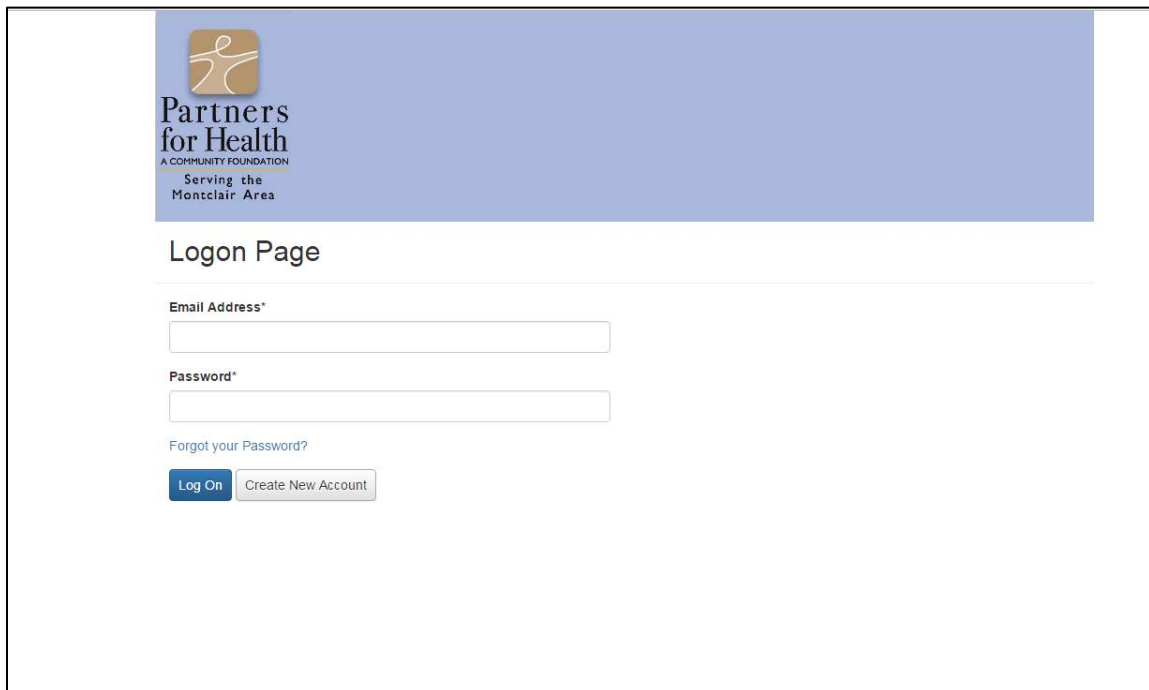


How to Submit a Report

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 page for Partners for Health. At the top left is the logo with the text "Partners for Health A COMMUNITY FOUNDATION Serving the Montclair Area". Below the logo is the heading "Logon Page". There are two input fields: "Email Address*" and "Password*". Below the password field is a link "Forgot your Password?". At the bottom 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

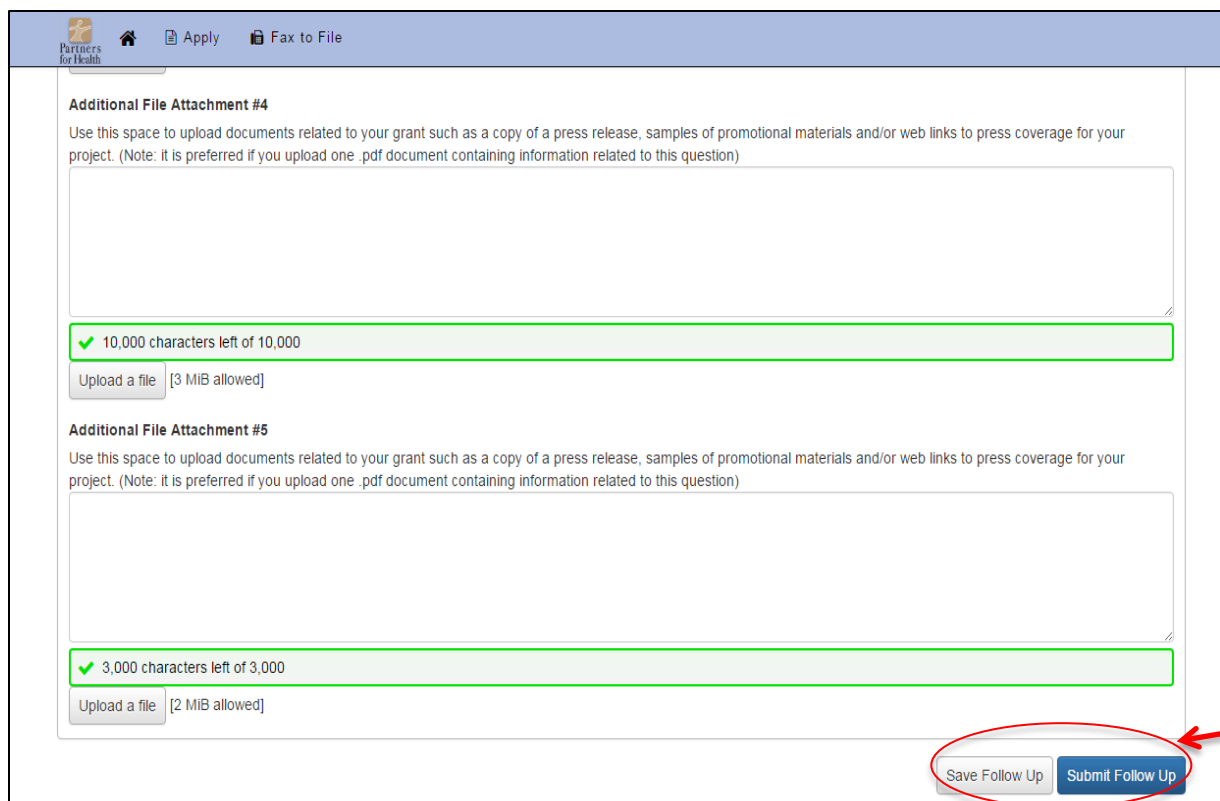
Follow Up Forms

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 shows a web interface for Partners for Health. 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 attachments. Each section has a title, a description, a text area, a character count indicator, and an 'Upload a file' button. The first section, 'Additional File Attachment #4', shows '10,000 characters left of 10,000' and a '3 MIB allowed' limit. The second section, 'Additional File Attachment #5', shows '3,000 characters left of 3,000' and a '2 MIB allowed' limit. At the bottom right, 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.