



Accessing Invoices and Account Statements in eGrants

In order 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 dropdown for the person you want to update, and select a **User Role/Permissions**. The dropdown 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 his/her 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 (<http://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 should contact the National Service Hotline for assistance at: 1-800-942-2677 or <http://www.nationalservice.gov/questions/app/ask>