Guide for Accessing SRSA Grant Funds in G5

In order to access Small, Rural School Achievement (SRSA) grant funds in G5, an authorized user at the local education agency (LEA) must have Payee access. See below, and here on the G5 website, for instructions for setting up an account in G5 and requesting 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.

2. **Select the Payee role and complete and send a 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 DUNS (required) A Grant Award Notification shows a Grantee DUNS. Some institutions use a different DUNS for payee information. Confirm that you are entering the PAYEE DUNS that your institution uses to connect their grant awards to banking in G5.
        - Grantee DUNS (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.
    - 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 in all relevant fields.
    - The form must 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 form on line 9).
    - Scan the completed form and send it to edcaps.user@ed.gov

NOTE: Paper forms no longer required for G5 access

The U.S. Department of Education no longer requires grant recipients to send paper copies of completed forms related to the Payee role in G5. Instead, the forms should be scanned or filled out electronically and emailed to edcaps.user@ed.gov. 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). The G5 Payee Access Request Form is used to obtain Payee access (ability to draw funds from grant awards) or make changes to an existing Payee account. If you have questions, please email edcaps.user@ed.gov or call 888-336-8930.