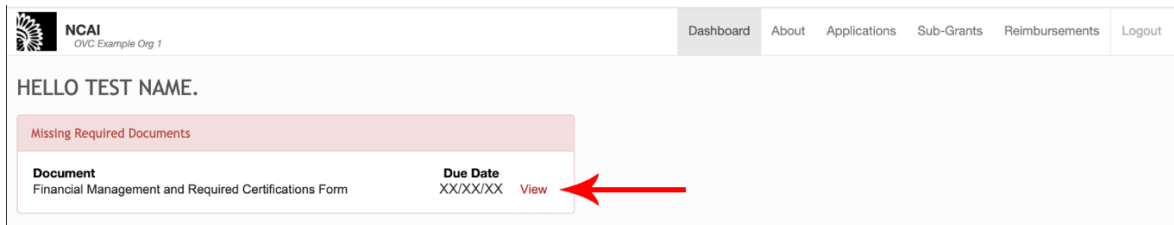


How to Upload Required Documents to NCAI Fund Online Reporting System

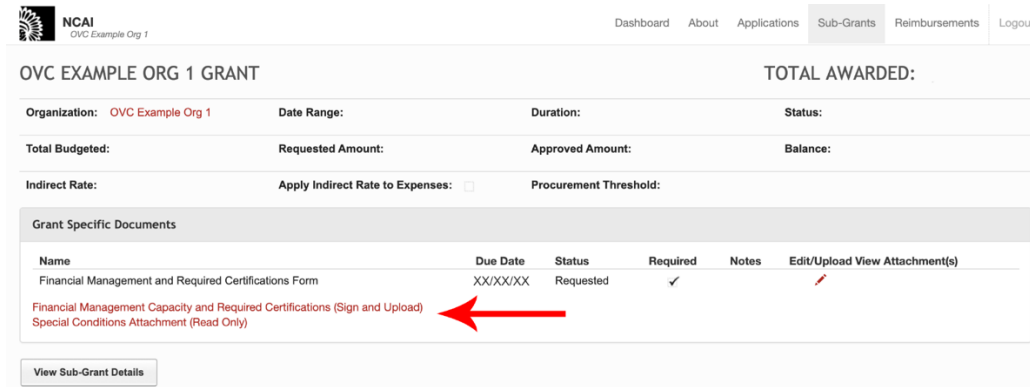
(<https://firstpic.force.com/ncai/login>)

1. Log into the Online Reporting System. Upon logging in, your Dashboard will have a new box labeled “Missing Required Documents” Click **View**:



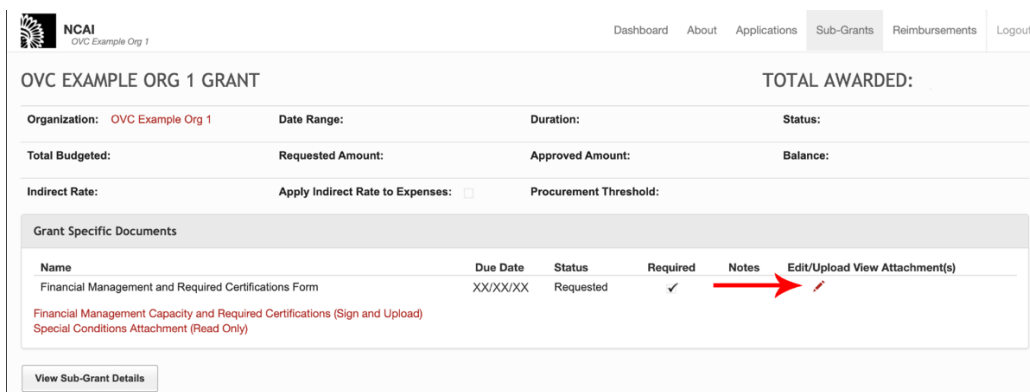
The screenshot shows the NCAI dashboard for 'OVC Example Org 1'. The top navigation bar includes 'Dashboard', 'About', 'Applications', 'Sub-Grants', 'Reimbursements', and 'Logout'. Below the navigation bar, it says 'HELLO TEST NAME.' A red box labeled 'Missing Required Documents' contains a table with one row: 'Financial Management and Required Certifications Form' with a 'Due Date' of 'XX/XX/XX' and a 'View' link. A red arrow points to the 'View' link.

2. From the “Grant Specific Documents” Section. Download the two templates by clicking the links in red. The *Financial Management Capacity and Required Certifications Form* will need to be downloaded, signed, and uploaded (*please note Due Date for your specific due date*). The *Special Conditions Attachment* should be downloaded and reviewed, but no upload is required.



The screenshot shows the 'Grant Specific Documents' section for 'OVC EXAMPLE ORG 1 GRANT'. It includes a 'TOTAL AWARDED:' section and a table with columns: 'Name', 'Due Date', 'Status', 'Required', 'Notes', and 'Edit/Upload View Attachment(s)'. The table has three rows: 'Financial Management and Required Certifications Form' (Due Date: XX/XX/XX, Status: Requested, Required: checked), 'Financial Management Capacity and Required Certifications (Sign and Upload)' (link in red), and 'Special Conditions Attachment (Read Only)' (link in red). A red arrow points to the red link for the 'Financial Management Capacity and Required Certifications (Sign and Upload)' document.

3. Before Uploading, **please save your signed *Financial Management Capacity and Required Certifications Form* as a single pdf document.**
4. To upload, click the *red pencil* under the Edit/Upload



This screenshot is identical to the previous one, showing the 'Grant Specific Documents' section. A red arrow points to the 'Edit/Upload View Attachment(s)' link in the 'Edit/Upload View Attachment(s)' column for the 'Financial Management Capacity and Required Certifications (Sign and Upload)' document.

5. A pop-up window will appear. Please follow the steps below in this order
1. Name your document. If no name is given, the name will default to the name of your pdf
 2. Click the button to choose the file, and select the pdf from your hard drive
 3. Click Upload

Edit Financial Management and Required Certifications Form

File Name: ← 1.

No file chosen ← 2.

File size is limited to 5mb. Please upload PDF's ONLY.

← 3.

6. You will know that your file has been uploaded properly when you see this notice:

Edit Financial Management and Required Certifications Form

Attachment uploaded successfully. Click "Choose File" to upload another attachment, or "Close" if you are finished. ←

File Name:

No file chosen

File size is limited to 5mb. Please upload PDF's ONLY.

After closing out of the pop-up window, you can also see the status of your document here:

Grant Specific Documents						
Name	Due Date	Status	Required	Notes	Edit/Upload	View Attachment(s)
Financial Management and Required Certifications Form	XX/XX/XX	Submitted	✓			Document Name Here PDF.pdf)
Financial Management Capacity and Required Certifications (Sign and Upload) Special Conditions Attachment (Read Only)						

7. An additional way to view the **Grant Specific Documents** page is to proceed to the *Subgrant tab* on the header.

NCAI

OVC Example Org 1

Dashboard

About

Applications

Sub-Grants

Reimbursements

Logout

HELLO TEST NAME.

Missing Required Documents

Document	Due Date
Financial Management and Required Certifications Form	XX/XX/XX View

Please note, once your document has been submitted, you will no longer see the “Missing Required Documents” box (above) on your Dashboard unless you are required to make changes and reupload your document.

8. Click the *Required Compliance Documents* button on your subgrant details page here:

NCAI

OVC Example Org 1

Dashboard

About

Applications

Sub-Grants

Reimbursements

Logout

OVC EXAMPLE ORG 1 GRANT

TOTAL AWARDED:

Organization: OVC Example Org 1	Date Range:	Duration:	Status:
Total Budgeted:	Requested Amount:	Approved Amount:	Balance:
Indirect Rate:	Apply Indirect Rate to Expenses: <input type="checkbox"/>	Procurement Threshold:	

Required Compliance Documents

9. On the **Grant Specific Documents** page, you can see the status of your required documents.

- a. If your document cannot be approved as is, you will receive an email and the status will be updated to “Sent Back.” Please review the notes to make the necessary changes needed to resubmit your document. Follow steps 4-6 to upload your file again. We recommend that you use a new name when you re-upload a file, so it is clear which file is the recent update (i.e. originalfilename_updated.pdf or originalfilenamev2.pdf).

Grant Specific Documents

Name	Due Date	Status	Required	Notes	Edit/Upload View Attachment(s)
Financial Management and Required Certifications Form	XX/XX/XX	Sent Back	<input checked="" type="checkbox"/>	Please view notes here for send back reason	Document Here Test PDF.pdf
Financial Management Capacity and Required Certifications (Sign and Upload)					
Special Conditions Attachment (Read Only)					

- b. Once your document is approved, you will see it noted here as such:

Grant Specific Documents

Name	Due Date	Status	Required	Notes	Edit/Upload View Attachment(s)
Financial Management and Required Certifications Form	xx/xx/xx	Approved	<input checked="" type="checkbox"/>		Name Document Test PDF.pdf
Financial Management Capacity and Required Certifications (Sign and Upload)					
Special Conditions Attachment (Read Only)					

- c. As previously mentioned, the “Missing Required Documents” box on your dashboard is only visible if you need to upload or re-upload your documents. Please use this method of accessing the **Grant Specific Documents** page (starting with step #7), if you need to review your status or the documents at any time.