

What is G5?

G5 is the U.S. Department of Education's (Department) online platform for grant management. G5 requires users to log in with a username and password and allows grantees to view and access awarded grant funds across multiple fiscal years.

How to Access Small, Rural School Achievement (SRSA) Grant Funds in G5

In order to access SRSA grant funds in G5, an authorized user at the local education agency (LEA) must have Payee Access. When SRSA funds are awarded, a Grant Award Notification (GAN) is sent to the primary and secondary contacts listed on the SRSA application. The GAN is the Department's official notice that details the award amount, the recipient contacts, and the conditions under which the grant is awarded. The contacts listed on the GAN do not automatically have access to the grant funds in G5—every grantee LEA must separately establish Payee Access in G5 in order to access their SRSA grant funds.

Please note that changing the contact listed on the GAN only allows a person to view the document and does not grant access to funds in G5. If the contact listed on the GAN is outdated, the new staff member should create their own G5 account and request Payee Access so that they can draw down funds from the grant award. Once Payee Access is established, funds can be drawn down from G5. Please see below for instructions on how to request Payee Access and draw down funds.

For questions or support with G5, please contact the G5 Help Desk directly by emailing obssed@servicenowservices.com or calling (888) 336-8930.

How to Request Payee Access

See below, and [here](#) on the G5 website, for instructions on how to set up an account in G5 and request Payee Access.

1. Create a new account in G5:

- Navigate to www.g5.gov
- Below the "Login to G5" button on the top left of the page, click on the "Sign Up" link next to the words "Not registered?"
- Enter information requested.
- Answer "No" when asked if you are not an employee or contractor of the U.S. Department of Education
- Click "Continue."
- Upon entering your initial information into the system, the website tells you to look for an "Account Request" email from G5.
- When the email arrives, open it, and click on the words inside that say "Activate My Account."
- Complete the portion of the registration concluding with "Activate Account."
- You will receive an email titled "User Account Activation" which will prompt you to log in to G5.

Instructions continue on the next page

2. Select the Payee role and complete and email the request form:

- Once you log in to G5, you will be on the EDIT PROFILE page. Scroll down to the "Available Types" field and select "Payee" (Full Access allows drawdowns of funds and viewing of payment history reports, View Only does not allow the drawdowns of funds, but permits viewing of payment history reports.)
- Click "Continue."
- On the next page, you are then prompted to fill out the following fields:
- Payee UEI (required) A Grant Award Notification shows a Grantee UEI. Some institutions use a different UEI for payee information. Confirm that you are entering the PAYEE UEI that your institution uses to connect their grant awards to banking in G5.
- Grantee UEI (not required). Skip this field.
- Access Level. Select "View Only" to simply view drawdowns or "Full Access" to make and view drawdowns.
- After entering the above information, click "Continue."
- On the next page that appears, you will see instructions in red requesting that you click a link to print out a form that appears on the screen, which is populated with your name, date of birth and role requested. Click on the link to get the form to appear and print it out but black out the date of birth. This is no longer required.
- Click the back button on your browser to get back to the G5 page where the instructions appeared and click "Submit" at the bottom of the page.
- Please make sure all fields are completed and the form is signed.
- If you want access to more than one UEI, write the additional UEIs next to the one that pre-populates on the form.
- Scan the completed form or fill it out electronically and email it to obsded@servicenowservices.com. Completed forms must bear the required signatures and be notarized (or, in lieu of notarization, contain a seal or stamp from the grantee organization, or be accompanied by a letter on letterhead from the Senior Officer who signs the authorization section).
- *Note that the Department no longer requires grantees to mail in paper forms.*

How to Draw Down Funds in G5

Please note that to follow the steps below, a user must have the Payee Full Access role in G5.

- Go to **Payments > Create Payments** where the UEI appears pre-populated. If the customer is connected to more than one UEI, they must select it here. The other fields ("Fiscal Year," etc.) are optional filters that can be disregarded by most users.
- Click "Continue."
- Locate the grant award number on the next page and enter the amount to be requested in the box next to it. NOTE: The field marked "Recipient Reference" is also optional and designed for entering the name of the program that the grant award is for ("Upward Bound," for example). This is NOT a field to identify the reason for a particular draw down.
- Click "Continue."
- Answer "Yes" to the question, "Are you sure you would like to submit this request?"
- Click "Submit."