



## 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'

A screenshot of the WebGrants login page. At the top left is the WebGrants logo. Below it, the word "Login" is displayed with a key icon. The main content area features a white box with the heading "Enter your user id and password" and a user icon. Inside this box is a "User ID" input field with a single dot, a green "SIGN IN" button, and two links: "Forgot User ID?" and "Forgot Password?". To the right of the login box is a white box with a document icon and the text "Announcements". At the bottom center, there is a yellow button that says "Click here to Register".

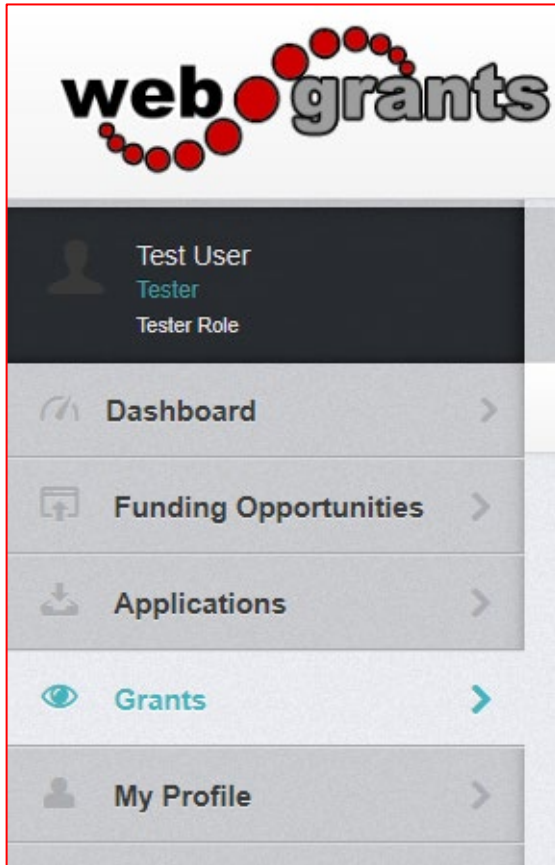
**Note:** Use the WebGrants Menu, not the Browser Menu

WebGrants is compatible with many different browsers; please feel free to use the browser of your choice.

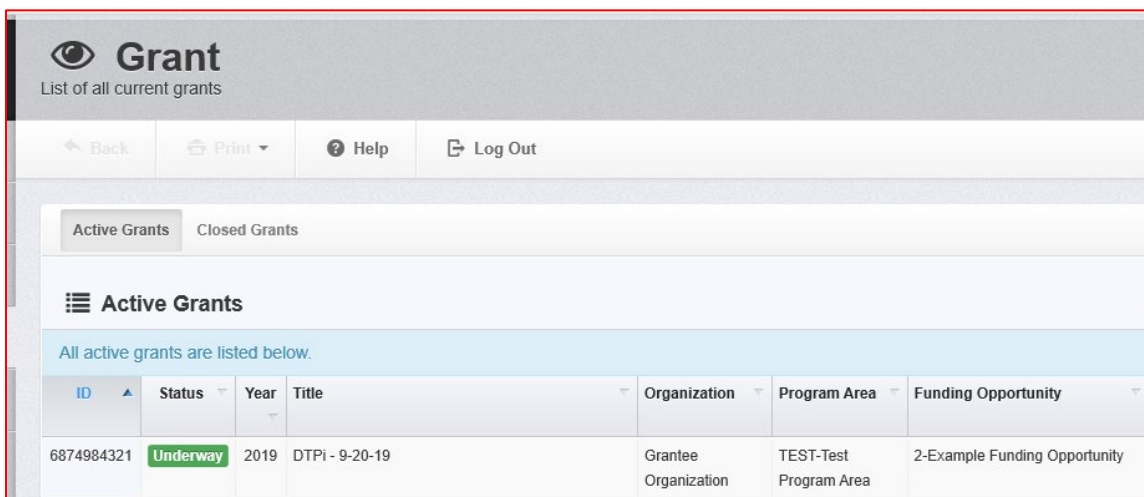
Read the Instructions on the screen for navigating in the system.



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.

Component	Last Edited
General Information	Nov 7, 2019 1:04 PM - System Administrator
Claims	Oct 8, 2019 1:02 PM - System Administrator
Encumbrances	-
Status Reports	Oct 8, 2019 1:05 PM - System Administrator
Contract Amendments	Oct 8, 2019 1:06 PM - System Administrator
Site Visits	Oct 8, 2019 1:07 PM - System Administrator
Contract	Oct 10, 2019 2:16 PM - System Administrator
Correspondence	-
Grid Budget	Oct 8, 2019 1:00 PM - System Administrator
Funding Opportunity	
Application	

Click 'Add Claim'

ID	Type	Status	Reporting Period	Submitted Date	Paid Date	Claim Amount
T107 - 001	Reimbursement	Editing	-			\$4,000.00
Submitted Amount:						\$0.00
Approved Amount:						\$0.00
Paid Amount:						\$0.00
Total Amount:						\$0.00

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

**General Information - Claim - Edit** Save Form

Type: Reimbursement

Report Period:    
Start Date End Date

Final Request?:



**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:

Claim Preview Attachment Alert History Map Versions		
<b>Claim</b>		
Claim cannot be Submitted Currently <ul style="list-style-type: none"><li>Claim components are not complete</li></ul>		
Component	Complete?	Last Edited
General Information	✓	Nov 7, 2019 1:16 PM - Test User
Reimbursement		-

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.

Application Preview Attachment Alert History Map	
<b>Application Details</b>	
Application cannot be Submitted Currently <ul style="list-style-type: none"><li>Application components are not complete</li></ul>	
Component	Complete?
General Information	✓
Named Attachment	



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.

Claim Preview Attachment Alert History Map Versions

**Claim Details** ✓ Submit Claim

• **Claim is in compliance and is ready for Submission!**

Component	Complete?	Last Edited
General Information	✓	Nov 7, 2019 1:16 PM - Test User
Reimbursement	✓	Nov 7, 2019 1:24 PM - Test User