Job Aid- Grantee- Submitting Reports and Payments

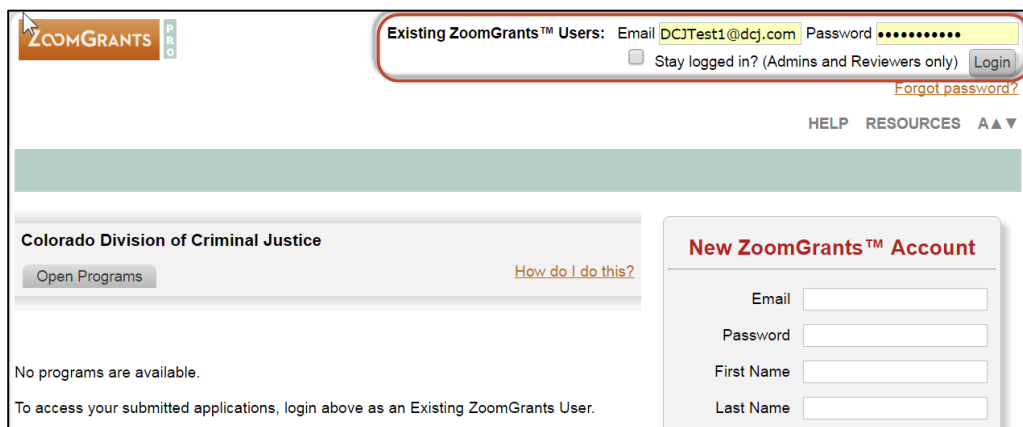| Job Aid	Submitting Reports and Payments (External document for Grantees)
Grant Programs	All active grants using ZoomGrants for Post Award Submissions
Publication Date	12/29/16
Revision Date	09/06/2018
Description	This job aid provides instructions for Grantees on how to upload Post Award Submissions (Payment Requests, Narrative Reports, and other reporting requirements) to DCJ via ZoomGrants.

I. Log into ZoomGrants and access the Project

You may use any **up to date** browser (Internet Explorer, Mozilla Firefox, Safari, etc.). Chrome is preferred.
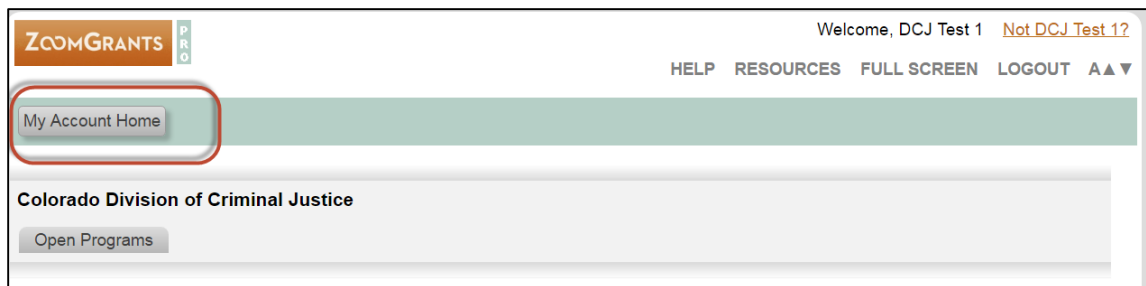
There are two ways to log in depending on whether you are an **Account Owner** or a **Collaborator.** An **Account Owner** is responsible for all projects within his/her account and is the only person who can update **Organization Information** and create new applications**.** A **Collaborator** is an individual who has been given access to a particular project by the **Account Owner.**

A. Account Owner login

1. *Account Owner* Login: https://zoomgrants.com/gprop.asp?donorid=2225
2. Log into ZoomGrants using your credentials

3. Click on **My Account Home**

4. By default, **My Applications** screen is what you see once you click on **My Account Home**. You may only submit payment requests and other post award submissions if your project has been **Approved**. All **Approved** projects will be located in the **Approved Applications** section located on the right side of the screen.

5. Click on the **Project Name** to access the desired project. Once the project is open you may submit a post award submission. See sections II-VI below.

B. Collaborator login

1. *Collaborator* Login: http://www.zoomgrants.com/invitations.asp
2. Log into ZoomGrants using your credentials

Note: if you have not yet logged in as a collaborator your temporary password will be in the original email for invitation to collaborate. However, if you do not have the original email nor know your password, you can go to https://www.zoomgrants.com to rest your password.

3. Access the project by clicking on **View Application** for the desired project. Once the project is open you may submit a post award submission. See sections II-VI below.

Note: Your account is linked to your email address. If you are invited as a **Collaborator**, ALL projects you are invited to will appear here regardless of the project.

Lyndsay Clelland

Edit Profile Logout

Invitations

Application: 2[_____]   **View Application**
Diversion Program - Year 3
Colorado Division of Criminal Justice
Office of Adult and Juvenile Justice Assistance
**2016-2017 State Juvenile Diversion Program & Marijuana Tax
Cash Funds Transition**
Invited as Collaborator

Application: [_____]   **View Application**
Restorative Services - Year 3
Colorado Division of Criminal Justice
Office of Adult and Juvenile Justice Assistance
**2016-2017 State Juvenile Diversion Program & Marijuana Tax
Cash Funds Transition**
Invited as Collaborator

II. Submit a Payment Request (DCJ Form 3)

Payment Requests (DCJ Form 3) are completed within ZoomGrants and there is no attachment.

A. Create & Submit the Payment Request from the Financial Tab

1. Go to the **Financial Tab**

    The **Financial Tab** contains an overview of your total grants awarded (less match). It does not contain budget line items details. That information is housed on the **Reports tab** and reported using the **Financial Report (DCJ From 1-A)**. This **Financial Tab** corresponds to the **Payment Request (DCJ Form 3)** only.

    You may frequently check back to this **Financial Tab** to see the status of payment requests.

2. Click on **Create a New Payment Request**
    a. **Payment Requests (DCJ Form 3)** open in a new window. You may submit a payment request either on the **Financial Tab** or under the **My Account Home** – Approved grants section.

3. **Complete** the Payment Request: You will be prompted to populate all fields associated with **Payment Request (DCJ Form 3)** prior to submitting.

    a. **Payment Request Contact Name:** the person submitting the form
    b. **Payment Request Contact Email:** the person submitting the form
    c. **Payment Request Contact Phone:** the person submitting the form
    d. **Payment Request Number:** should follow the naming conventions indicated in your Reporting Schedule. If you are unsure of the naming convention for your grant, please review your Reporting Schedule.
    e. **Requested Amount:** enter the amount you are requesting.
    f. **Complete:** the electronic **Payment Request (DCJ Form 3)**
       ▪ Time Period – follow the format as instructed
       ▪ Answer question on receiving previously requested funds.
    g. Submit the **Payment Request (DCJ Form 3)**

Advocate [_____]
2015-VA-14-[_____]
Project (CY 16)

Colorado Division of Criminal Justice
OVP Transition 2016

DCJ Grant Number	2015-VA-1[_____]
Match Required	Yes
Financial Grant Manager	Laura Montoya
Funding Entity Type (VOCA, VAWA, SASP, State VALE)	Victims of Crime Act (VOCA)
Match Percent Required	20%
Program Income Allowed	No
Federal CFDA Number	16.575
Federal Award Number (1)	2015-VA-GX-0040
Federal Award Number (2)	NA

Your Agency address will appear here.

Tel: 970-945-[____]
Fax: 970-928[____]

EIN: 84-104[____]

Project Contact
[_____]
Julie@dcj.com
Tel: 970-928-[____]

Total Requested
$ 0.00
Funding Amount
$ 0.00

Date Submitted
[Submit Payment Request]
[delete this Payment Request]

Payment Request Number
2016 Payment Request Jan-Mar

Payment Request Contact
Lyndsay Clelland

Lyndsay.Clelland@state.co.us

303-239-0000

ShowPayment Request Status

Payment Request Details
Requested Amount $ 14691.02

TIME PERIOD

2018	Calendar Year (2019 or 2020)
Q	Payment Frequency (Q =Quarterly or M = Monthly)
04	Start Month for this Request (Jul-07, Aug=08,... Jun=06)
06	End Month for this Request (Jul-07, Aug=08,... Jun=06)

All Federal/State Dollars previously requested have been received?

○   Yes
○   No

4. The **Project Director** must certify the payment before submission.
   The Project Director must sign the Payment Request. The Financial Officer should review this request to reconcile with actual and anticipated expenditures for the time period indicated. Allow 30 days from the day you submit the request to receive the funds. If the form is not signed by the authorized Project Director, the request will be denied and returned for proper signature.

   The Project Director must type in his/her name to certify the payment.

Payment Request Certification

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the grant award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

THIS MUST BE CERTIFIED BY THE PROJECT DIRECTOR.

NOTE: The Office for Victims Programs may require Supporting Documentation on payments for special projects that is uploaded with the Quarterly Payment Request. If you are unsure if you are required to upload this supporting documentation, please contact your Grant Program Manager.

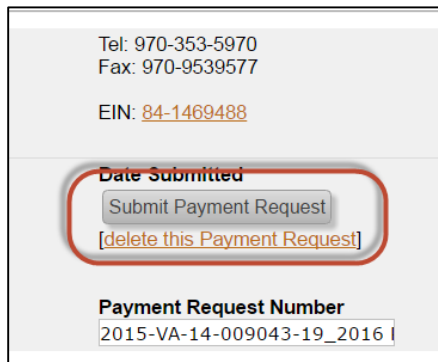| Documents Requested *	Required?	Uploaded Documents *	
Supporting Documentation	☐	*-none-*	Upload

* ZoomGrants™ is not responsible for the content of uploaded documents.

5. **Submit** the Payment Request

If you do not submit the payment it will not be processed. Scroll back up to the top of the Payment Request and click **Submit Payment Request**. The Project Director (PD) must **submit** the **Payment Request (DCJ Form3).**

You may check back at any time to see if the payment has been processed or returned for edits by clicking on the **Financial Tab.**

As the payment is routed and processed you will see real time updates on the status of the payment request and the overall balances of the award on the invoice/payment request itself.

Payment Request Status

Payment Request Status	Approved by	Instructions/Comments
Paid	Louise Esquibel	
	Approval Date	
	2/9/2017	

			(From Other Invoices on this App)		(This Payment Request)	
	Awarded	**(-)Pending**	**(-)Approved**	**(-)Paid**	**(-)Funding Amount**	**(=)Remaining**
VOCA-15 (2015-VA-GX-0040) Department of Justice, Office of Justice Programs, Office for Victims of Crime	$64,354.00	$0.00	$0.00	$48,905.85	**$15,448.15**	$0.00
Approved Amount	**$64354.00**	**$0.00**	**$0.00**	**$48905.85**	**$ 15,448.15**	**$0.00**

Payment

Payment

(for this Payment Request only)

Payment Instructions

15-VA-9043-OCT-DEC *Paid*	$ 15,448.15
	Total $15,448.15

Payment Details

Payment Status	Paid
Date (mm/dd/yyyy)	2/13/2017
Amount	$ 15448.15
Method	CK # 8001498592
Payment Number	15-VA-9043-OCT-DEC
Description	2016-1371
Instructions	VC*67609

Additionally, after you Refresh your page you will see balance and status information on the financial tab.

B. Short cut - Create & Submit the Payment Request from the Approved tab

If you are an **Account Owner** you may create a payment request without opening the project. You may access the Add Payment Request feature from the **Approved** Applications section on your **My Account Home** page.

My Account Home

My Applications | Account Profile

A_____.

Incomplete Applications (1)
(full application not yet submitted)
show/hide

Colorado Division of Criminal Justice
Office for Victims Programs
2016-2018 OVP Transition Grants (deadline 6/1/2017)

$140,470.00 2017-VU-1[_____]er (CY18)

Submitted Applications (0)
(full application submitted, decision pending)

Archived Applications (0)
(application abandoned)

Approved Applications (3)
show/hide

Colorado Division of Criminal Justice
Office for Victims Programs
2016-2018 OVP Transition Grants (deadline 6/1/2017)

$64,354.00 2015-VA-14-[_____]ty Center (CY 16)   Add Payment Request   Add Report

$14,615.00 2015-VX-15-[_____]ments   Add Payment Request   Add Report

$139,521.00 2016-VU-1[_____]eacy Center   Add Payment Request   Add Report

Declined Applications (0)

III. Submit a Financial Report (DCJ Form 1-A)

Financial Reports (DCJ Form 1-A) are completed within ZoomGrants and there is no attachment. The Financial Report is completed on the **Report** tab.

A. Create & Submit the Financial Report from the Report Tab

1. Go to the **Report Tab**

   If any of the reports are overdue then **OVERDUE** will appear on the tab. Submitted reports will be marked with a green check mark. Overdue reports will show the due date in red bold text on each **Report #** tab that is overdue. Reports not yet due, will show the due date in regular text.

2. Identify the **Report #** tab that corresponds to the desired **Financial Report (DCJ Form 1-A)** submission. You must follow the **Reporting Schedule** attached to the **Grant Agreement** tab to determine which report corresponds to each **Report #** tab.

   Example: excerpt from a Reporting Schedule

   In this example Report #1 corresponds to a Financial Quarterly Report for the period of Jul-Sep 2016; and Report #2 corresponds to a Narrative Quarterly Report for the period of Jul-Sep 2016. To submit a Financial Report, the Grantee should go to Report #1 tab to begin processing the Financial Report.

3. Complete the **Financial Report (DCJ Form 1-A)** - Answer Questions 1 - 11

   Note: The Financial Report in ZoomGrants is different than the paper report. You only need to enter the **Expenditures this Quarter** and **Unpaid Invoices**.

   Note: If matching funds is not part of the grant program the match fields (cash and in-kind match) will not be visible and the question numbers will shift up.

   - **1. What type of Report is this?** You must select either Financial Report (DCJ Form 1-A) – Quarterly or Financial Report (DCJ Form 1-A) – Final, as appropriate.

- **5. Is this report a Quarterly AND Final Report**: Quarterly and Final Financial Reports may be combined if there are no unpaid invoices at the end of the last quarter and the report is submitted within fifteen (15) days after the end of the quarter.
- **9. Unpaid Invoice This Period:** will not be visible if **Financial Report (DCJ Form 1-A) – Final** was selected for question #1.
- **10. Financial Officer:** The financial officer must type in his/her name to serve as a signature prior to submitting the form.
- **11. Project Director:** The project director must type in his/her name to serve as a signature prior to submitting the form.

4. **Submit** the Financial Report (DCJ Form 1-A)

If you do not submit the Financial Report (DCJ Form 1-A) it will not be processed. Scroll back up to the top of the Report and click **Submit Report #**. The Project Director (PD) must **submit** the Financial Reports.

B. View a snapshot of the line item balances to date

The Financial Report does not contain the following columns that are included in the paper **Financial Report (DCJ Form 1-A)**: Approved Budget, Expenditures Beginning of Quarter, and Total Expenditures to Date.

You may find these on the **Report Totals** tab. You should always review your Report Totals tab **PRIOR** to submitting a new Financial Report. From the **Report Totals** tab, scroll down and you will see a summary of all the reports submitted.

Summary	Pre-Application/Organizational Details	Questions	Budget Summary	Tables	Documents
Grant Agreement	Financial	Report	Report Totals		

Report (Post Award Submissions) Totals

5

Answers must be entered on the individual Report (Post Award Submissions) tabs.
If you recently edited an answer, then Refresh Page to see updated answers here.

1. What type of Report is this?

✓	☐	✓	☐	✓	☐	✓	☐	☐	☐	Financial Report (DCJ Form 1-A) - Quarterly
☐	☐	☐	☐	☐	☐	☐	☐	✓	☐	Financial Report (DCJ Form 1-A) - Final
☐	✓	☐	✓	☐	✓	☐	✓	☐	☐	Statistical and Narrative Report (DCJ Form 2) - Quarterly
☐	☐	☐	☐	☐	☐	☐	☐	☐	✓	Statistical and Narrative Report (DCJ Form 2) - Final
☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	Program Income Report (DCJ Form 1-B) - Quarterly
☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	Program Income Report (DCJ Form 1-B) - Final

2. Prepared By:
-Text questions are not calculated-

3. Prepared By Phone Number:
-Text questions are not calculated-

4. Reporting Period

✓	✓	☐	☐	☐	☐	☐	☐	☐	☐	10-01-2016 to 12-31-2016
☐	☐	✓	✓	☐	☐	☐	☐	☐	☐	01-01-2017 to 03-31-2017
☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	04-01-2017 to 06-30-2017
☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	07-01-2017 to 09-30-2017
☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	10-01-2017 to 12-31-2017
☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	01-01-2018 to 03-31-2018
☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	04-01-2018 to 06-30-2018
☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	07-01-2018 to 09-30-2018

In this example quarter 1 & quarter 2 have been submitted.

- The total of the two quarters is calculated in the **Totals** column.
- The **Goal** column is the **Approved Budget** from the Grant Award. (Not all Goals have been entered to date, this is a work in progress. If your Goals are not updated, please contact your DCJ Grant manager to get it updated.)
- The percentage is a calculated value of the Total reported/Approved Budget.
- The Remaining is the amount left per line item.

By scrolling down you will see a similar table for Cash Match and In-Kind Match (if applicable). You will also see an Unpaid Invoices table.

C. Short cut - Create & Submit a Report from the Approved tab

If you are an **Account Owner** you may access your **Report Tab** without opening the project. You may click on the Add Report feature from the **Approved** Applications section on your **My Account Home** page.
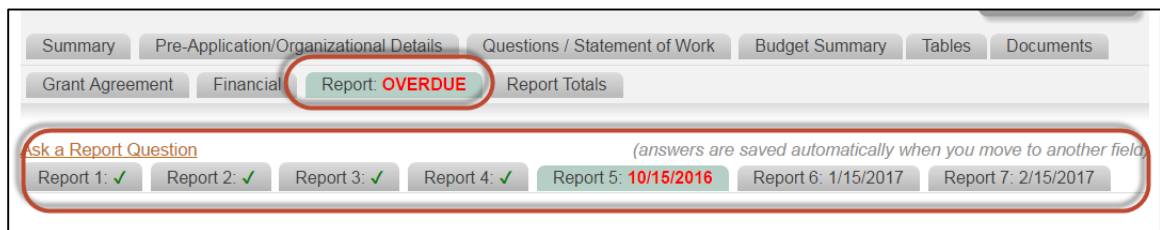
IV. Submit a Program Income Report (DCJ Form 1-B)

Program Income Reports (DCJ Form 1-B) are completed within ZoomGrants and there is no attachment. The Program Income Report is completed on the **Report** tab.

A. Create & Submit the Program Income from the Report Tab

1. Go to the **Report Tab**

   If any of the reports are overdue then **OVERDUE** will appear on the tab. Submitted reports will be marked with a green check mark. Overdue reports will show the due date in red bold text on each **Report #** tab that is overdue. Reports not yet due, will show the due date in regular text.

2. Identify the **Report #** tab that corresponds to the desired **Program Income (DCJ Form 1-B)** submission. You must follow the **Reporting Schedule** attached to the **Grant Agreement** tab to determine which report corresponds to each **Report #** tab. Note: most grantees do not have Program Income. If you have Program Income and it is not included in your reporting schedule, contact your DCJ Grant Manager.

3. Complete the **Program Income (DCJ Form 1-B)** - Answer Questions 1 - 5, 12, 13, 14

   - **1. What type of Report is this?** You must select either Project Income Report (DCJ Form 1-B) - Quarterly or Program Income Report (DCJ Form 1-B) - Final, as appropriate.
   - **5. Is this report a Quarterly AND Final Report**: Quarterly and Final Program Income Reports may be combined if the percentage of program income has been fully expended at the end of the last quarter and the report is submitted within fifteen (15) days after the end of the quarter.
   - **12. PROJECT INCOME RECEIPT AND EXPENDITURES**
     Line 1 - Project Income Balance at Beginning of Quarter. If this is the first project income you are reporting for this grant, this figure will be 0. Otherwise, this will be the figure on line 4 of the previous quarterly report.

     Line 2 - Receipts/Income this Quarter, by Source: Indicate the source and amount of Project Income during the quarter for
         2.a1- Client Fees
         2.a2- Registration Fees
         2.a3- Other
         2_Total - Sum 2.a1 + 2.a2 + 2.a3 and enter the total here

     Line 3 - Total Expenditures of Project Income this Quarter: Total expenditures of project income this quarter and enter on line 3.

> **Line 4 -** Balance End of Quarter: Add the amounts on line 1 and 2. Subtract the amount on line 3. Enter the result on line 4.

- **13. Financial Officer:** The financial officer must type in his/her name to serve as a signature prior to submitting the form.
- **14. Project Director:** The project director must type in his/her name to serve as a signature prior to submitting the form.

4. **Submit** the **Program Income (DCJ Form 1-B)**

If you do not submit the **Program Income (DCJ Form 1-B)** it will not be processed. Scroll back up to the top of the Report and click **Submit Report #**. The Project Director (PD) must **submit** the Program Income Reports.

B. Short cut - Create & Submit a Report from the Approved tab

If you are an **Account Owner** you may access your **Report Tab** without opening the project. You may click on the Add Report feature from the **Approved** Applications section on your **My Account Home** page.

V. Submit a Narrative Report (DCJ Form 2)

Narrative Reports (DCJ Form 2) are **attached** in ZoomGrants. The Narrative Report is **uploaded** on the **Report** tab.

A. Go to the DCJ Grants Website and obtain the appropriate Narrative Form

You should always check the [DCJ Grants website](#) for the most recent version of the Narrative Form prior to completing.

Each Grant Program may have different version of the **Narrative Report (DCJ Form 2)**. Please be sure you are using the correct version.

Download the document to your computer and save it prior to completing the content. It is highly recommended that you digitally sign all DCJ Forms in PDF. Once you have completed the Digital PDF form, upload the document to ZoomGrants as instructed below. **NOTE:** The Office of Adult and Juvenile Justice Assistance has two programs, COV and NCHIP, which require an additional report that is uploaded with the Quarterly Narrative Report.

B. Create & Submit the Narrative Report from the Report Tab

1. Go to the **Report Tab**

   If any of the reports are overdue then **OVERDUE** will appear on the tab. Submitted reports will be marked with a green check mark. Overdue reports will show the due date in red bold text on each **Report #** tab that is overdue. Reports not yet due, will show the due date in regular text.

2. Identify the **Report #** tab that corresponds to the desired **Narrative Report (DCJ Form 2)** submission. You must follow the **Reporting Schedule** attached to the **Grant Agreement** tab to determine which report corresponds to each **Report #** tab.

   Example: excerpt from a Reporting Schedule

   In this example Report #1 corresponds to a Financial Quarterly Report for the period of Jul-Sep 2016; and Report #2 corresponds to a Narrative Quarterly Report for the period of Jul-Sep 2016. To submit a Narrative Report, the Grantee should go to Report #2 tab to begin processing the Narrative Report.

Report #	Report Type - Name given to report upon upload	Period	Due Date	Required	Upload to
		07/01/2016 to 06/30/2017			
1	Financial Report (1-A) - Quarterly - Jul-Sep 2016	07/01/2016 - 9/30/2016	10/15/2016	Yes	Reports
2	Narrative Report (2) - Quarterly - Jul-Sep 2016	07/01/2016 - 9/30/2016	10/15/2016	Yes	Reports

3. Complete the **Narrative Report (DCJ Form 2)** - Answer Questions 1 - 4

- **1. What type of Report is this?** You must select either Statistical and Narrative Report (DCJ Form 2) - Quarterly or Statistical and Narrative Report (DCJ Form 2) - Final, as appropriate. (**Note:** not all grant programs have a final narrative report.)

4. Attach the completed **Narrative Report (DCJ Form 2)**
   Click on **Upload**

Documents Requested *   Required?   **Uploaded Documents ***

Statistical and Narrative Report (DCJ Form 2) - Quarterly   -none-   Upload
Download template: linked file CVS Narrative Report Template

A window will pop-up. If the window does not pop-up, check your pop-up blockers and try again.

1. Enter a file description
2. Chose the file to upload
3. Then click **Upload Now**
4. Refresh the page to see the uploaded document.

5. **Submit** the **Narrative Report (DCJ Form 2)**
    If you do not submit the **Narrative Report (DCJ Form 2)** it will not be processed. Scroll back up to the top of the Report and click **Submit Report #**.

C. Short cut - Create & Submit a Report from the Approved tab

If you are an **Account Owner** you may access your **Report Tab** without opening the project. You may click on the Add Report feature from the **Approved** Applications section on your **My Account Home** page.

VI. Submit all other Reports and Change Forms

All other reports, certifications, and requested documents are **attached** in ZoomGrants. These forms are **uploaded** on the **Documents** tab. This includes, but is not limited to:

- Equipment Inventory/Retention Certification (DCJ Form 5)
- Equipment Procurement Certification (DCJ Form 13)
- Consultants/Contracts Certification (DCJ Form 16)
- Certification of Compliance with Regulations - Office of Civil Rights, Department of Justice (DCJ Form 30)
- Conference Policy and Certification (DCJ Form 31)
- Certification of Match (DCJ Form 32)
- Budget Revision (DJC From 4-A)
- Change in Project Officials (DCJ Form 4-B)
- Change in Grant Award Period (DCJ Form 4-C)
- Modification of Other Grant Agreement Terms (DCJ Form 4-D)

A. Go to the DCJ Grants Website and obtain the appropriate Form

You should always check the DCJ Grants website for the most recent version of the form prior to completing.

Download the document to your computer and save it prior to completing the content. It is highly recommended that you digitally sign all DCJ Forms in PDF. Once you have completed the Digital PDF form, upload the document to ZoomGrants as instructed below.

B. Create & Submit the Forms/Documents from the Documents tab

1. Go to the **Documents** Tab
   Note: This list may vary from program to program

| Summary | Pre-Application/Organizational Details | Questions / Statement of Work | Budget Summary | Tables | Documents |

| Grant Agreement | Financial | Report: **OVERDUE** | Report Totals |

Documents

Documents Requested *	Required?	Uploaded Documents *	
Organizational Chart – with requested personnel highlighted. (including personnel which would be paid with matching funds)		*-none-*	Upload
Job Descriptions for staff that would be paid for with OVP funds		*-none-*	Upload
Job Descriptions for volunteer staff – if volunteers are used as match		*-none-*	Upload
Job Descriptions for match staff – if paid staff is used as match		*-none-*	Upload
Board Members list – non-profit agencies only		*-none-*	Upload
Proof of non-profit status – new non-profit applicants only		*-none-*	Upload
Sample timesheet currently used by the position(s) for which you are requesting OVP funding		*-none-*	Upload
Sample timesheet currently used by the volunteer staff – if volunteers are used as match		*-none-*	Upload
Budget Revision (DCJ Form 4-A)		*-none-*	Upload
Change in Project Officials (DCJ Form 4-B)		*-none-*	Upload
Change in Grant Award Period (DCJ Form 4-C)		*-none-*	Upload
Modification of Other Grant Agreement Terms (DCJ Form 4-D)		*-none-*	Upload
Equipment Inventory/Retention Certification (DCJ Form 5)		*-none-*	Upload
Equipment Procurement Certification (DCJ Form 13)		*-none-*	Upload
Consultants/Contracts (DCJ Form 16)		*-none-*	Upload
Certification of Compliance with Regulations, Office for Civil Rights, Department of Justice (DCJ Form 30)		*-none-*	Upload
Audit/Financial Review (Please link this document rather than attaching, if possible)		*-none-*	Upload

2. Identify the Row/item that corresponds to the form. (Note: if it is not clear which row you should attach a form to or there is not an entry for the type of form, please contact your DCJ Grant Manager).
3. Click on **Upload.** A window will pop-up. If the window does not pop-up, check your pop-up blockers and try again.

5. Enter a file description
6. Chose the file to upload
7. Then click **Upload Now**
8. Refresh the page to see the uploaded document.

A DCJ Grant Manager will receive a notice that you have uploaded a document. No further action is needed on your part.