DAQ Grants
Management System
Help Guide – External Users
Contents
Welcome to the DAQ Grants Management System ................................................................. 2
Supported Browsers ............................................................................................................ 2

Requesting Access to DAQ Grants Management System ....................................................... 3
Third party GMS Access Authorization Forms ..................................................................... 5

Basic Navigation .................................................................................................................... 6
Clear Personalization ............................................................................................................ 10
DAQ Training Library .......................................................................................................... 11

Home Page & Navigation ................................................................................................... 12
Search Function .................................................................................................................... 15

Customized Display Data .................................................................................................... 18
System Communications ...................................................................................................... 21
Understanding User Status ................................................................................................ 23

Personalize the Application Search Screen .......................................................................... 24
Create New Application ....................................................................................................... 27
Editing Applications ............................................................................................................ 29

View Applications ............................................................................................................... 30
Uploading Attachments ...................................................................................................... 31

View Agreements .................................................................................................................. 34
Submitting Claims ............................................................................................................... 35

Claim Status ......................................................................................................................... 37
Editing Unsubmitted Claims ................................................................................................ 38

View Claims .......................................................................................................................... 39
Resubmitting Returned Claims ............................................................................................ 40
Submitting Close Out Reports .............................................................................................. 41
Welcome to the DAQ Grants Management System

The DAQ Grants Management System is part of the NCDOT Enterprise Business System, this application is used to navigate the DAQ Grants system, allows applicants to submit applications for funding for mobile source emission reduction grants and submit claims for reimbursement. This system also allows the applicant to view the status of their application or claim submittal.

Supported Browsers

The DAQ Grants Management System is compatible with the current versions of Google Chrome, Microsoft Edge, and Microsoft Internet Explorer 11 browsers. When Google publishes a new release of Google Chrome, the Systems, Applications and Products (SAP) software stops supporting the previous releases at the same time as Google. Internet Explorer 11 support will be phased out as Microsoft has announced end-of-life on January 10, 2023.

If you are unable to access the portal, verify you are using the current version of Google Chrome, Microsoft Edge, or Microsoft Internet Explorer 11 browser.
Requesting Access to DAQ Grants Management System

1. If you do not already have access to the DAQ Grants Management System from a previous grant application submittal, you will need to request access. To request access to the DAQ Grant Management System, follow the steps below:
   a. Follow the instructions in How to Create a NCID document on the DAQ webpage for creating your NCID. A NCID is required for the Enterprise Business Services External Access Request Application. If you are a current user of the NCODT Grants system (Powell Bill, Governor’s Highway Safety Program (GHSP), Public Transportation Division (PTD), etc.) there is a field to enter your current username. You will need a NCID for access to the system. The best practice when creating a NCID is to use a combination of your first name, middle initial, and last name (if necessary a number), using a company or organization name for a NCID will result in your request being denied. Users are not allowed to share NCIDs and each user must have a unique NCID. An example of an acceptable NCID for John D Doe would be: jddoe, johnddoe, johndoe12.
   b. You must complete the online Enterprise Business Services External Access Request Application.
   c. State of North Carolina W-9 form (IRS Form W-9 will not be accepted in lieu of this form). Please complete all asterisk/required fields on the form and use Adobe Reader™ to ensure information is legible.

2. The State of North Carolina W-9 form should be emailed to svc.NCVWApplication@ncdenr.gov for processing. Each organization is allowed up to 3 authorized users. A separate Enterprise Business Services External Access Request Application must be submitted for each user.

3. Once the authorization is processed, you will receive a “WELCOME TO THE DAQ ENTERPRISE BUSINESS SYTEM” email from NCDOT IT SAP Support Services. EBS Support should only be contacted after you have received the “WELCOME TO THE DAQ ENTERPRISE BUSINESS SYTEM” email and have problems logging on, or if you forgot your user ID. Make sure your email spam filter is not blocking this email address: sapacct@ncdot.gov.
4. NCID passwords expire every 90 days. You will be sent an email reminder regarding your NCID password approximately 10 days prior to the expiration date.

5. If you forget to change your password and your account is locked out, you may reset your password from the NCID portal page. https://ncid.nc.gov/idmdash/#/default
1. In cases where the applicant has a third-party submitting applications on their behalf, the following procedures must be followed:
   a. Provide in an email the State of North Carolina W-9 (for your organization) that your organization is authorizing the third-party to submit an application and/or reimbursement information on your behalf.
   b. The third-party will need to obtain their own NCID and submit an Enterprise Business Services External Access Request Application with your organization’s address information and the third-party’s phone number and email address. The third-party should be listed as a contractor on the form.
Basic Navigation

Login

1. Log in at https://www.ebs.nc.gov/. Supported browsers are Internet Explorer 11, Microsoft Edge, and Google Chrome browsers.
2. Enter your username and password and click Log On.

3. At the main applications screen, select Division of Air Quality Grants

4. The system will timeout after 30 minutes of inactivity. If the system times out while you are editing or reviewing a document, your changes may be lost. If you plan to be away from your computer for an extended period, please make sure you have saved your edits.
5. If you do not see the Division of Air Quality Grants tile on the main portal screen. You will need to pin the tile to your main portal screen. Click the icon of the person in the top left corner of the screen to open the menu.

6. Select **Edit Home Page**.

7. On the next screen you should see this screen. Select the + in the box under Partner Applications.
8. You should see “Division of Air Quality Grants” under Partner Applications. If you do not see “Division of Air Quality Grants”, continue with the next steps.

9. If you do not see “Division of Air Quality Grants” under Partner Applications, you will need to use the search function to find it. Search for “Division of Air Quality” in the search box.

10. When you see the “Division of Air Quality Grants” under Partner Applications, select the pin (the color of the box will change to blue). This will pin the application to your home screen. The click < at the top left corner of the screen to return to the main edit screen.
11. Click **Close** at the bottom of the edit screen to return to the main screen.

12. The Division of Air Quality Grants tile should be visible now. Click the Division of Air Quality Grants tile to enter. If the Division of Air Quality Grants tile still does not appear, follow the directions in the next section, **Clear Personalization**.
Clear Personalization

1. If attempts to add the Division of Air Quality Grants tile are unsuccessful in the previous section, please follow the instructions below.
2. Log completely off EBS and shut down all web browsers.
3. Log back onto EBS.
4. On the EBS Portal tile screen, Clear Personalization as shown below.

To Clear Personalization, on the screen missing the tiles.
1. Click the Home (Top left-hand corner)
2. Select the Person icon (Top right-hand corner)
3. Select Clear Personalization
4. Click Clear button

5. Go about your work.
6. If this still does not work, you will need to contact EBS Support for assistance.
DAQ Training Library

1. The DAQ Grants Management System contains a DAQ Training Library with automated tutorials for users. New users are encouraged to go through these tutorials to familiarize themselves with the system.

2. At the end of the tutorials, you will be able to:
   a. Log in to the Grants System
   b. Personalize Data
   c. Search for a Transaction
   d. Submit Application
   e. Edit Application
   f. Submit Claim

3. The tutorials can be accessed from the Home Screen under Web Links. Select DAQ Training Library.

4. A new browser window will open with links to each tutorial.

5. Clicking Start will begin with the first tutorial and allow you to continue through all seven tutorials. Or you can select a specific tutorial from the menu on the left.
Home Page & Navigation

Once you click on “Division of Air Quality Grants,” a new window will appear that looks like the screen below.

On the left-hand side of the screen, there is a list of quick links for Home Page, Worklist, and Recent Items. This display remains viewable throughout the use of the application. Each of the links does the following:

- Home: Click on this will bring you back to the home page.
- Recent Items: Underneath this is a list of the most recent items you viewed or edited.

In the main section of the home screen, you will see different tiles for Alerts, Workflow Tasks, Web Links, Search, and Favorites. Each of the links does the following:

- Alerts: This is currently not an active function.
- Web Links: Click to view several online tutorials on system functions.
- Search: Click to search to view/edit/create applications, or claims.

Click on the arrow to minimize the left-hand screen.
To re-open the left-hand screen, click the same arrow.

Click on the arrow to open a section.
Click on expand to expand or collapse a section to see additional/less rows in the list. To see more table rows of the list, click on forward/back or the other page numbers.
Search Function

The search function allows users to search for a program/application/claim by using multiple criteria. For example, when searching for an application you started or submitted, you can search using the Application ID, Program ID, Posting Date, Transaction Type, and/or Description. Other screens will have different search criteria to choose from. Enter your search into the fields in the third column and click on the search button.

You can change the search criteria and filters by clicking on the drop-downs available. For example, when searching for a claim, when you click on the search criterion for Claim ID, you can see that it can be switched to other options (see below).

You can also change the filters. When using the search function, make sure to select the appropriate filter based on your search. For example, if you are searching for a claim but only know part of claim description, you may want to select “contains”. If you select, “is”, the search function will look for an exact match.
When searching an application using its Application ID, can search using the last digits and the filter “contains”. Do not use “**” as a wild card in the search criteria.

The search functions are set to a default based on what most users will find most useful. However, the search criteria can be modified. To add a new search field, click on the plus icon.

After clicking on the plus icon, a new row will appear with another search criterion (see below).
To delete a search field, click on the negative icon.

To save a search, type out how you would like the search saved as in the “Save Search As” field and click on “Save”. It will now show up in your saved searches field at the top of your main navigation page.

Note: Make sure you type out the keyword in the search before hitting save.

It now shows up in the “Saved Searches” field.
Customized Display Data

The system allows users to display charts, export data, and customize tables based on user preferences.

- To create a chart, click on the chart icon.
- To export a table into excel, click on the spreadsheet icon.
- To modify a table layout, click on the tool icon on the top right of the table.

You can also change the settings so that additional table rows are displayed.
1. Select one of the following radio buttons:
   a. Scrolling – allows additional table rows to be displayed by moving a scroll bar on the right side of the section.
   b. Paging – allows additional table rows to be displayed a page at a time.
2. Enter the number of rows to display in the Number of Visible Rows Before Scrolling or Number of Visible Rows Before Paging field, if desired.
Once you click on the tool icon, a new window will open such as the following. To add categories to the table, select the category you want displayed from the available columns section and click on the right-hand arrow to move it to displayed columns. To remove categories to the table, select the category you want removed from the displayed columns section and click on the left-hand arrow to move it to available columns.

You can also move columns up or down by selecting the category and clicking on Up or Down located at the top of the section.
You can also change the settings so that your table is sorted by a specific column in either ascending or descending. Click on the Sort By drop-down and select which category by which you would like to sort and select ascending or descending.

Click save once you are finished. To reset it to default, click on Reset to Default.
System Communications

When applications and claims are submitted, you will receive an email from the program manager to confirm receipt of your application.

Example of Application received email.

From: DAQ Program Manager email address
To: Applicant email address
Subject: PA: Receipt of Application Number: 2000000001
Date: Friday, February 19, 2021 2:13:59 PM

NCDOR has received your application. The program manager may contact you if additional information or clarification is needed. Receipt of this email means that your application has been received by the NC VW Team and will be evaluated for eligibility and completeness. Work on any project should not start until projects are awarded funding and fully executed contracts (signed by representatives of both organizations) are in place.

Thank you.
The NC VW Team.

You may log in at HTTPS://WWW.DPS.NC.GOV to review the current status of your application.

Example of Application returned email.

From: DAQ Program Manager email address
To: Applicant email address
Subject: PA: Return of Application Number: 10000010555
Date: Friday, February 19, 2021 2:13:59 PM

Your application is being returned for corrections. Please review the comments on the attached PDF before resubmitting the application.
Example of return letter.

November 3, 2020

Wile E. Coyote
Town of ACME
123 Tennesse Road
ACME NC 27555

Application #: 1000000555
Program: NCDOEQ Application
Project: ACMP Electric, Trash Truck
SUBJECT: RETURN OF APPLICATION

Dear Wile E. Coyote:

Thank you for your recent application for funding under the Diesel Bus and Vehicle Program.
After review, Application Number 1000000555 is being returned for the following reason(s).

Please rectify the budget to accurately reflect the eligible costs per RFP requirements.

You may resubmit your application with the corrections before closing date. If you have questions about the documentation that is missing, please email SVC.NCVWApplication@ncdenr.gov. Please include your application number on any email correspondence. Addressing these missing Documents will not extend the application date.

Sincerely,

Brian C. Phillips, Supervisor
Mobile Source Compliance Branch
Division of Air Quality, NDEQ

If you have questions regarding your returned application, either contact the program manager or email your questions to svc.NCVWApplication@ncdenr.gov for the fastest response.

<table>
<thead>
<tr>
<th>Program</th>
<th>Program Manager</th>
<th>Email address</th>
</tr>
</thead>
<tbody>
<tr>
<td>DC Fast Program</td>
<td>Dave Willis</td>
<td><a href="mailto:dave.willis@ncdenr.gov">dave.willis@ncdenr.gov</a></td>
</tr>
<tr>
<td>Level 2 Program</td>
<td>Steven Rice</td>
<td><a href="mailto:steven.rice@ncdenr.gov">steven.rice@ncdenr.gov</a></td>
</tr>
<tr>
<td>On-road/Off-road/DERA Programs</td>
<td>Jill Vitas</td>
<td><a href="mailto:jill.vitas@ncdenr.gov">jill.vitas@ncdenr.gov</a></td>
</tr>
<tr>
<td>School Bus Program</td>
<td>Sheila Blanchard</td>
<td><a href="mailto:sheila.blanchard@ncdenr.gov">sheila.blanchard@ncdenr.gov</a></td>
</tr>
<tr>
<td>Transit Bus Program</td>
<td>Melanie Henderson</td>
<td><a href="mailto:melanie.henderson@ncdenr.gov">melanie.henderson@ncdenr.gov</a></td>
</tr>
</tbody>
</table>
**Understanding User Status**

There are several options listed under User status, this will help you to determine an application, agreement or claim status in the system.

<table>
<thead>
<tr>
<th>Application User Status</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>In Process by Applicant</td>
<td>Applicant started application but not submitted</td>
</tr>
<tr>
<td>Submitted</td>
<td>Application submitted by applicant</td>
</tr>
<tr>
<td>Returned to Applicant</td>
<td>Application returned to applicant for additional information</td>
</tr>
<tr>
<td>Pending Director Approval</td>
<td>Application approved by Program Manager and waiting Supervisor approval</td>
</tr>
<tr>
<td>Depending Final Decision</td>
<td>Application approved by Supervisor and award letter generated for Director review and Secretary’s signature</td>
</tr>
<tr>
<td>Awarded</td>
<td>Application approved</td>
</tr>
<tr>
<td>Funded</td>
<td>Application award letter signed and received by program manager</td>
</tr>
<tr>
<td>Disapproved</td>
<td>Application not selected for funding or rejected</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Claims User Status</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>In Process by SR</td>
<td>Claim started but not submitted</td>
</tr>
<tr>
<td>Submitted</td>
<td>Claim completed and submitted</td>
</tr>
<tr>
<td>Returned to SR</td>
<td>Claim request returned for corrections</td>
</tr>
<tr>
<td>Rejected</td>
<td>Claim is rejected and a new claim must be created and submitted</td>
</tr>
<tr>
<td>L1 Approved</td>
<td>Claim approved by program manager and waiting MSCB Supervisor approval</td>
</tr>
<tr>
<td>L2 Approved</td>
<td>Claim approved by MSCB Supervisor and waiting TSS Chief approval</td>
</tr>
<tr>
<td>L3 Approved</td>
<td>Claim approved by TSS Chief and waiting DAQ Admin. Specialist approval</td>
</tr>
<tr>
<td>L4 Approved</td>
<td>Claim approved by DAQ Admin. Specialist and waiting Bus. Officer approval</td>
</tr>
<tr>
<td>L5 Approved</td>
<td>Business Officer final approval</td>
</tr>
<tr>
<td>Approved/Released</td>
<td>Agreement approved by Business Officer for payment through NCAS</td>
</tr>
</tbody>
</table>
Personalize the Application Search Screen

Users will find it helpful to add the Description column to identify the different Phase 2 VW program applications and apply under the correct program.

1. Click **Create New Application** from the Grants Management System home screen.

2. The **Search: Application Form** screen appears. Click **Search** and the open applications will appear. If applications are not being accepted, the search will not return anything.

3. Click the wrench on the right corner of the Results List Column.
4. The Personalization – Work Screen will appear. Select **Description** on the Available Columns. The box on the right will turn blue.

5. Then click the right arrow to move the column to the displayed columns list.
6. Once the Description has moved to Displayed Columns, select **Save** to return to the search screen.

7. The new column will be displayed.
Create New Application

Follow the instructions below to create and submit a new application in the DAQ Grants Management System. Note the system will time out after 30 minutes of inactivity. If you started and application and the system times out, DO NOT START A NEW APPLICATION. You can find your application by using the Edit Application link. See Editing Applications.

7. Click Create New Application from the Grants Management System home screen.

8. The Search: Application Form screen appear. Click Search and the open applications will appear. If applications are not being accepted, the search will not return anything.

9. Select the correct application to create.
10. If a list of Partners appears, select the correct one for your Organization. Note only select a Partner that begins with a “2”.

11. The application you originally selected will appear.

12. Complete all the fields in the application. Note: Round up values in the Budget tab to the next whole dollar. Once you have entered all the required fields, Certify the application by checking the box on the Certification tab and then entering your Name and Title. Then select Submit. The system will add the current date to your application. After submitting your application, you will be able to add attachments.
Editing Applications

1. To edit an existing application, select **Edit Application Form** on the Home screen.

![Edit Application Form](image1)

2. The Search: Grantor Applications screen will appear, click **Search** to view your applications, or enter criteria for a specific application at the top.

![Search: Grantor Applications](image2)

3. Select your application to edit. Once you have completed your edits, go to the Certification tab, and click **Submit**. If you do not submit the application, we are unable to process your edited application.

![Select Application to Edit](image3)
View Applications

1. To View a saved or submitted application, you must use the View Application link on the Home screen. Select **View Application**.

![View Application Image]

2. The Search: Grantor Applications screen will appear. Click **Search** to return the applications associated with your account. Select the application you wish to view.

![Search: Grantor Applications Image]

3. You will only be able to view the application using this link. You will not be able to edit the application details. To edit the application, see **Editing Applications**.

![Editing Applications Image]

4. Once you have completed viewing the application information, click **Back** to return to the search screen or select **Home Page** to return to the Home Page.
Uploading Attachments

Attachments may be uploaded for applications and claims. There are several attachments required for applications and claims. To upload attachments, the following instructions will apply for applications or claims. Attachments have a 100MB size limit per file.

1. From the Home Page use the “View Application” or “View Claim” option on the home screen to view the item you wish to open or select the item from the Recent Items list on the left.

2. When using the “View Application” or “View Claim” link, a new screen will appear. Select your application or claim.
3. Once you have selected an application or claim, scroll down to the Attachments section to upload an attachment for the application. Click **Attachment** to upload an attachment. A new window will open.

4. Enter the Description for the attachment and select the Attachment Type from the drop down menu. Then click **Choose Files** to select the file you want to upload, then select **Attach**.
5. The attachment will now be added to the application.

6. Click **Save** to save the changes.
View Agreements

1. If your application is awarded funding, an agreement will be created in the Grants Management System. The agreement has all the necessary documentation required for contract processing by NCDEQ Financial Services staff. Once your contract is fully executed (signed by your organization representative and NC DEQ’s Purchasing Director) a copy of the contract will be uploaded by NCDEQ as an attachment to the agreement.

2. To view your application agreement and associated attachments in the Grants Management System, you will need to use the View Agreement link on the Home Screen. Click View Agreements.

3. The Search: Grantor Agreements screen will appear. Click Search to view the approved Agreements associated with your account.

4. The agreements associated with your account will appear. Select the agreement you want to open.
Submitting Claims

Follow the instructions below to create and submit a new claim in the DAQ Grants Management System. Note the system will time out after 30 minutes of inactivity. If you start a claim and the system times out, follow the procedures for **Edit Claim**.

1. For a claim to be processed for reimbursement approval, a claim request must be submitted in the GMS system, submit the following required documentation, forms, and photographs as attachments:
   a. Diesel Bus & Vehicle Programs & DERA Program
      i. Copies of paid invoices
      ii. Copies of proof of payment
      iii. **NCDAQ Form 001 Certificate of Destruction**
         1. Original Vehicle Photo – Side profile of vehicle
         2. Original Vehicle Photo – Vehicle Identification Number (VIN)
         3. Original Vehicle Photo – Engine label
         4. Original Vehicle Photo – Chassis rail cut in half
         5. Original Vehicle Photo – Engine block, prior to hole
         6. Original Vehicle Photo – Engine block, after hole
         7. Original Vehicle Photo – Others, as needed
      iv. **NCDAQ Form 003 Verification of Purchase**
         1. New Vehicle Photo – Side profile of vehicle
         2. New Vehicle Photo – Vehicle Identification Number (VIN)
         3. New Vehicle Photo – Engine label
         4. New Vehicle Photo – Engine block
         5. New Vehicle Photo – EV charging infrastructure (when applicable)
         6. New Vehicle Photo – Others, as needed
   b. DC Fast and Level 2 Programs
      i. Copies of paid invoices
      ii. Copies of proof of payment
      iii. **NCDAQ Form 002 EV Infrastructure Certificate of Installation**
         1. Photo – EV Charger(s) screen -powered on
         2. Photo – EV Charger(s) serial number(s)
         3. Photo – On-Site Signage EV
         4. Photo – Overall Charging Site
      iv. Final Report

2. To submit a claim, select **Create New Claim** from the Home Screen. Claims should only be submitted once your project is complete, and you have all the required documentation.
3. The Search: Claim Form will appear, click **Search** to find the Agreement for your application. Then click the Agreement for your application.

4. The New Claim Form will appear. Enter data in all the fields with the asterix and enter the requested payment amount:
   - Reimbursement Number – sequential number of claim request. The first claim request will be 1.
   - Date From – Date of contract execution
   - Date To – Date of claim submittal
   - Date – Current date

Enter the requested claim reimbursement amount. The first reimbursement request can be for no more than 90% of the awarded project amount. The second claim requests for the final 10% will be approved once a site visit by DEQ staff is completed and final site visit report is uploaded to GMS.

5. The system will not allow you to enter more than the Approved Budget amount or Balance Amount. Once completed enter date and click **Submit**.

6. The Confirmation screen will appear with your Claim ID number. From here you will be able to upload your required attachments.
Claim Status

1. Users can view their claim status once a claim has been initiated.

<table>
<thead>
<tr>
<th>User Status</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>In Process by SR</td>
<td>Awardee started claim but not submitted for review and approval to Program Manager</td>
</tr>
<tr>
<td>Submitted</td>
<td>Awardee submitted claim for review and approval to Program Manager</td>
</tr>
<tr>
<td>Rejected</td>
<td>Claim is rejected by Program Manager and a new claim must be created by awardee.</td>
</tr>
<tr>
<td>Returned to SR</td>
<td>Claim is returned to awardee by Program Manager for corrections.</td>
</tr>
<tr>
<td>L1 Approved</td>
<td>Claim waiting Program Manager approval</td>
</tr>
<tr>
<td>L2 Approved</td>
<td>Claim waiting DAQ MSCB Supervisor approval</td>
</tr>
<tr>
<td>L3 Approved</td>
<td>Claim waiting DAQ Technical Services Section Chief approval</td>
</tr>
<tr>
<td>L4 Approved</td>
<td>Claim waiting DAQ Budget Office Admin. Specialist/Accounting Clerk approval</td>
</tr>
<tr>
<td>L5 Approved</td>
<td>Claim waiting DAQ Budget Director approval</td>
</tr>
<tr>
<td>Approved/Released</td>
<td>Claim approved and released for submittal for payment</td>
</tr>
</tbody>
</table>

2. Claims with the status “In Process by SR” have not been submitted by the awardee and cannot be processed until submitted.

3. To submit a claims with this status the awardee must select “Edit Claim Form” from the Home screen and select “Submit”.
Editing Unsubmitted Claims

1. If you need to make changes to your claim request that has not been submitted, you must use the Edit Claim Form option. From the Home Screen click **Edit Claim Form**.

2. The Search: Grantor Claim screen will appear. Click **Search** to show all the claims you have created, or you can search for a specific claim by entering the claim ID in the ID field.

3. Click the link for your claim and the claim will appear to edit in the Edit Claim screen.

4. Make your edits and click Submit to resubmit your claim.
View Claims

1. To View a saved or submitted claim, you must use the View Claim link on the Home screen. Select View Claim.

2. The Search: Grantor Claims screen will appear. Click Search to return the claims associated with your account. Select the claim you wish to view.

3. You will only be able to view the claim using this link. You will not be able to edit the claim details. To edit the claim, see Edit Claim.

4. Once you have completed viewing the claim information, click Back to return to the search screen or select Home Page to return to the Home Page.
Resubmitting Returned Claims

1. If you need to make changes to your claim request that was returned by the program manager, you must use the Edit Claim Form option. From the Home Screen click **Edit Claim Form**.

2. The Search: Grantor Claim screen will appear. Click **Search** to show all the claims you have created, or you can search for a specific claim by entering the claim ID in the ID field.

3. Click the link for your claim and the claim will appear to edit in the Edit Claim screen.

4. Make your edits and click Submit to resubmit your claim for approval.
Submitting Close Out Reports

1. To submit your project close out report for a completed project, you will add the document as an attachment to the claim for the project. From the Home Screen click **View Claims**. If the claim for the project has not been submitted, add the document as an attachment when you submit the claim request for the project.

2. The Search: Grantor Claim screen will appear. Click **Search** to show all the claims you have created, or you can search for a specific claim by entering the claim ID in the ID field.

3. Click the link for your claim and the claim will appear to edit in the Claim screen. Scroll down to the Attachments section and click **Attachment** to add the report as an attachment.

4. The Attachment screen will appear. Enter “Close out Report” in the **Description** field. Select **Invoice Related** as the Attachment Type and then click **Choose Files** to find your close out report to upload, then Select **Attach**.
5. The file will be uploaded, and you will return to the Claim. The report should be displayed in the attachments section.