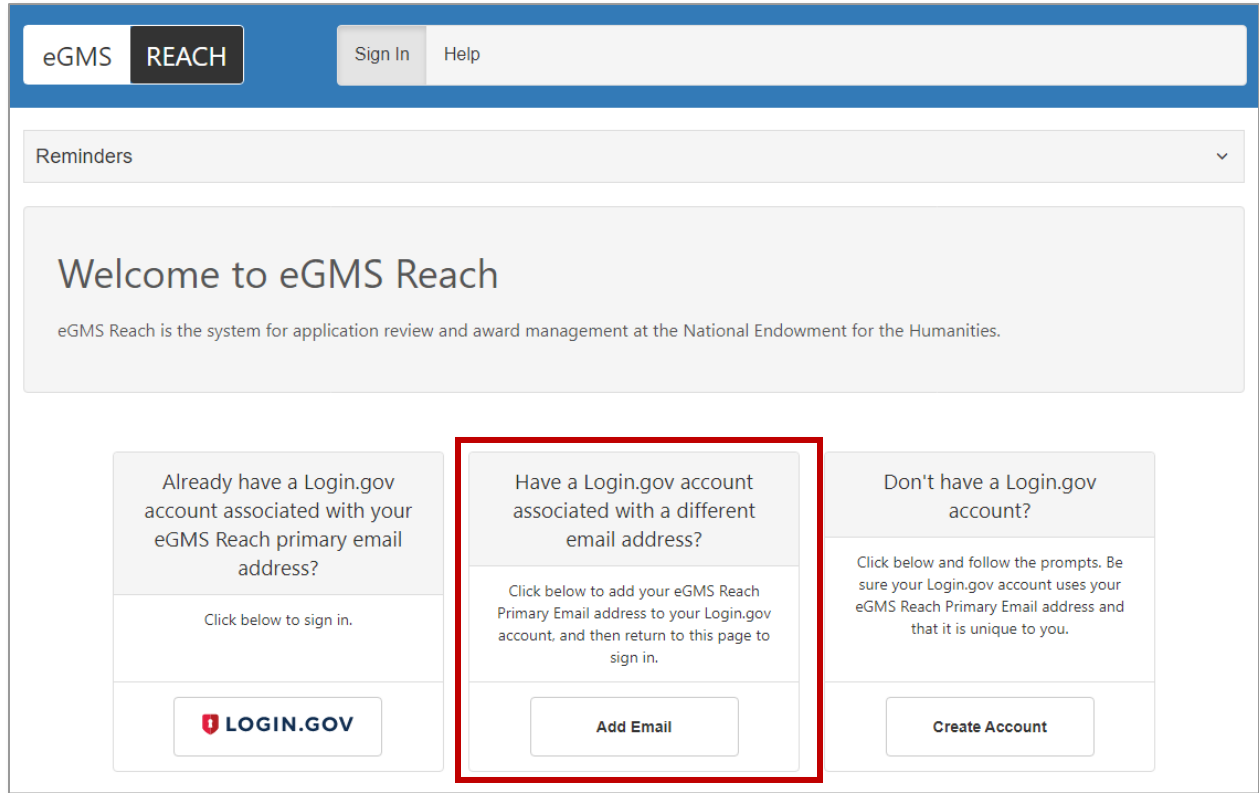


Figure 7: eGMS Reach sign-in prompt to add eGMS Reach Primary Email address to existing Login.gov account

Sign in to your Login.gov account and authenticate using your selected multi-factor authentication method.

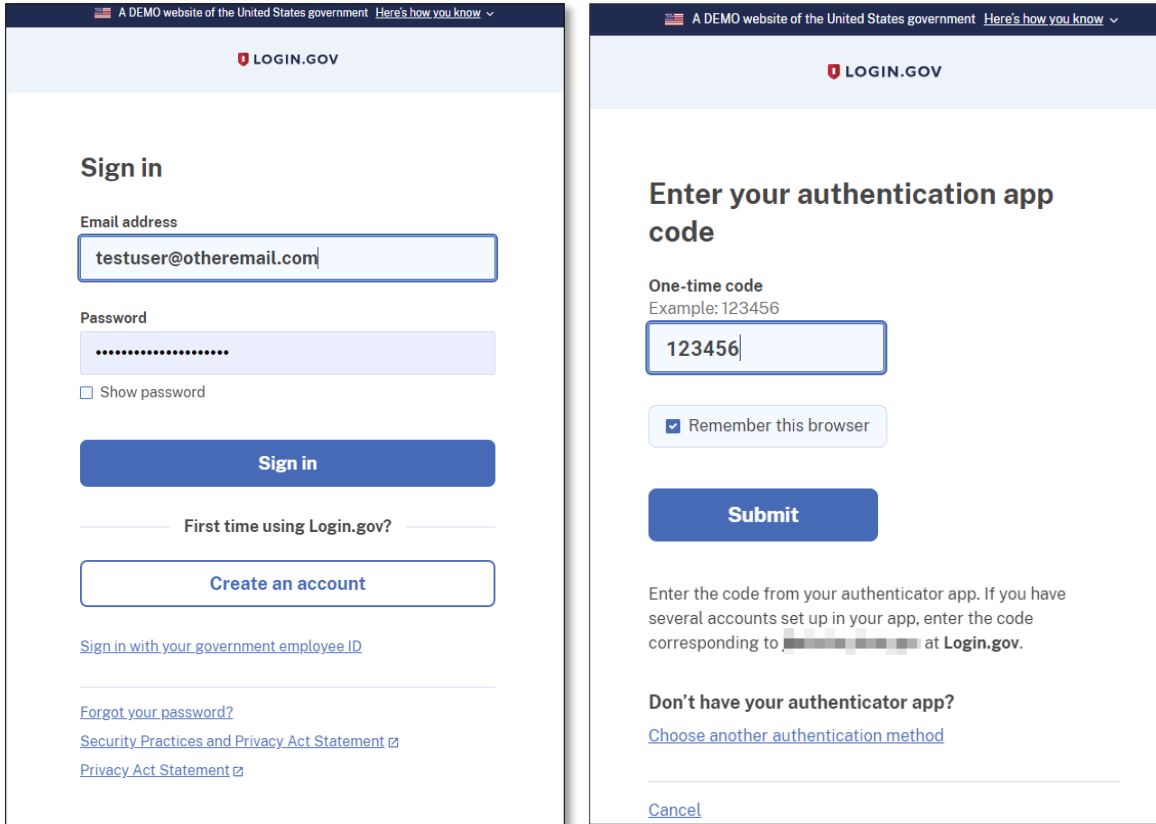


Figure 8: Multi-factor authentication in Login.gov

On the Your Account page, click + **Add new email**.

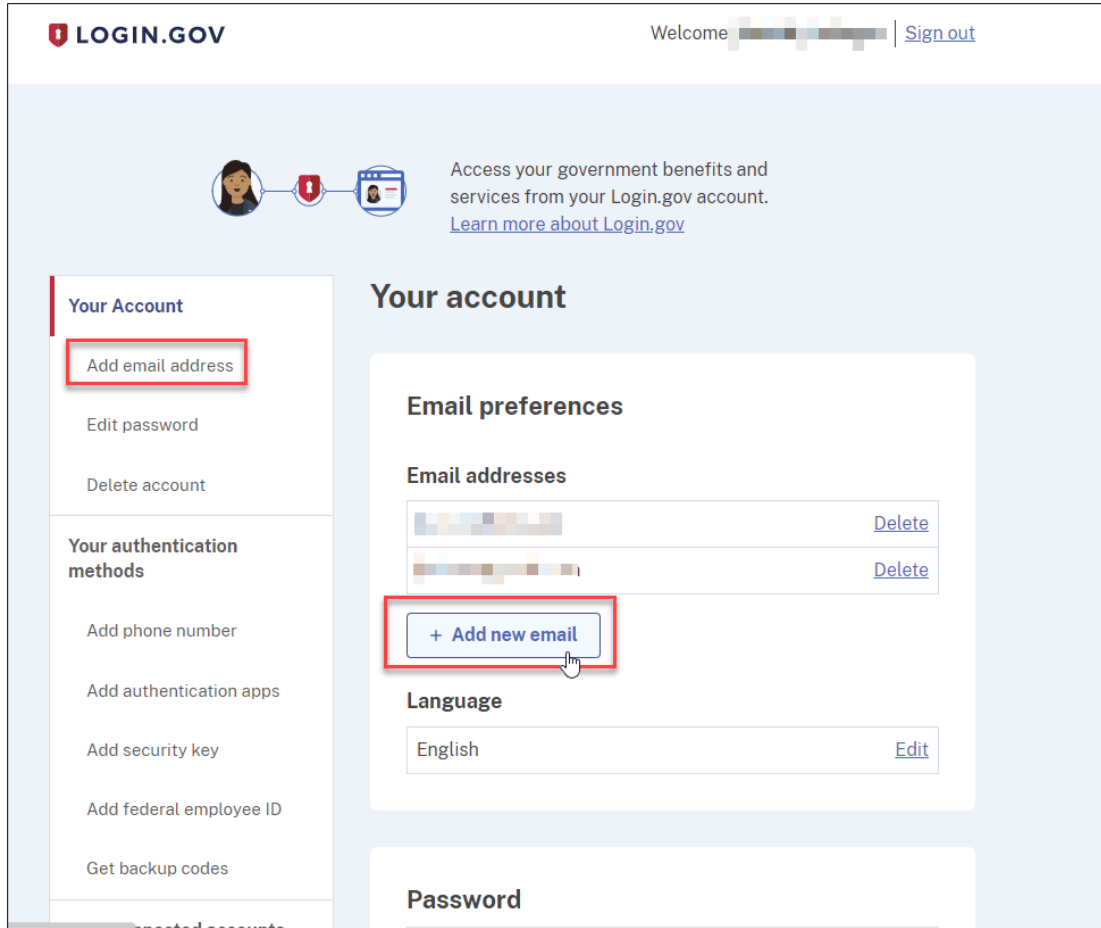
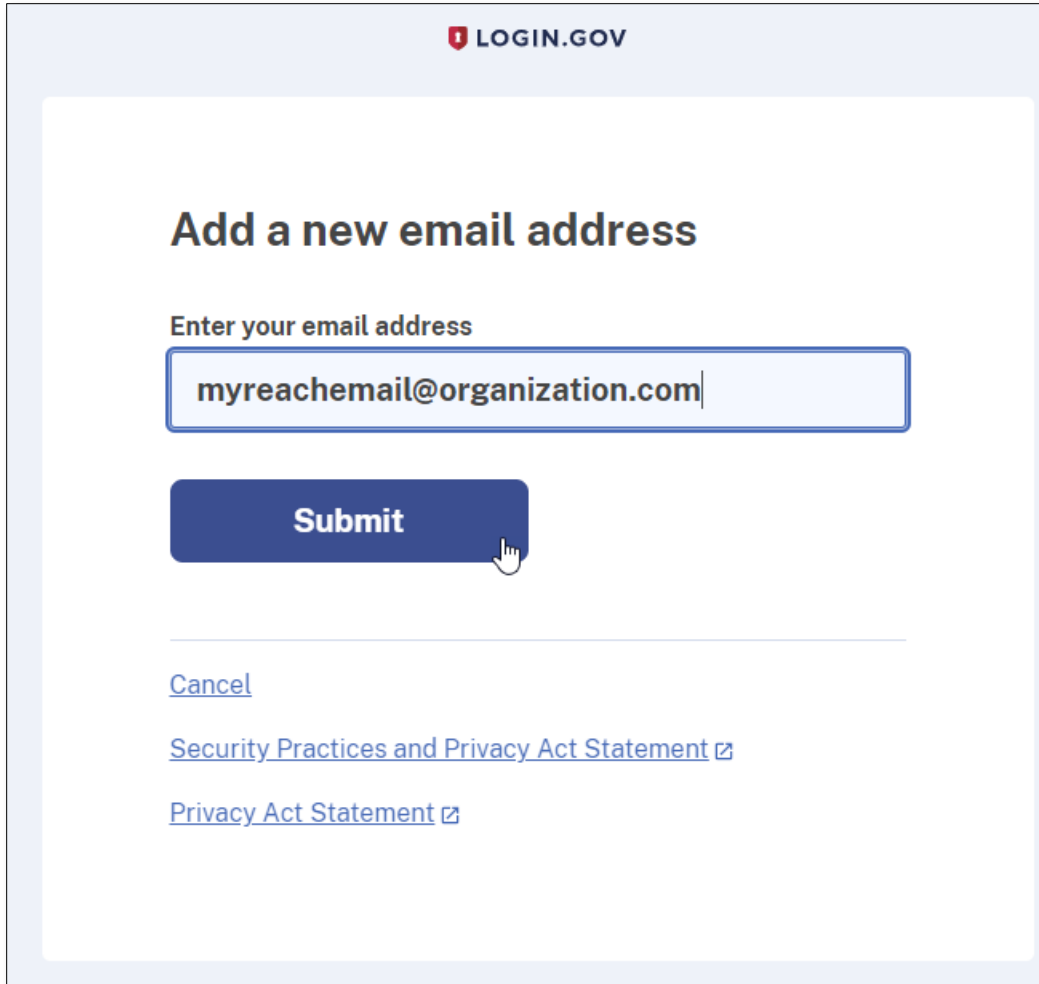


Figure 9: Adding a new email to a Login.gov account

Enter your Reach Primary Email address in the text box on the Add email address page and click **Submit**.



The screenshot shows a web form titled "Add a new email address" on the Login.gov platform. At the top, the "LOGIN.GOV" logo is visible. Below the title, there is a prompt "Enter your email address" followed by a text input field containing the email address "myreachemail@organization.com". A blue "Submit" button is positioned below the input field, with a mouse cursor hovering over it. Underneath the submit button, there is a horizontal line, followed by a "Cancel" link, and two other links: "Security Practices and Privacy Act Statement" and "Privacy Act Statement", both with external link icons.

Figure 10: Enter and submit eGMS Reach Primary Email address

Login.gov will send a confirmation email to the newly added email address.

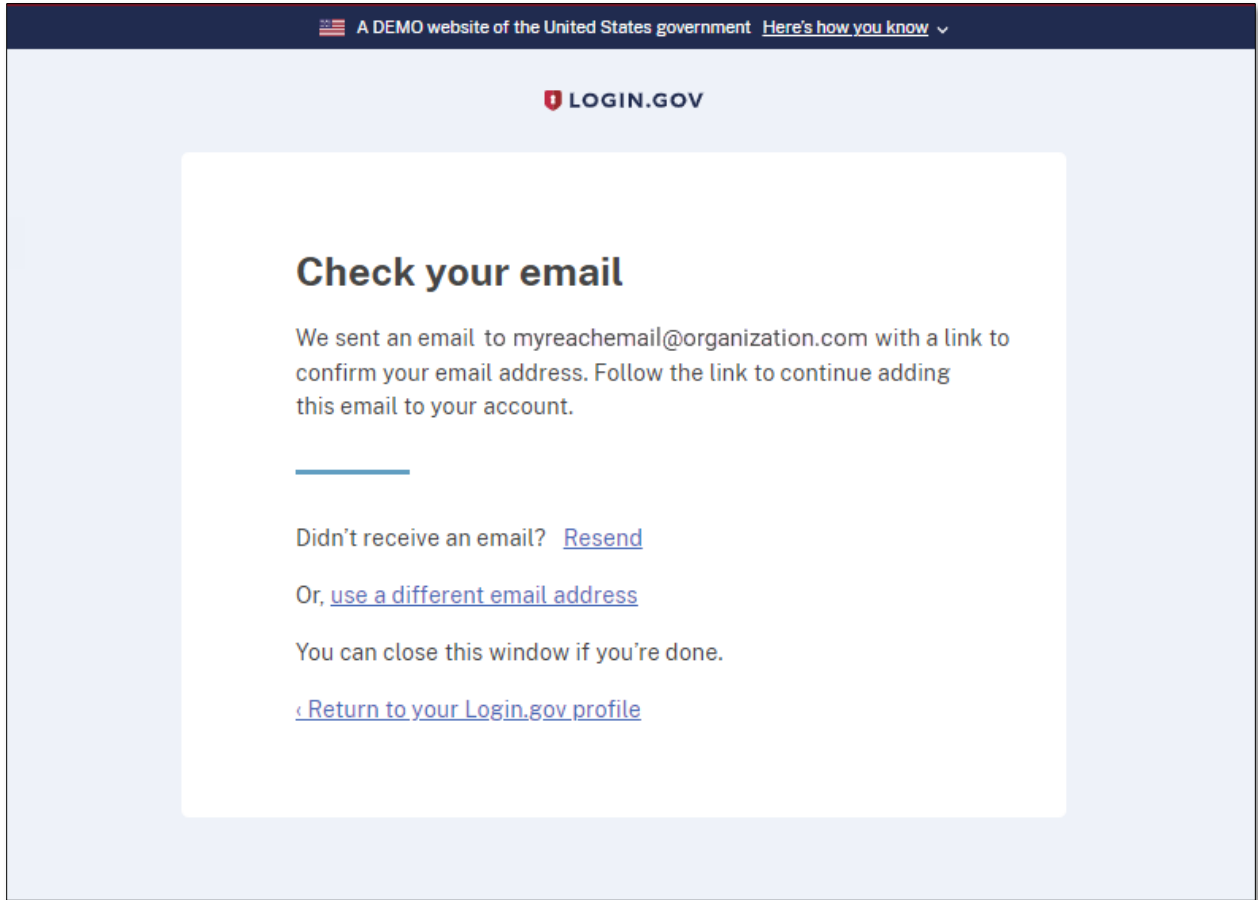


Figure 11: Login.gov instructions to confirm a new email address

In your email inbox, open the confirmation email and click **Confirm email address**.

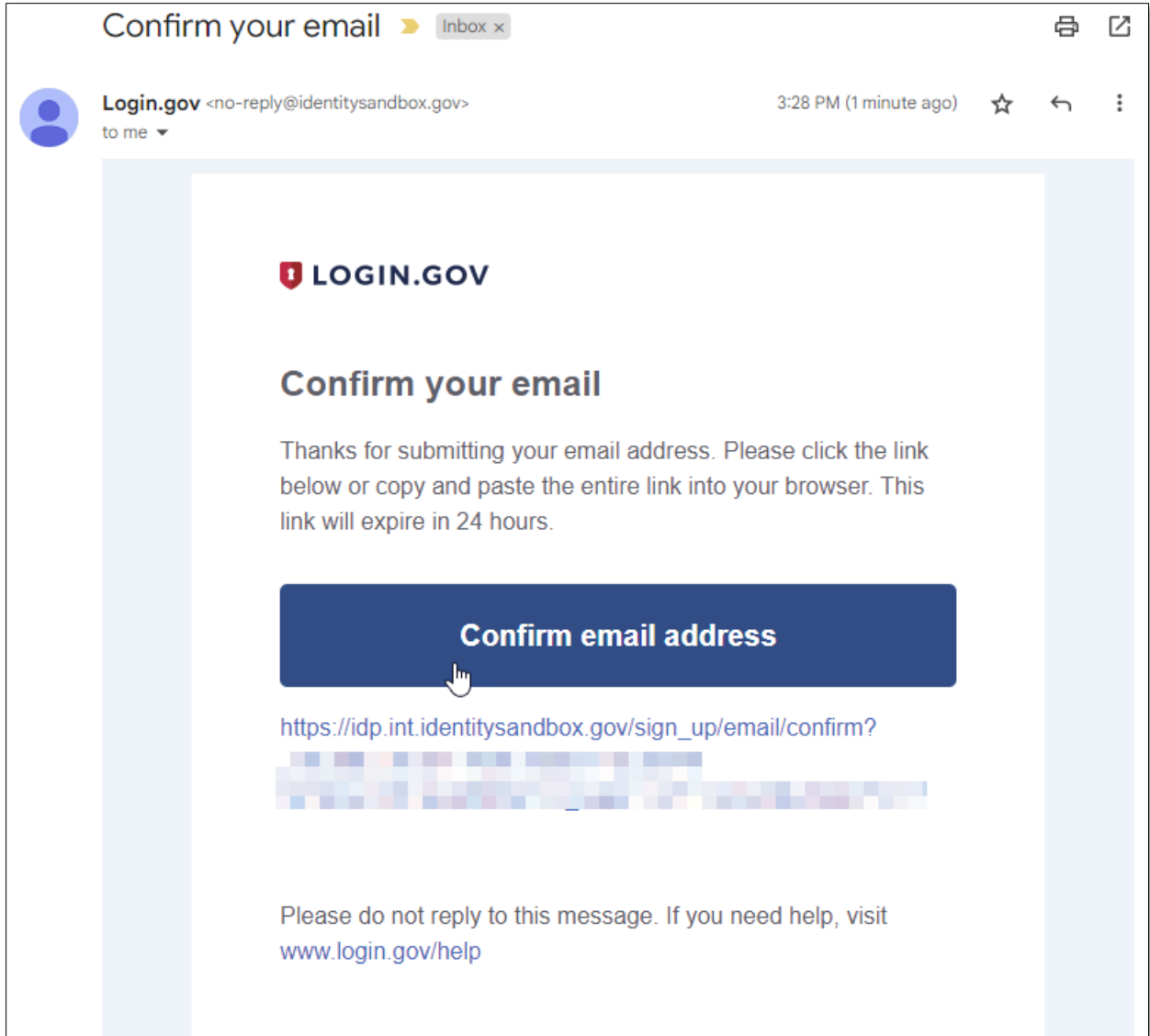


Figure 12: Login.gov confirmation email

The confirmation link will return you to Login.gov, where you must sign back in to view your account and see the newly added email address. Confirm that your eGMS Reach Primary Email address now appears in the list of email addresses on your account page.

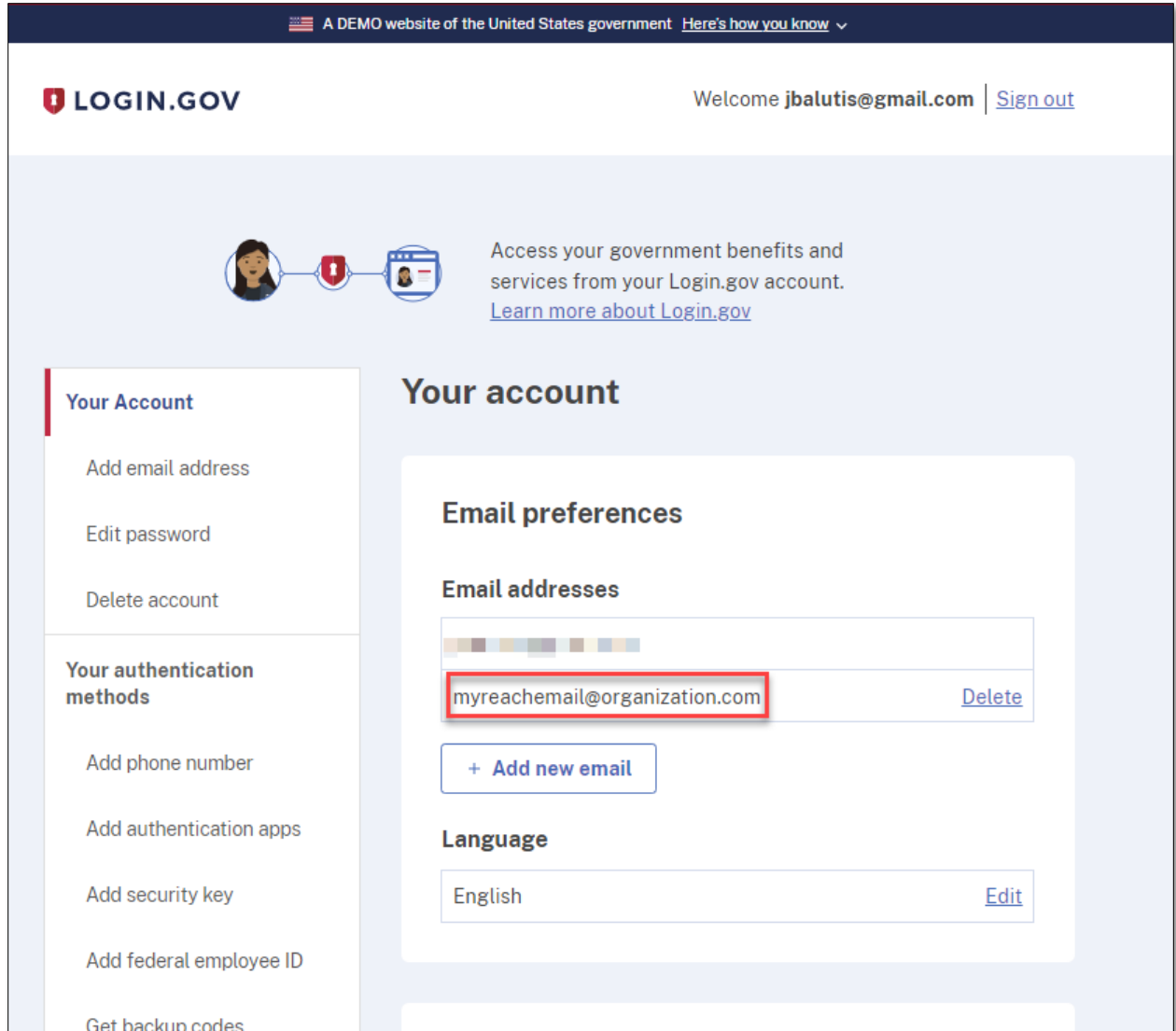


Figure 13: eGMS Reach Primary Email address added to Login.gov account

Return to eGMS Reach and log in by clicking **Login.gov** in the box labeled “Already have a Login.gov account associated with your Reach email address?”

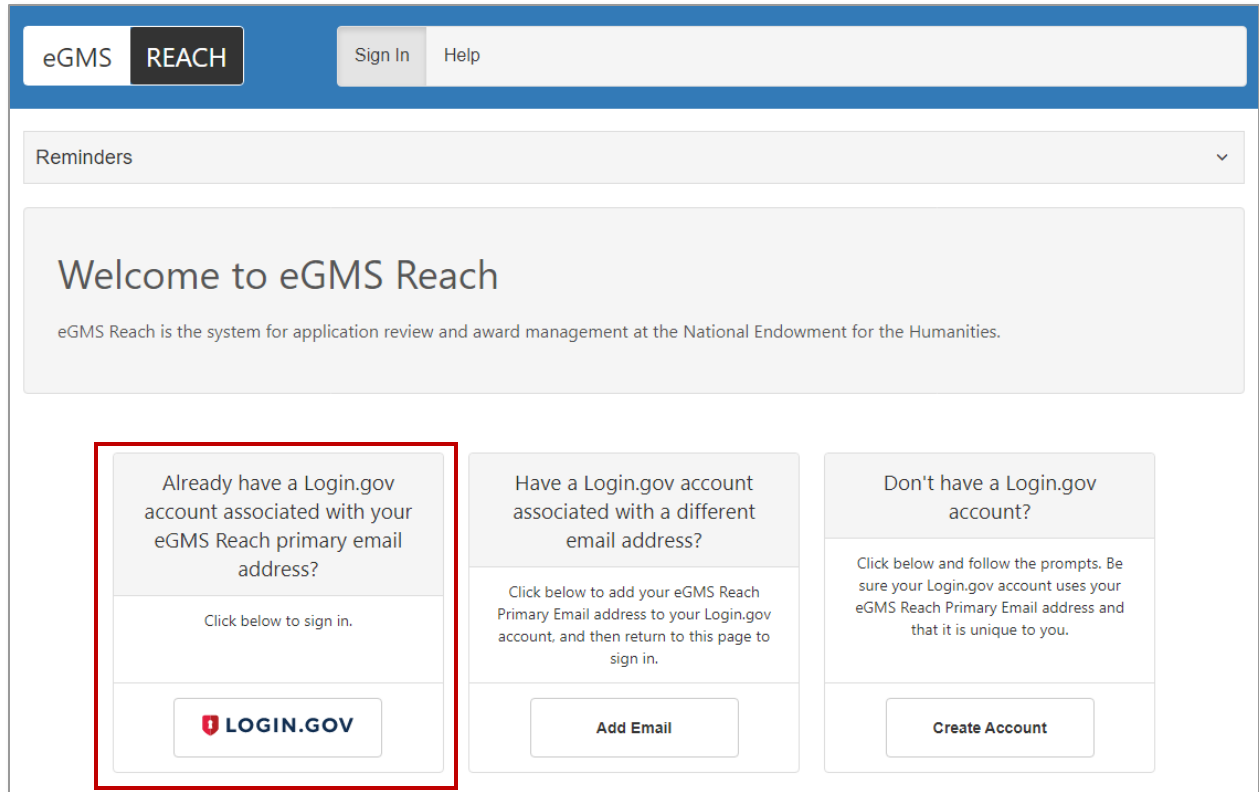


Figure 14: eGMS Reach sign-in prompt for existing Login.gov accounts associated with primary Reach email address

Sign back in to your Login.gov account, if prompted, and authenticate using your selected multi-factor authentication method.

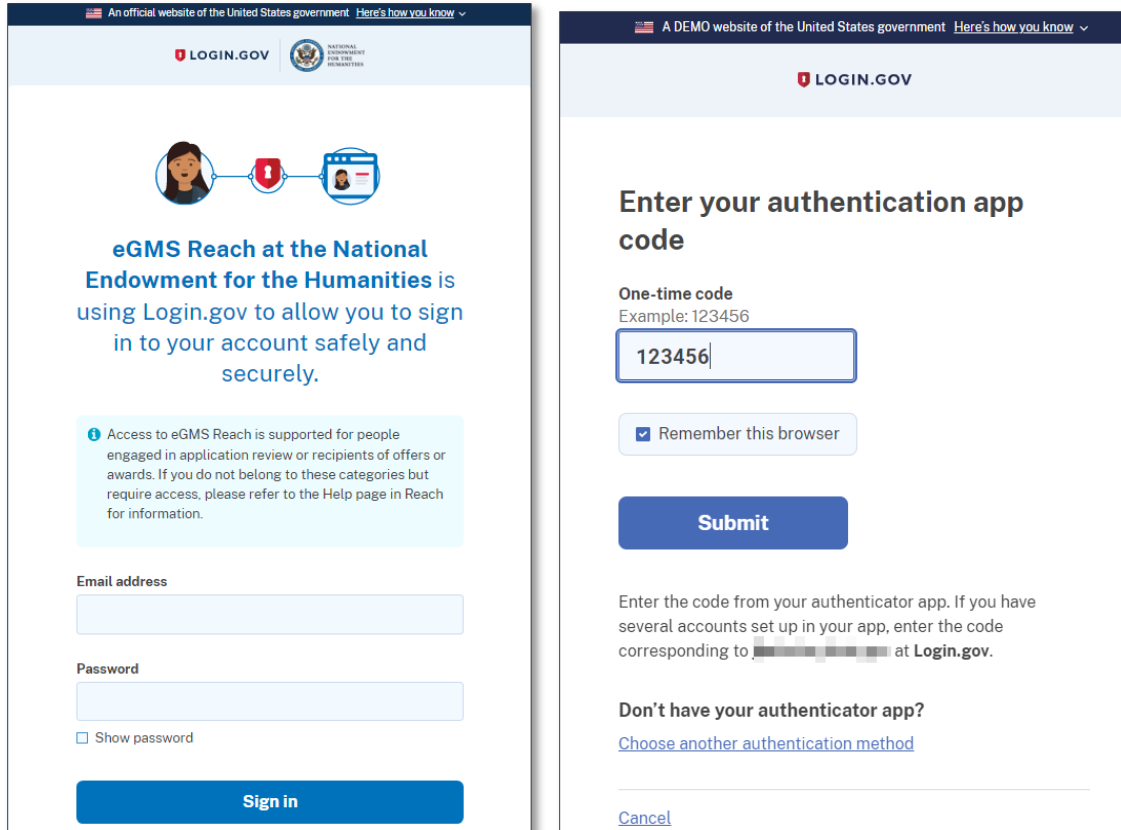


Figure 15: Multi-factor authentication in Login.gov

You will see a page informing you that eGMS Reach is requesting new information. Click **Agree and Continue**.

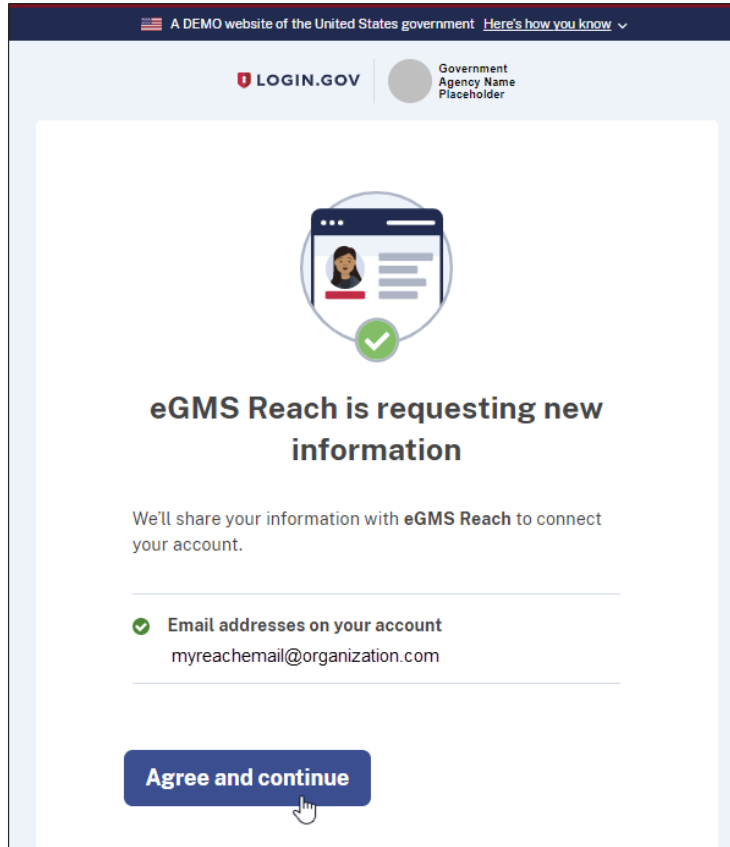


Figure 16: Agree to share information with eGMS Reach in Login.gov

After the system matches your Login.gov account to your eGMS Reach account, you will be signed in to eGMS Reach. You will see any panels or awards to which you have access.

Create a New Login.gov Account

If you are new to eGMS Reach and you do not have a Login.gov account, click **Create Account** in the box labeled “Don’t have a Login.gov account?”

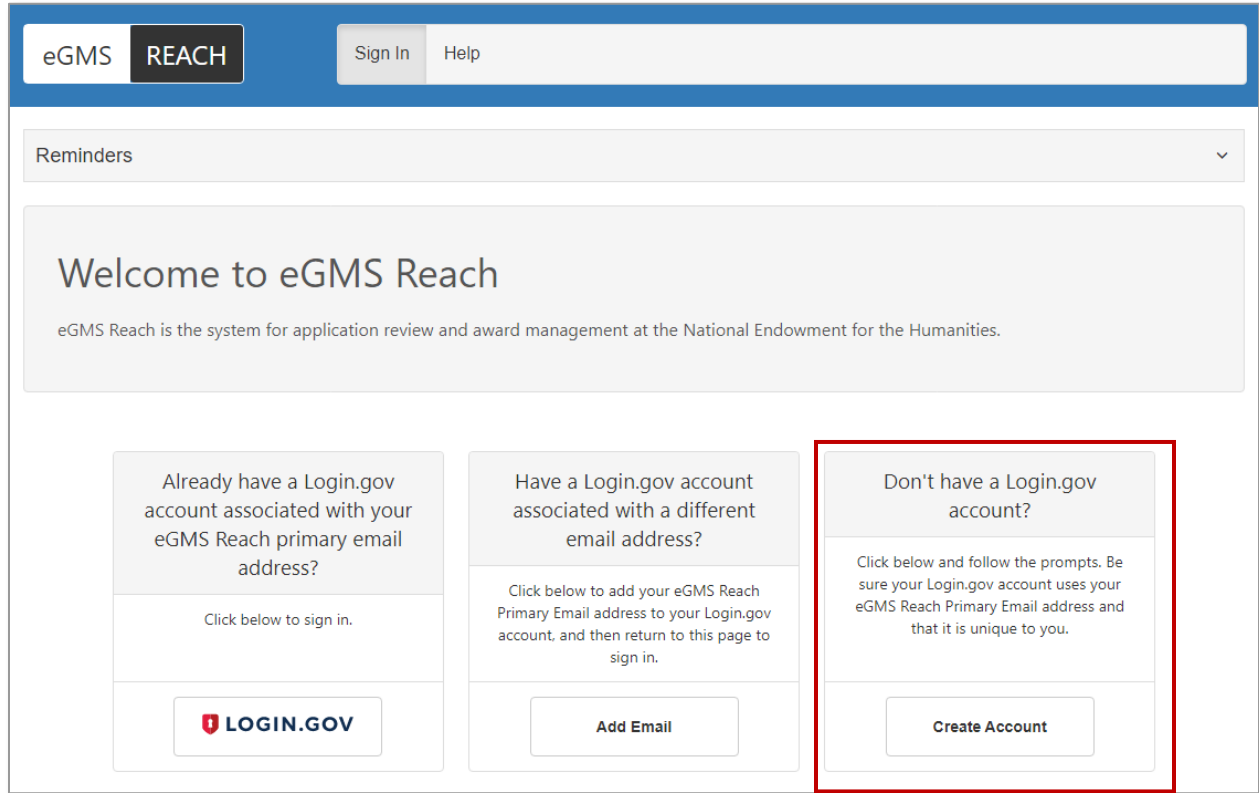


Figure 17: eGMS Reach sign-in prompt to create a new Login.gov account

Click **Create an Account** on the Login.gov sign-in page.

A DEMO website of the United States government [Here's how you know](#) ▾

LOGIN.GOV

Sign in

Email address

Password

Show password

Sign in

First time using Login.gov?

Create an account

[Sign in with your government employee ID](#)

Figure 18: Create an account in Login.gov

On the Create your account screen, enter your eGMS Reach Primary Email address in the “Enter your email address” text box. Select your email language preference and review the Login.gov Rules of Use, then click **Submit**.

LOGIN.GOV NATIONAL ENDOWMENT FOR THE HUMANITIES

Create your account

Enter your email address

myreachemail@organization.com

Select your email language preference
Login.gov allows you to receive your email communication in English, Spanish or French.

English (default)

Español

Français

I read and accept the Login.gov [Rules of Use](#)

Submit

Figure 19: Email address, language preference, and Rules of Use in Login.gov

Login.gov will send a confirmation email to the email address you provided.

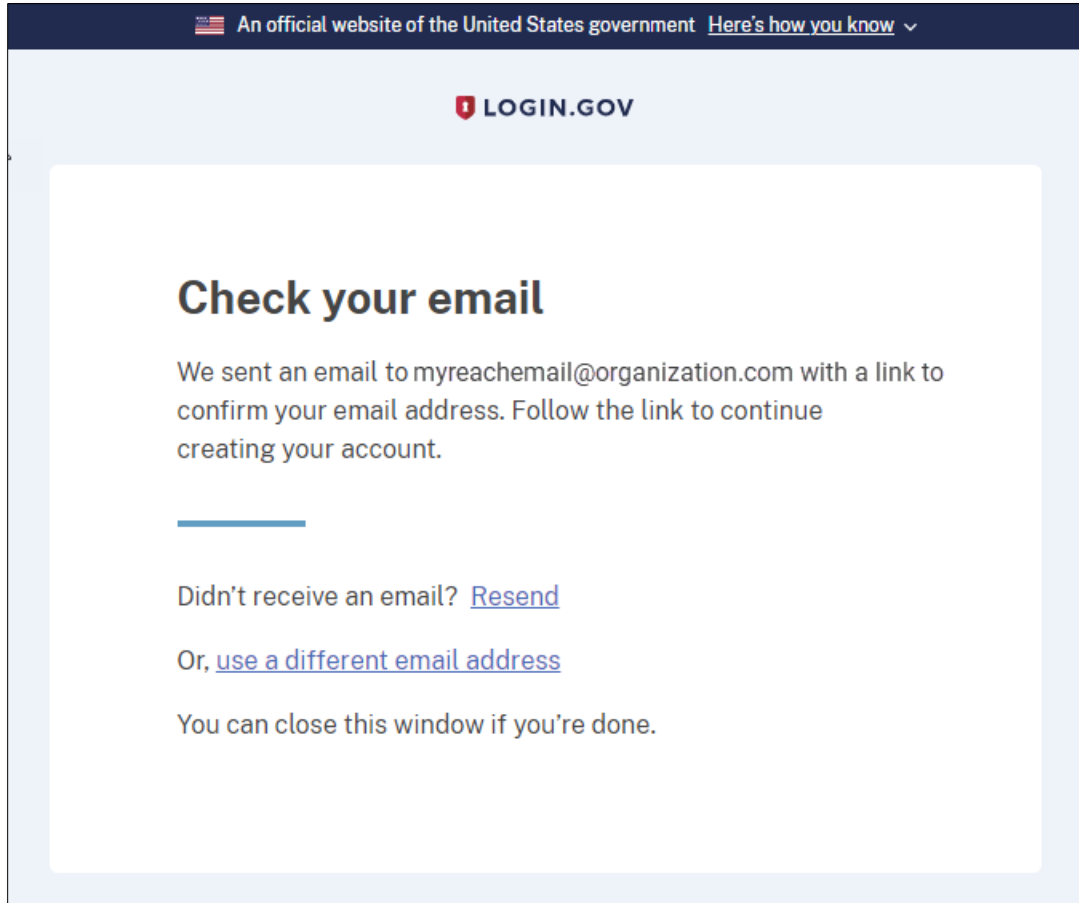


Figure 20: Login.gov instructions to confirm your email address

In your email inbox, open the confirmation email and click **Confirm email address**.

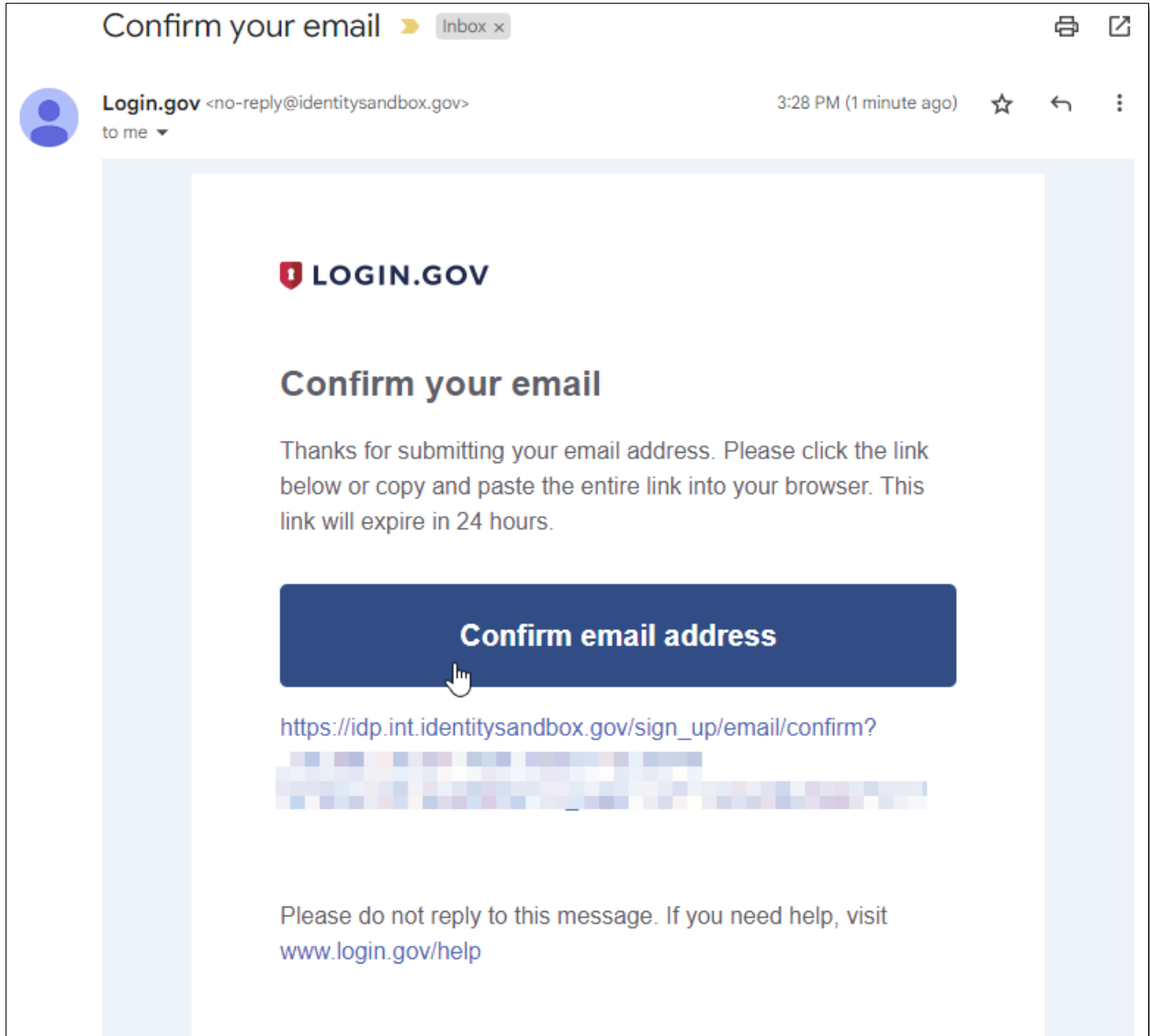


Figure 21: Login.gov confirmation email

After confirming your email address, Login.gov will prompt you to create a password. Review and follow their guidelines for creating a strong, secure password. After choosing a password, click **Continue**.

✓ You have confirmed your email address

Create a strong password

It must be at least 12 characters long and not be a commonly used password. That's it!

Password

.....

Show password

Password strength: **Great!**

Continue

Password safety tips






The longer and more unusual the password, the harder it is to guess. So avoid using common phrases. Also avoid repeating passwords from other online accounts such as banks, email and social media.

Figure 22: Create a strong password in Login.gov

Login.gov requires multi-factor authentication for added security to protect your account from hackers and malicious attacks. Review the options for multi-factor authentication and select at least one. Login.gov recommends selecting at least two methods in case you lose one. After selecting authentication methods, click **Submit** to follow Login.gov's steps to configure the authentication methods.

Authentication method setup

Add another layer of security by selecting a multi-factor authentication method. We recommend you select at least (2) two different options in case you lose one of your methods.

-  **Security key**
A physical device, often shaped like a USB drive, that you plug in to your device.
-  **Government employee ID**
PIV/CAC cards for government and military employees. Desktop only.
-  **Authentication application**
Download or use an authentication app of your choice to generate secure codes.
-  **Text or voice message**
Receive a secure code by (SMS) text or phone call.
-  **Backup codes**
A list of 10 codes you can print or save to your device. When you use the last code, we will generate a new list. Keep in mind backup codes are easy to lose.

Continue

Figure 23: Configure multi-factor authentication methods in Login.gov

After choosing and setting up a multi-factor authentication method, you'll be prompted to set up additional methods if you only chose one.

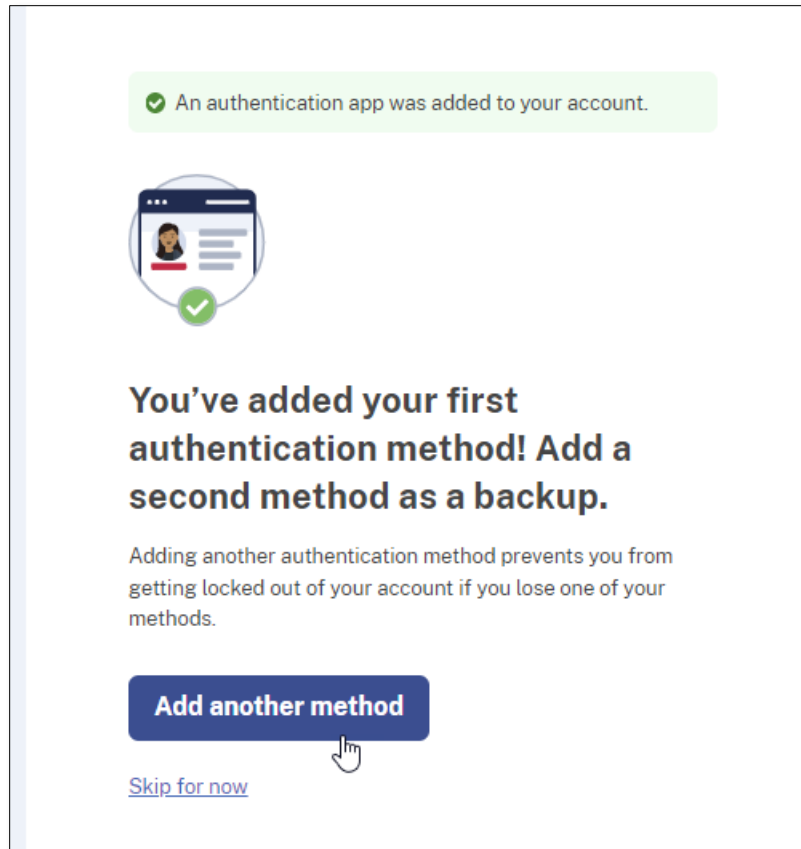


Figure 24: Add a backup authentication method in Login.gov

Your new Login.gov account is set up and ready to use! Login.gov displays a message informing you that they will share your information with eGMS Reach to connect your account. Click **Agree and continue** to access eGMS Reach.

After the system matches your Login.gov account to your eGMS Reach account, you will be signed in to eGMS Reach. You will see any panels or awards to which you are assigned.

Additional Help

If you have questions that are not answered within this document, please contact the eGMS Reach Help Desk by emailing <mailto:help@neh.gov>, or visit [Login.gov's Help page](#) for additional information.