




Navigating the Grant Recipient Portal

Grant Agreements




- View your Grant Agreements
- View and download your Executed Agreements
- View and download your Executed Variations
- View and update your Grant Agreement Contacts.

Grant Activities



- View your Grant Activities
- Search and export a list of your Grant Activities
- Find your Funding Arrangement Manager
- View your Milestones
- View your Finances
- View your Bank Account Details
- View and update your Grant Activity Contacts.

Milestones




- View your Milestones
- View your Payments
- Search and export a list of your Milestones
- Check your reporting requirements
- Submit your Financial Acquittals *
- Submit your Activity Work Plan (AWP) Reports *
- Submit your Child Safety Statements of Compliance. *

** Currently only available for some programs*

Home Screen




Payment Advice




- Search your Payments
- View payment details including Payment Date, Reference Number, Financial Information and Amount \$
- Resend your Payment Advice to a nominated party.

Applications



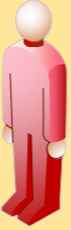
- View your submitted Applications including Application ID, Funding Round Name, Department and Funding Round Category.

Organisation Profile




- View your organisation information
- Update your organisation's staff/contacts including activating and inactivating
- Add/modify/remove Portal access for your organisation's staff
- Update your Grant Agreement/Activity contacts (including primary contacts)
- Update your organisation's email addresses, phone number and web address
- Update your organisation's postal address
- View, add and request changes to your organisation's Bank Account Details
- Update your organisation's Acceptance parameters and Signatories.

Personal Profile



- View your personal information
- Update your Job Title
- Update your phone numbers
- Update your preferred method of communications
- View a list of organisations you are linked to and your Portal access
- Set your organisation to view in the Portal (applicable if a user has access to multiple organisations).

Acceptances



- View and search for your Acceptances
- View History of your Acceptances
- View and download your Executed Agreements (where available)
- View and download your Executed Variations (where available)