



# Online Reporting Instructions

1. Access your Account Log-in Page at this URL: [https://www.grantrequest.com/SID\\_1803?SA=AM](https://www.grantrequest.com/SID_1803?SA=AM)
  - If your organization has created an account in the past, login with the account ID (email address) and Password.
  - If you don't remember your password, click on the "forgot password" link at the bottom of the page and an email will be sent with information on how to update your password. (See Red arrow below). Note: This email will be sent to the email address that is used as your account ID.
  - If you don't remember your organization's login ID or you need to have it changed, please contact us at [grants@sheltering-arms.org](mailto:grants@sheltering-arms.org) or by calling Diane Grossman at 612-871-9210.

The "My Accounts" page looks like this:



### Please Sign In

Welcome to your Account Login page for The Sheltering Arms Foundation.

#### Helpful Tips:

- To create a new account, select "New Applicant?" link below
- Make sure any staff working on applications or reports have access to this email address and password
- It is recommended that you create only one account per organization
- Browser requirements are: Internet Explorer 8, 9 or 10; Mozilla Firefox for Windows (version 25 or later), Mozilla Firefox for Mac and Safari for Mac
- Google Chrome is not compatible with our grants management system
- Cookies must be enabled on your internet browser
- Passwords should contain between 5-25 characters and 1 number
- Please add mail@grantapplication.com and grants@sheltering-arms.org to your address book to ensure you receive our automated emails

#### New Applicant:

- Enter your email address
- Select New Applicant?
- Complete requested information
- Click the "Continue" button

#### Returning Applicant:

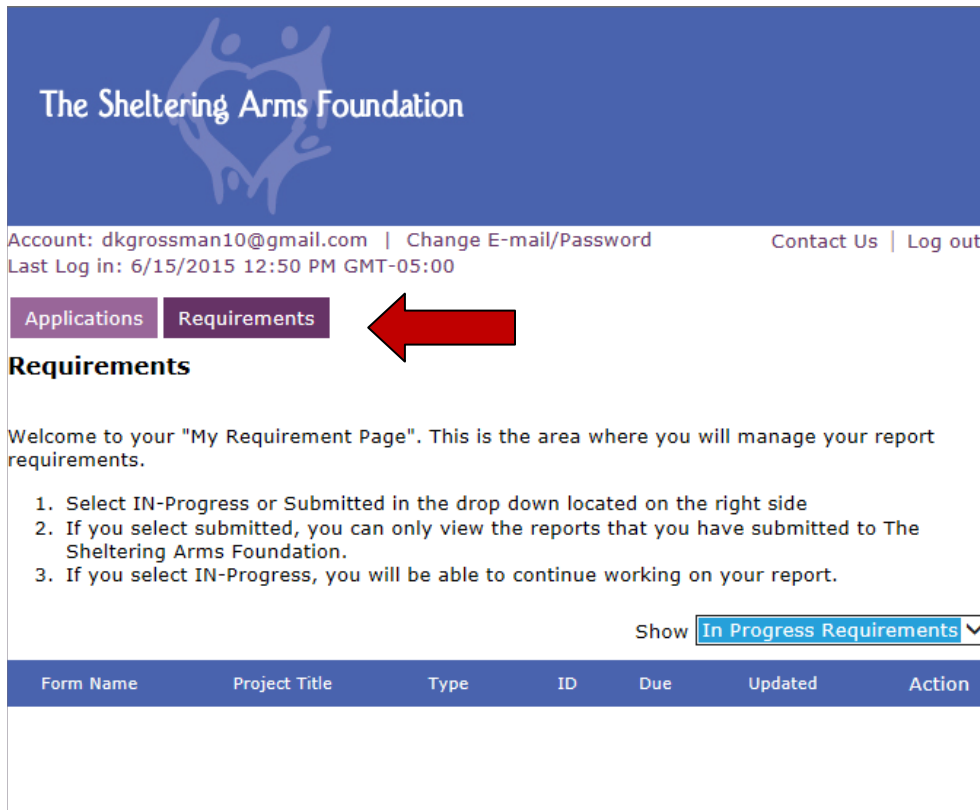
- Enter your email address
- Enter your password
- Click the "Login" button

E-mail  Password

New Applicant?  Forgot Password?

A large red arrow points from the right side of the page towards the "Forgot Password?" link in the form.

2. Go to the Tabs on the upper left side and click on “Requirements”.



The screenshot shows the user interface for The Sheltering Arms Foundation. At the top, there is a blue header with the organization's logo and name. Below the header, there is a navigation bar with two tabs: "Applications" and "Requirements". A red arrow points to the "Requirements" tab, which is currently selected. Below the tabs, there is a section titled "Requirements" with a welcome message and three numbered instructions. At the bottom of the page, there is a table with columns for Form Name, Project Title, Type, ID, Due, Updated, and Action. The table is currently empty.

3. Once you hit the Requirements Tab a report should auto fill in the box. Click on the appropriate report form.
4. Once you click on the report form, you can begin completing the online report.
5. Complete the Report Form.
  - You can navigate between pages by clicking “next” at the bottom of each screen.
  - If you are unable to complete the entire report, you have the option of saving your work and completing the report at a later time.

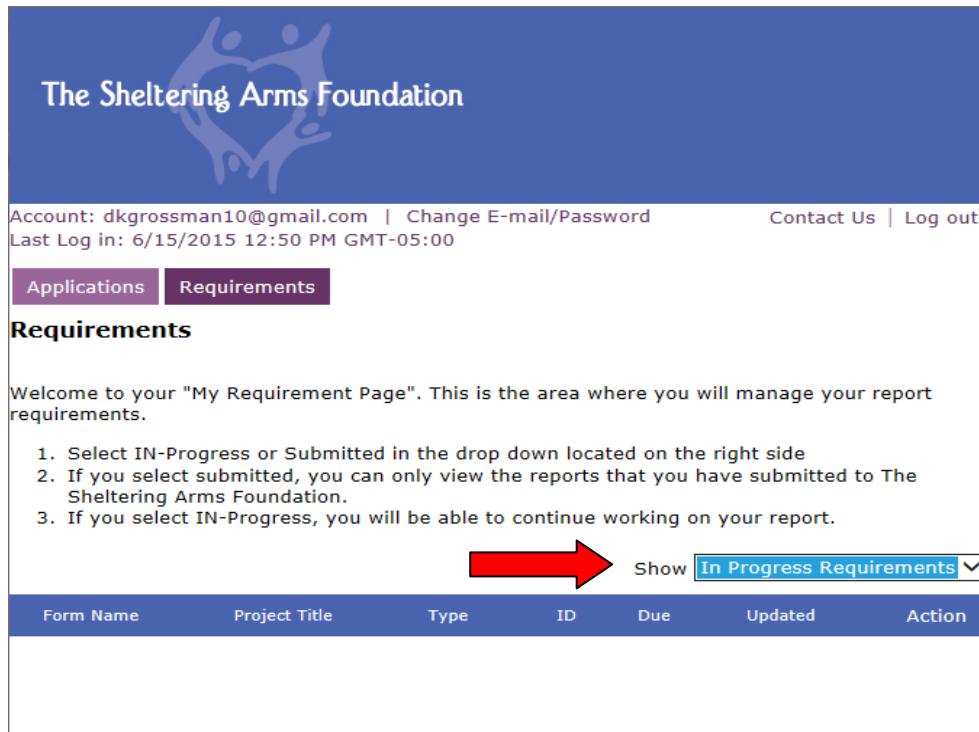
#### **Save & Finish Later**

- At the bottom of each page is a button “Save & Finish Later”, click on the button.
- You will be brought to your “My Account Page” where you will see the name of the report and the date it was last updated.
- To log-out of your account page, click “log-out” in the upper right corner.

#### **Retrieving a Saved Report –**

To access an in-progress report, use the confirmation email that contained a URL to access your account. If you have that email you can click on the link and you will be brought directly to your account page – OR - you can visit the “*Grantee Reporting*” page of our website under *Grantmaking*.

After logging in, you will be brought to the “My Account” page where you can manage your in-progress report. To complete the report, be sure the drop down box on the right is set to In Progress Requirements. You will see your report listed below the “Form Name”. Click on the report you would like to edit. That page should look something like this:



### When you are completed with your report

- If you want a copy of the report, click on “Printer-Friendly Version” in the upper right corner. You will also receive a submission acknowledgement email that will include the contents of your report.
- Review the report to make sure you haven’t forgotten anything. To submit your report, click “Review & Submit”. If you omitted any required information, you will be notified at this time.
- Click on the “Submit” button. The report will be sent automatically to Sheltering Arms.

### Tips:

- Be sure cookies are enabled on your internet browser.
- Browser requirements are: Internet Explorer 8, 9 or 10; Mozilla Firefox for Windows (version 25 or later), Mozilla Firefox for Mac and Safari for Mac. \*\*Google Chrome is not compatible with our grants management system.
- Please remember to keep a record of your account log-in Email & Password – this Email and Password will be used for all future requests and reporting to Sheltering Arms Foundation.
- It is recommended that you create one general account per organization
- Add the following email addresses to your address book to ensure that you receive our automated emails from The Sheltering Arms Foundation: [grants@sheltering-arms.org](mailto:grants@sheltering-arms.org), and [dgrossman@sheltering-arms.org](mailto:dgrossman@sheltering-arms.org).

If you have any questions about our online grant application system or experience issues, please contact Diane Grossman at 612-871-9210, [dgrossman@sheltering-arms.org](mailto:dgrossman@sheltering-arms.org)