## **Instructions for Uploading Final Reports**

1. Go to <u>http://www.grantrequest.com/SID\_464/</u> and enter your email address and password to sign in to your account.

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2. Once you have signed in, click on the "Requirements" tab at the top of the page.

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3. Find the report type: "Final Reports" with the "Due Date July 15" and click on the "Upload Reports" link

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4. Enter organization and request information as instructed, grant ID number can be found on past correspondence from CCHD regarding your grant. If you need help finding it, please contact CCHD.

5. Click on "Next" at the bottom of the page or on the link to page 2 at the top of the page to move on to uploading your report.

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6) Click on the drop down menu and select "Final Report"

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7) Please follow the instructions on how to "Browse" for and "Upload" your final Report

8. Once you have found the report you want to upload, click on "Upload" to attach your report.

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9. Once your final report has been attached, find the "Final Report Expense Form" option in the drop-down menu to upload your Expense Form

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10. Once both reports have been uploaded, click on "Review & Submit" to submit your reports to CCHD

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When you have submitted your Final Report and Expense form, you should receive a confirmation email. Grant staff will be in touch if there is additional information needed in order to close out your grant.

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