web●grants

WebGrants Instructions for Submitting a Claim

Logging into the WebGrants System

Sign into Web Grants
Url: Enter Current URL here

On the Login Page
Click on User ID on the left side of your page under Login
Enter your User ID
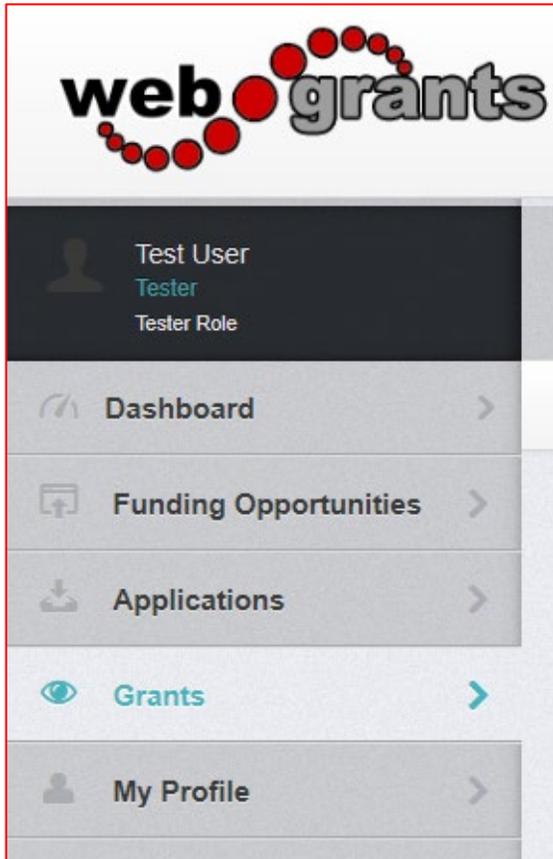Enter your Password
Click on 'Sign In'

Note: Use the WebGrants Menu, not the Browser Menu
WebGrants is compatible with many different browsers; please feel free to use the browser of your choice.
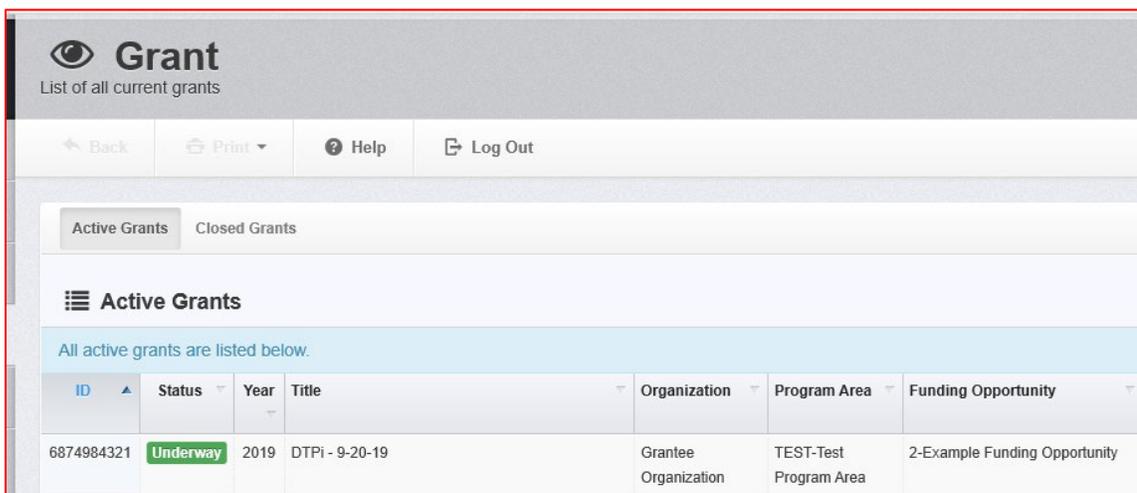Read the Instructions on the screen for navigating in the system.

From the Side Menu:
Click on 'Grants'

Select the Grant you would like to access in the 'Active Grants' listing.

Once you have selected the Grant, you will be directed to the Grant Components. Select 'Claims' from the list of Grant Components.

Click 'Add Claim'

You will then be directed to the 'Claim General Information'.
Complete the fields on the form, then click 'Save Form':

Note: The system has created a claim # as soon as you clicked 'Save'. If you log out of the system at this point or any future point, you will click on the existing claim until it has been submitted.

Once the General Information has been completed, you will be returned to the Claim Components:

This is a complete listing of all claim forms that are to be completed in order to submit the claim.

You can now begin completing the claim forms designated for your grant.

Note: All forms can be edited and saved as often as necessary but the system will require that ALL fields marked as required MUST have entries and EVERY form must be 'Marked as Complete' to submit. You will receive a pop-up message notifying you of this if you try to submit without completing these steps.

You will continue to click on and complete each form in the Claim Component listing.

Note: Most forms are editable by clicking 'Edit' at the top part of the section. However, multi-list sections are editable by clicking 'Add' on the section.
All information must be saved by clicking 'Save' on the forms. If you do not click 'save' and you back out of the form or section of the form, your information will be lost.

Once you have filled out all required fields and you have marked the form complete, you will submit your claim.