Drawdown Process Instructions
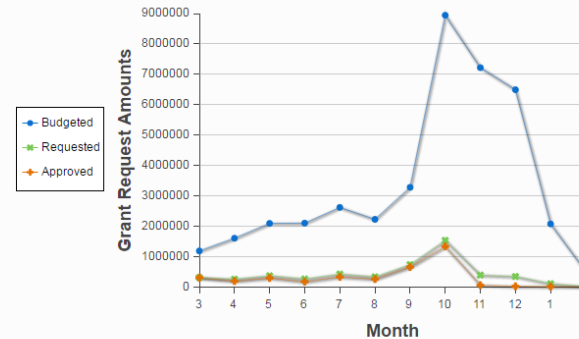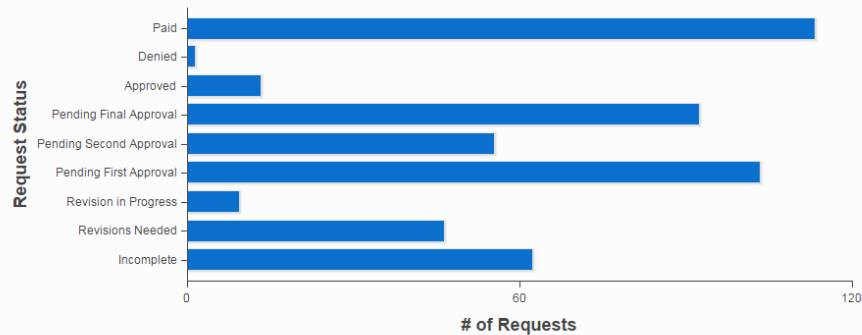
BBBSA Online Reporting Site

Please contact Kelly Baird at FirstPic, Inc. with any questions at kbaird@firstpic.org or 443-302-2080.

When you first login you will be taken to the Dashboard

Click on the "Active Grants" tab

Select the grant name

Click on "Drawdown Reports"

All Unpaid Drawndown Request Reports will be visible

By clicking on PDF or XLS under View Report, you can open and/or download the full drawdown report that this request was part of. To filter to a particular drawdown report, copy the Report Id and paste it in the search bar and click "Update".

Enter the EFT and Paid Date for each Reimbursement Request

Click "Process" to complete. The reimbursement request will no longer be immediately visible.

To find a hidden reimbursement request enter part of all of the date range during which it was paid or part of the report id (note: report id's include JJx, date and time) and click "update".

All paid reimbursement requests within that date range and all unpaid reimbursement requests will be visible.