



Accessing VISTA Cost Share Invoices and Making Payments: Quick Glance

Accessing Invoices and Account Statements:

To access a cost share invoice or account statement in eGrants, a sponsor staff person must have an **active** eGrants account with:

- One of the following user roles: "Grantee Administrator," "Grantee" or "Grantee without Budget;" **AND** the "View Cost Share Invoices" role.

A sponsor's **Grantee Administrator** should log in to eGrants and use the following guidance to assign or change a person's user role(s):

- Open the [My Account page](#).
- Click "Edit User Role/Permissions," located in the "Edit My Organization's Info..." menu. The "My Account | User Role/Permissions" page opens. The names of the individuals associated with your organization are displayed.
- Click the drop-down for the person you want to update and select a "User Role/Permissions." The drop-down menu will close, and the new user role will be displayed on the "User Role/Permissions" page.
- Click "Submit."

Note: The system does not permit the removal of any registered users from your organization's account. However, by assigning a user role of "No Access," the selected user's access to eGrants is restricted.

Every eGrants user must have their own account. To facilitate access to cost share invoices for a fiscal staff person who otherwise does not use eGrants:

- Direct the new user to create an account from the log in screen (<https://egrants.cns.gov/espan/main/login.jsp>) by clicking on [Don't have an eGrants account? Create an account.](#)

The Grantee Administrator will receive an email with directions for approving the new account and should confirm that the new user has the necessary user roles for access to the invoices.

Grantee Administrators who experience problems editing their organization's user roles and/or permissions in eGrants should contact the AmeriCorps Hotline for assistance at 800-942-2677, or <https://questions.americorps.gov/app/ask>.

Making VISTA Cost Share Payments in eGrants:

1. Log in to eGrants: https://egrants.cns.gov/espan/main/login.jsp . You will be taken to your Homepage.
2. Click on "Current Statement." The VISTA Cost Share Account Statement will open.
3. Click on the most recent Agreement #. A list of all invoices for that particular agreement will open.
4. Click on the most recent Invoice #. The invoice itself will open as a PDF.
5. Click on the blue "Pay Now" link on the payment slip. The Pay Now functionality will launch.
6. Select "Credit Card" or "ACH Transfer," and click "Submit." Step 1 of the Online Payment process will open.
7. Enter required information and click on the Continue button. Step 2 of the Online Payment process will open.
8. Review payment information, enter an email address, click on authorization radio button, and click "Submit Payment." The Successful Transaction message opens.
9. Click on "Close" on the Successful Transaction message. The Successful Transaction message closes and you will be taken back to the VISTA Cost Share Account Statement.
10. View the Pending Payment message on the VISTA Cost Share Account Statement.
11. Open your email program to view the Payment Confirmation email.

For additional questions, you may contact the AmeriCorps Hotline at 800-942-2677, or <https://questions.americorps.gov/app/ask>.

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