



THIS PLATFORM IS CURRENTLY SERVING AS THE NEW REPOSITORY FOR MEDIATION GRANT DOCUMENTS.
THE LONG-TERM GOAL FOR THE PLATFORM WILL BE TO RECEIVE GRANT DATA AND USE SAID DATA TO GENERATE AN INVOICE WHICH IS THEN DIRECTLY SENT TO AOC FISCAL.

HOW TO ACCESS THE GRANT MANAGEMENT SYSTEM

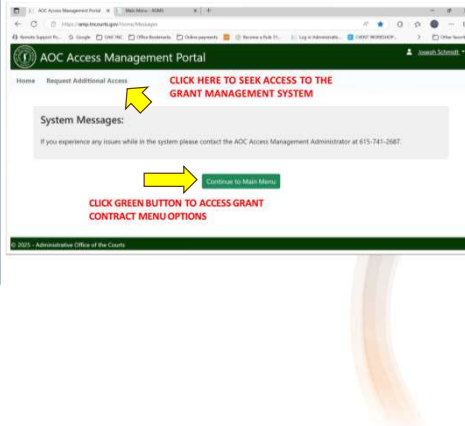
BEGINNING 9/1/2025 PIEMF & VOEP GRANTEEES MUST SUBMIT CONTRACT DOCUMENTS TO THE GIS PORTAL

HOW TO ACCESS GMS

What is an AMP account? Each grantee is required to establish an account via the ADC's Access Management Portal (AMP) system. AMP houses several different portals utilized by the ADC for data collections, etc. 1 AMP account will grant access to multiple portals depending on the account's business needs.

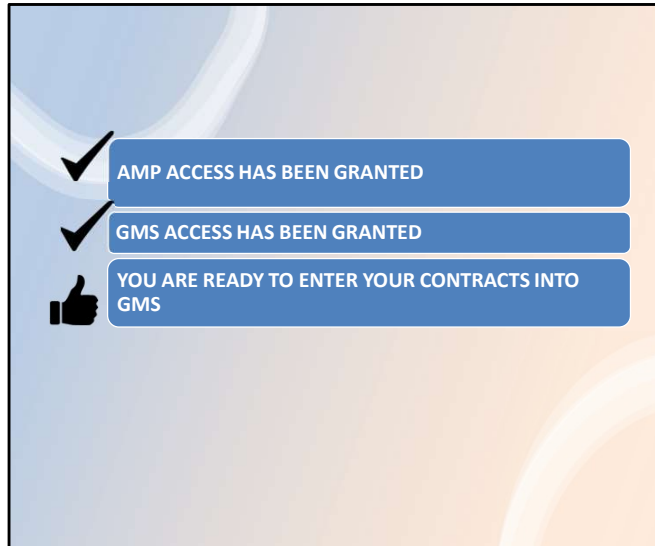
Existing AMP account - If the grantee has an existing AMP account, log into the account and request access to the GMS portal by clicking "request additional access" at the top left hand corner of the AMP HOME page. When approved, AMP will send a confirmation email.

New AMP account - If the grantee does not have an existing account, please create an AMP account by clicking on this link <https://amp.trcourt1.gov/Home/Message> and following the instructions. AMP will send a registration confirmation with the new account info. Once the account is established please go back to the AMP home page and "request additional access" to gain access to the Grant Management System Link.



The screenshot shows the AOC Access Management Portal interface. At the top, there is a navigation bar with 'Home' and 'Request Additional Access' links. A yellow arrow points to the 'Request Additional Access' link with the text 'CLICK HERE TO SEEK ACCESS TO THE GRANT MANAGEMENT SYSTEM'. Below the navigation bar is a 'System Messages' section with a message: 'If you experience any issues while in the system please contact the AOC Access Management Administrator at 615-741-2667'. A green button labeled 'Continue to Main Menu' is located below the message, with a yellow arrow pointing to it and the text 'CLICK GREEN BUTTON TO ACCESS GRANT CONTRACT MENU OPTIONS'. The footer of the page reads '© 2025 - Administration Office of the Courts'.

THIS IS THE AMP HOME PAGE



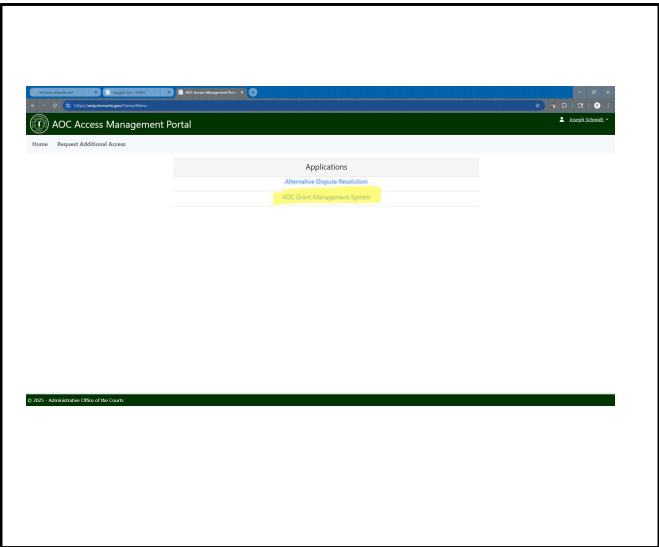
NOW THAT YOU HAVE AMP ACCESS; WHEN YOU LOG INTO AMP, YOU WILL BE DIRECTED TO THE PORTAL HOME PAGE

STEP #1

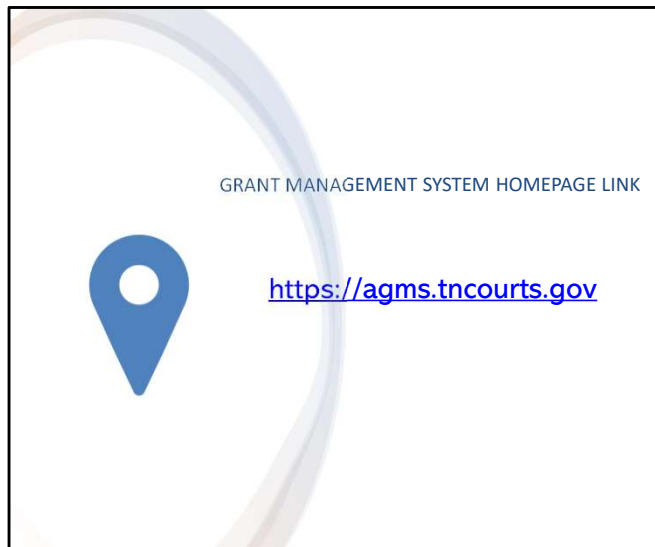


HOW TO ESTABLISH YOUR CONTRACTS IN THE PORTAL

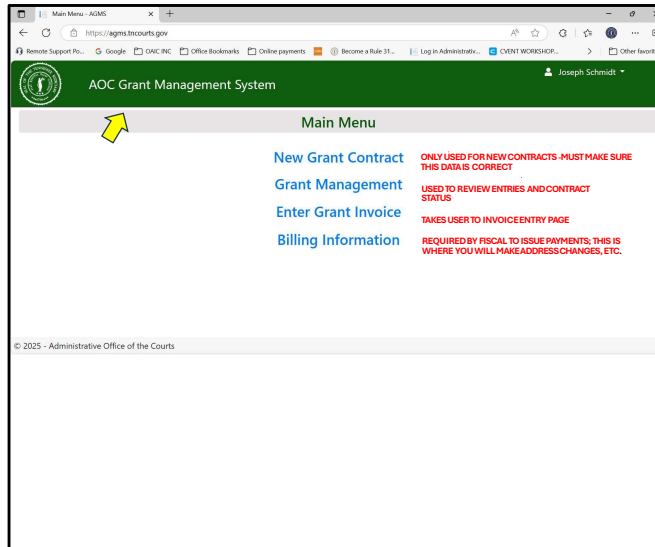




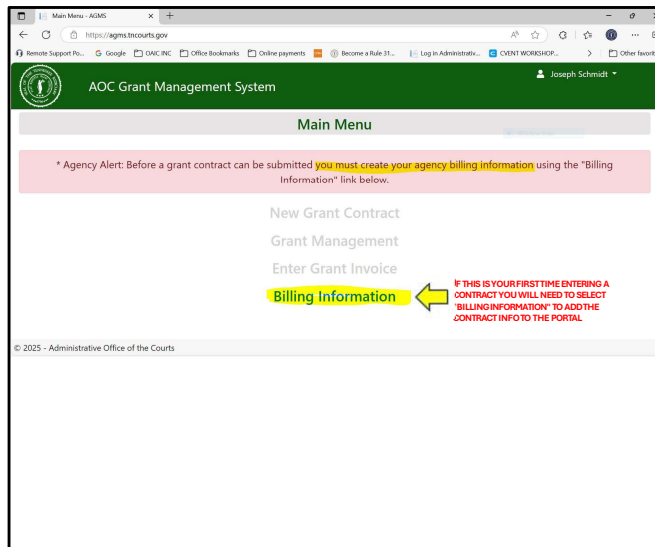
AMP PORTAL HOME PAGE – SELECT THE PORTAL YOU WHICH TO ACCESS



- Go to the GMS HOME PAGE (<https://agms.tncourts.gov/>)
- WE RECOMMEND YOU SAVE THIS LINK TO YOUR BROWSER FOR QUICK ACCESS.



THIS IS THE GRANT MANAGEMENT SYSTEM **MAIN MENU** PAGE



- **BILLING INFORMATION LINK-**
- THIS PAGE IS THE FIRST STEP REQUIRED TO CREATE THE CONTRACT ACCOUNT.
- ONCE THE BILLING INFO IS ENTERED MULTIPLE CONTRACTS MAY BE ENTERED UNDER THIS INFO

Agency Billing Information

Agency:

Address 1:
Address must be the same as the address listed on the agency's current W-9.

Address 2:

City:

State:

Zip:

ALWAYS MAKE SURE THE ADDRESS IS THE SAME AS WHAT IS STATED ON THE AGENCY'S W-9; A MISMATCH WILL RESULT IN A REJECTED INVOICE BY FISCAL AND MOST LIKELY A DELAY IN PAYMENT.

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PAYMENT PROCESS AFTER SUBMISSION:

- THE AOC DOES NOT PAY INVOICES DIRECTLY
- THE AOC FISCAL DIVISION REVIEWS INVOICES FOR ACCURACY AND SUBMITS THEM TO THE FINANCE AND ADMINISTRATION DEPARTMENT FOR PAYMENT TO ISSUE
- IF THE FISCAL DIVISION FINDS AN ERROR THE REQUEST WILL BE RETURNED TO GRANT STAFF FOR CORRECTION; **THIS WILL DELAY PAYMENT PROCESSING.**
- PLEASE KEEP BILLING INFO UPDATE THROUGHOUT THE GRANT CYCLE

the agency's current W-9

Address 2:

City:

State:

Zip:

Phone:

Email used for billing:

WHEN YOU HAVE ENTERED THE BILLING INFO PLEASE SAVE IT BY CLICKING THE GREEN "SAVE" BUTTON; ONCE SAVED YOU CAN NOW ENTER THE INVOICE INFO

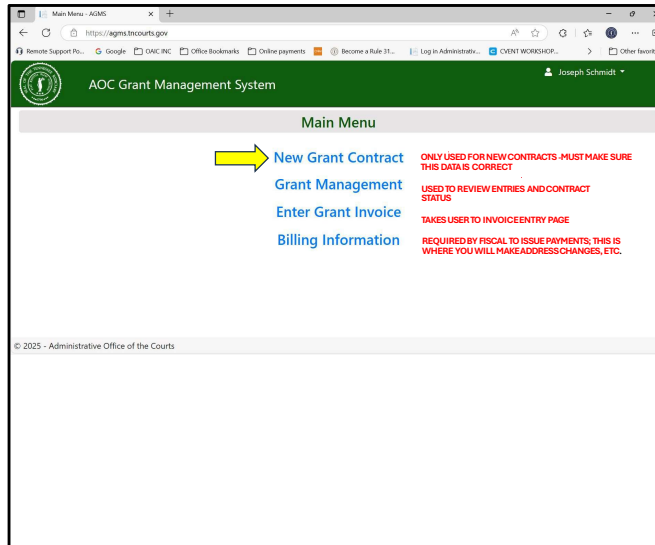
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STEP #2



HOW TO ENTER CONTRACT INFORMATION





1ST RETURN TO THE MAIN MENU AND SELECT ***NEW GRANT CONTRACT***

The screenshot shows a web browser window with the URL <https://agms.incourts.gov/application?ShowMessage=true>. The form contains the following fields and annotations:

- Grant Type:** A dropdown menu with a red arrow pointing to it and the text "THIS DROP-DOWN BOX CONTAINS THE GRANT TYPES: VORP OR PEAF".
- Fiscal Year:** A dropdown menu with a red arrow pointing to it and the text "FISCAL YEAR WILL ONLY BE 25-26".
- Payroll Amount:** A text input field with a red arrow pointing to it and the text "THIS AMOUNT SHOULD MATCH THE AMOUNT ON CONTRACT".
- Operational Amount:** A text input field with a red arrow pointing to it and the text "THIS AMOUNT SHOULD MATCH THE AMOUNT ON CONTRACT".
- Grant Total:** A text input field with a red arrow pointing to it and the text "THIS AMOUNT SHOULD MATCH THE AMOUNT ON CONTRACT".
- Grant Contract:** A blue button labeled "Contract" and a grey button labeled "No file selected". A red arrow points to the "No file selected" button with the text "UPLOAD THE FULLY EXECUTED CONTRACT YOU RECEIVED FROM THE AOC. THIS IS USED TO".
- Documentation:** A red arrow points to the "Add Attachment" link.
- Submit Contract:** A green button labeled "Submit Contract" with a red arrow pointing to it and the text "WHEN YOU SUBMIT THE CONTRACT YOU WILL RECEIVE A CONFIRMATION NOTICE".

At the bottom of the page, there is a copyright notice: "© 2025 - Administrative Office of the Courts".

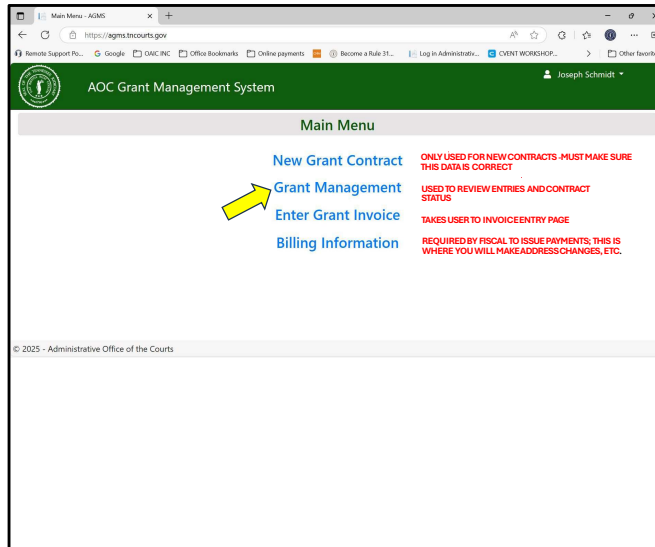
THIS PAGE IS VERY IMPORTANT
PLEASE ENSURE THE CONTRACT DATA IS ENTERED CORRECTLY
IF OTHER DOCUMENTS ARE REQUIRED FROM YOUR AGENCY, PLEASE CLICK ***THE ADD ATTACHMENT***

STEP #3

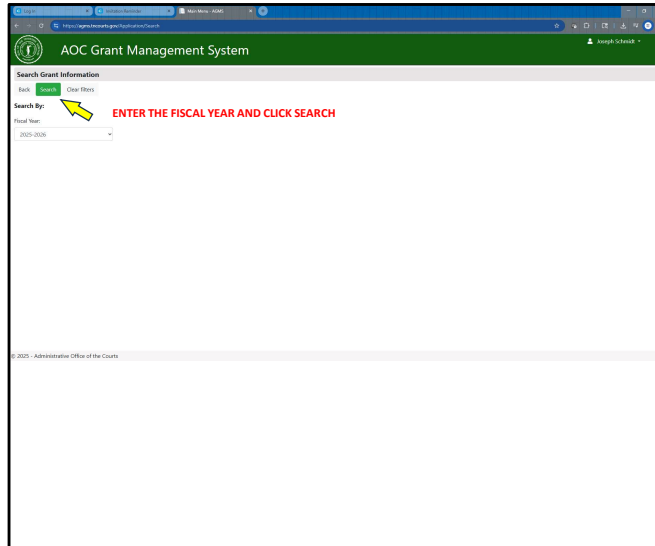


HOW TO QUICKLY REVIEW YOUR
GRANT ACTIVITY, STATUS, ETC.

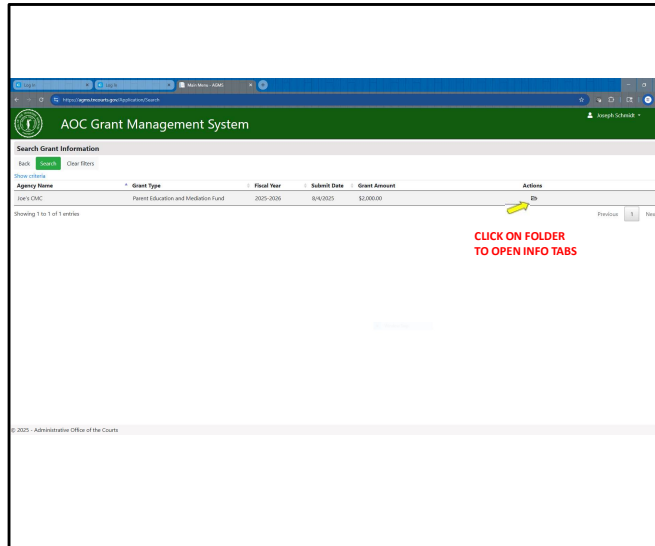




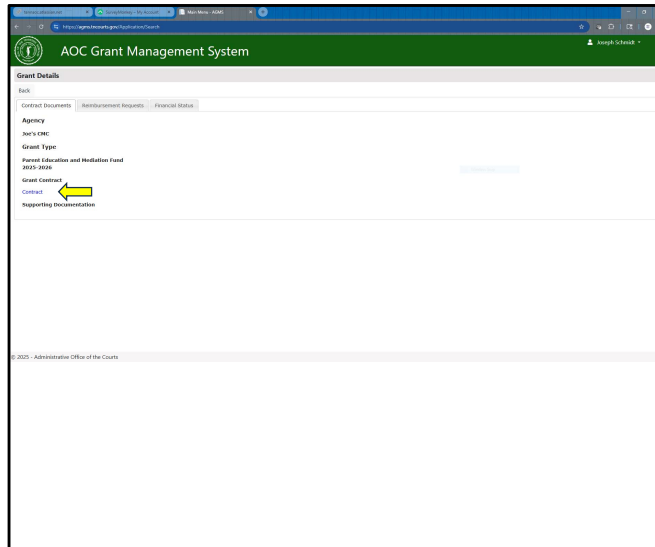
SELECT ***GRANT MANAGEMENT*** TO REVIEW PREVIOUSLY SUBMITTED INVOICES, ETC.



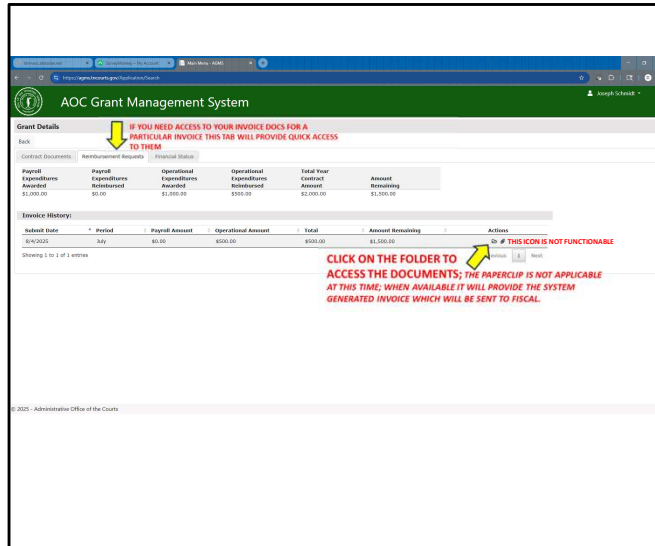
SEARCH FOR THE GRANT YOU WANT TO ACCESS FOR BILLING, ETC.



YOUR GRANTS WILL POPULATE
YOU WILL CLICK ON THE ACTION ICON (FOLDER) TO REVIEW THE CONTRACT INFORMATION

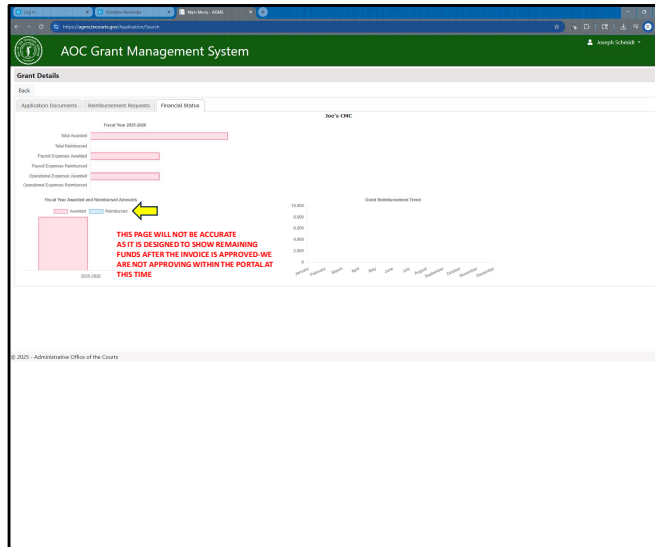


- 3 INFO TABS
- IMPORTANT INFO RELATED TO THE CONTRACT AND INVOICE ACTIVITY ARE LOCATED UNDER EACH TAB
- TO VIEW THE CONTRACT, SIMPLY CLICK ON **CONTRACT**



REIMBURSEMENTS REQUEST TABS

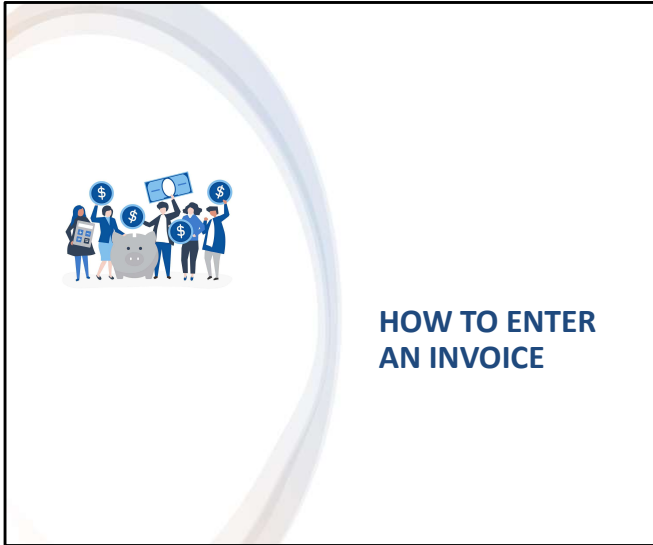
- USE THIS TAB TO REVIEW ALL INVOICES SUBMITTED TO THE AOC
- THE PLATFORM DOES NOT GENERATE INVOICES AT THIS TIME

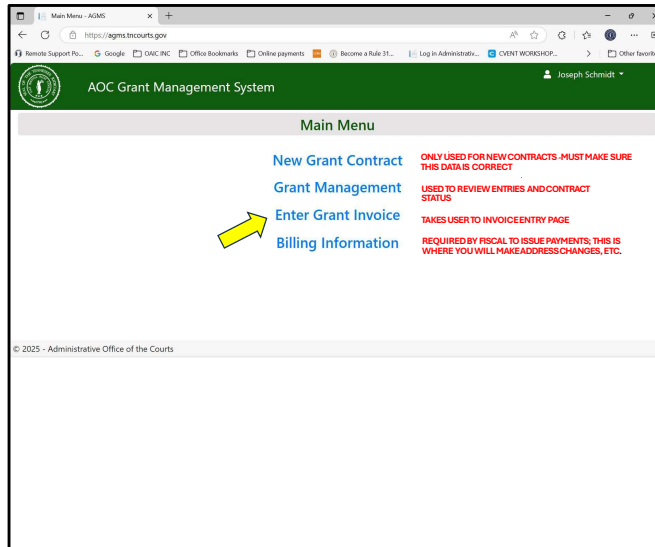


3RD TAB IS NOT FUNCTIONAL AT THIS TIME BUT IS INTENDED TO TRACK GRANT ACTIVITY

STEP #4

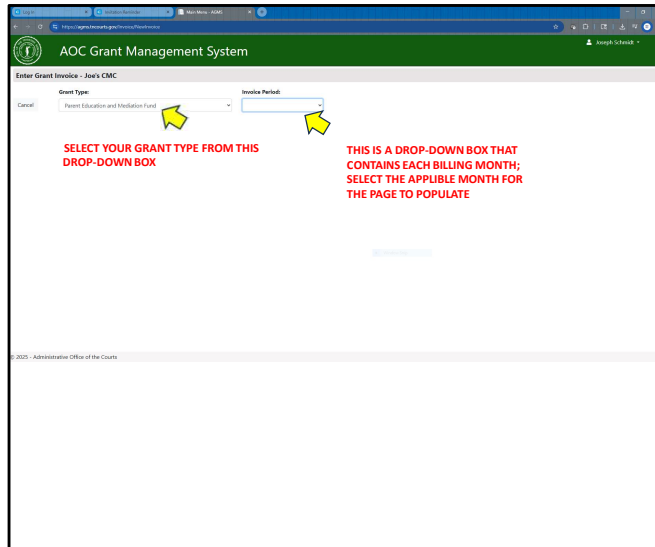




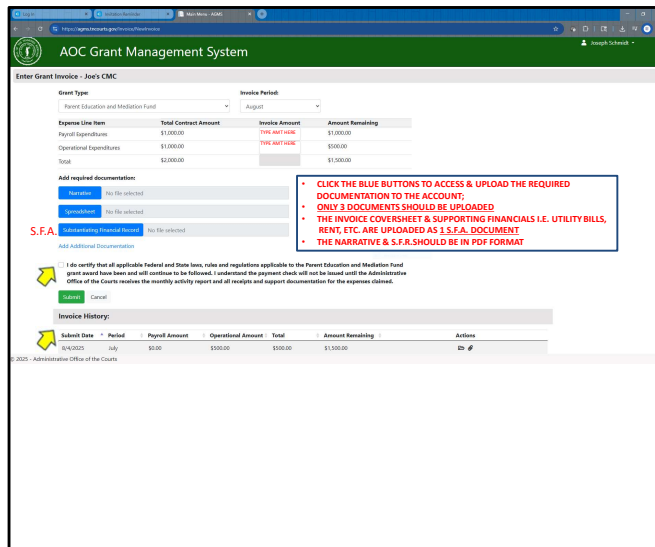


INSTRUCTIONS:

1. GO TO THE MAIN MENU AND CLICK ***ENTER GRANT INVOICE***

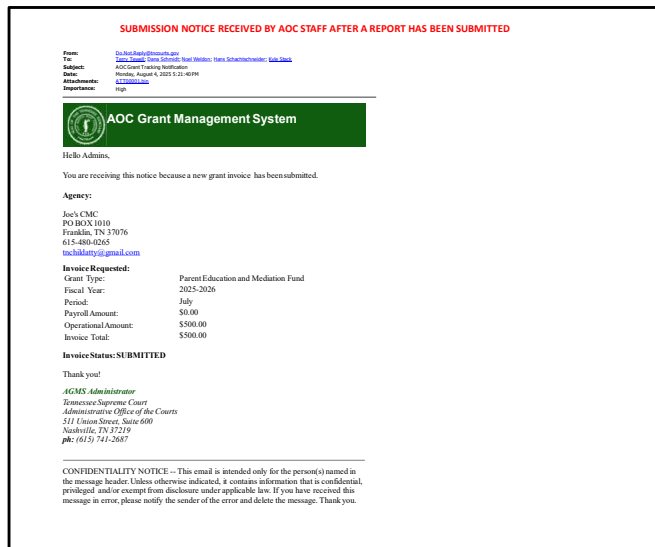


2. YOU MUST SELECT THE GRANT TYPE AND INVOICE PERIOD (THE MONTH FOR WHICH YOU ARE SEEKING REIMBURSEMENT) FROM THE DROP-DOWN LISTS



3. GRANT INVOICE ENTRY PAGE

- THIS IS THE PAGE THAT YOU ALLOWS YOU TO UPLOAD YOUR REPORT DOCUMENTS;
- THE LAST STEP REQUIRES A PARTY TO CERTIFY THE SUBMISSION AND CLICK THE “SUBMIT” BUTTON TO GENERATE THE INVOICE.
- THIS IS SAVES YOUR DOUCMENT AND NOTIFIES STAFF THE REIMBURSEMENT REQUEST HAS BEEN SUBMITTED



4. CONFIRMATION EMAIL

- AFTER THE REQUEST IS SUBMITTED A CONFIRMATION MESSAGE IS GENERATED
- THE EMAIL IS SENT TO THE EMAIL ADDRESS ON FILE



VERY IMPORTANT TIP FOR PAYMENT PROCESSING

IF YOU HAVE NOT REQUESTED DIRECT DEPOSIT, WE ASK YOU SERIOUSLY CONSIDER DOING THIS FOR YOUR AGENCY.

WE DO NOT PROCESS THIS REQUEST – YOU WILL NEED TO ACCESS SUPPLIER INFORMATION HERE:

<https://www.tn.gov/generalservices/procurement/central-procurement-office--cpo-/supplier-information/faq.html>



AOC GRANT MANAGEMENT
SYSTEM DIRECT EMAIL ADDRESS:
grants@tncourts.gov

NOEL WELDON
PROGRAM ASSISTANT
FOR MEDIATION & GRANTS
noel.weldon@tncourts.gov
615-741-2687 x 8755

DANA SCHMIDT
PROGRAM MANAGER
FOR MEDIATION & GRANTS
dana.schmidt@tncourts.gov
615-741-2687 x 8754