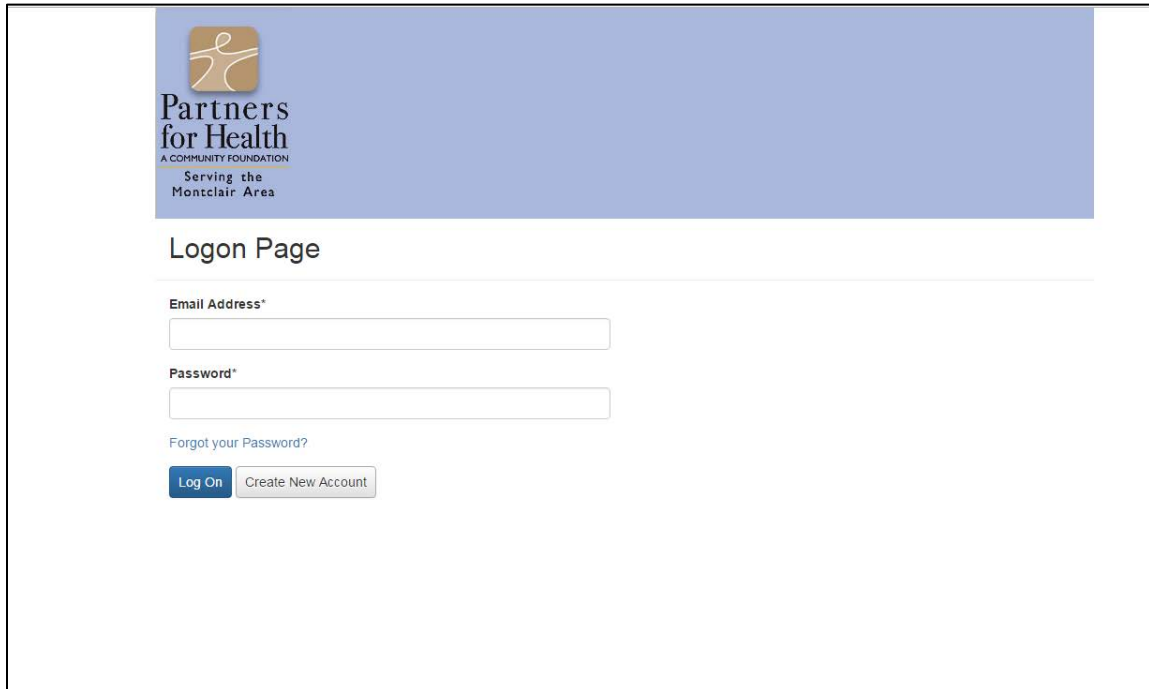


How to Submit a Report

Step 1: Sign In

To begin filling out your grant report, follow [this link](#) to login to the Partners for Health's online grants system. You will be using the email and password associated with your organization's account, the same as when you submitted your grant application.



The screenshot shows the login interface for the Partners for Health online grants system. At the top left, there is a logo for Partners for Health, a Community Foundation serving the Montclair Area. Below the logo, the text "Logon Page" is displayed. The page contains two input fields: "Email Address*" and "Password*", both with asterisks indicating they are required. Below the password field is a link for "Forgot your Password?". At the bottom, there are two buttons: "Log On" and "Create New Account".

Step 2: Find the Appropriate Grant Cycle

When you login to your account, you will be taken to the “Applicant Dashboard” screen. This screen displays your organization name, personal information, and (if applicable) previously submitted grant applications.

Scroll down through the submitted and approved applications until you locate your current grant (in this case, “Project ABC”). Locate the “Follow Up Forms” section and the appropriate form under “Form Name.” In this case, “Grant Final Report Form – Updated 4/12/16.” To the right of this, you will be able to select “Edit” to open the report that is currently due.

Partners for Health Org

Applicant Dashboard

Public Profile

Applicant:
Org Admin X
jackieg1020@optonline.net

Organization:
Org ABC

[Contact Email History](#)

If your organization information does not appear correct, please contact the funder. Thank you.

Project ABC

Process: Manual Entry Process for Historic Grants

Application	Submitted	01/12/2017	View Application

Follow Up Forms

FORM NAME	ASSIGNED TO	GRANT / INSTALLMENT	DUE DATE	STATUS	EDIT/VIEW
Grantee Final Report Form - updated 4/12/16	Org Admin X	Overall Grant	01/30/2017	Assigned	Edit

Step 3: Report Form

Once you select “Edit,” you will be redirected to the report form page.

You will have the option to save any progress on the report and return to it later to finish by selecting “Save Follow Up”. When you are finished completing the form, select “Submit Follow Up” at the bottom of the form. NOTE: The report will not be considered complete until you select “Submit Follow Up”.

The screenshot displays the 'Partners for Health' report form interface. At the top, there is a navigation bar with a home icon, an 'Apply' button, and a 'Fax to File' button. The main content area contains two sections for 'Additional File Attachment'. Each section includes a text area for notes, a character count indicator (e.g., '10,000 characters left of 10,000'), and an 'Upload a file' button with a file size limit (e.g., '[3 MIB allowed]'). At the bottom right of the form, there are two buttons: 'Save Follow Up' and 'Submit Follow Up'. A red circle highlights these buttons, and a red arrow points to the 'Submit Follow Up' button.

If you have any questions, please reach out to Program Associate, Jackie Gifuni, at jgifuni@partnersfdn.org.