

Using the Pay Now Functionality in eGrants to Make Cost Share Payments



COST SHARE SPONSORS

Expanding the Reach of VISTA Nationwide

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” → Successful Transaction message opens
9. Click on “Close” on the Successful Transaction message → 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 questions or assistance with the Pay Now functionality in eGrants,
email VISTACostShare@cns.gov or call 202-606-6934.

