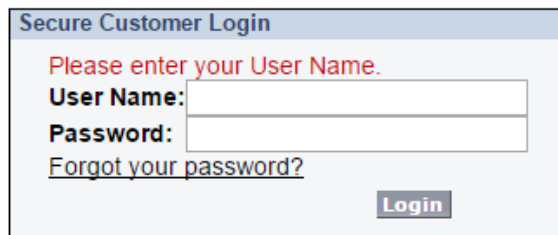


How to submit an Annual Report in 10 Easy Steps

Key: Text in BLUE & underlined is a direct link (CONTROL and Click);

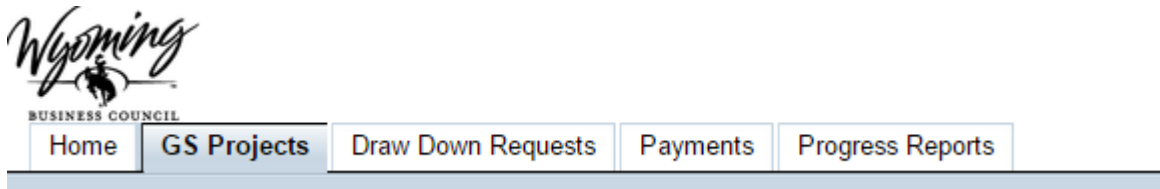
Text in “QUOTATION MARKS” reference buttons to be “clicked” in each step of the process.

1. Log in to our online reporting system using [This Link](#). If you are unable to log in, call your Project Manager (contact info is listed below) to confirm you are using the correct log in information.



A screenshot of a login form titled "Secure Customer Login". The form contains the following text and fields: "Please enter your User Name." in red, "User Name:" followed by a text input field, "Password:" followed by a password input field, and a link "[Forgot your password?](#)". A "Login" button is located at the bottom right of the form.

2. Once logged in, click the GS Projects Tab at the top of the screen, then select view all projects and hit the [“Go”](#) button.



View:

3. Select the project you need to report on. If you are unsure which projects have annual reports, typically projects in [“Evaluation Period”](#) are projects that require annual reports.

<u>Status</u>
Evaluation Period
Construction
Completed
Completed
Open
Open
Construction

- Scroll down to the section of the project page titled **“Progress Reports”** (circled). Reports that have not been completed will be in “draft” status. Look at the due dates for the reports available and fill out any reports which are due in the near future.

To accomplish this, click the Progress report ID (circled) for the report you want to fill out. You may have quarterly and annual reports due, depending on the

Progress Reports							
Action	Progress Report ID	Approval Status	Report Period Start Date	Report Period End Date	Due Date	Submission Date	Record Type
Edit	PR-0001862	Approved	2/11/2010	4/1/2012	5/1/2012	7/30/2012	Annual Closed
Edit	PR-0001718	Approved	5/1/2012	4/1/2013	5/1/2013		Annual Closed
Edit	PR-0005512	Approved	1/1/2014	3/31/2014	4/15/2014	7/14/2014	Quarterly Closed
Edit	PR-0004205	Draft	4/1/2014	3/31/2015	5/1/2015		Annual Open

- Click the **“Edit”** button at the top of the report page to answer the narrative questions and click the save button when finished.



Progress Report Edit Save Cancel

Information

Progress Report ID	PR-0004205	Report Period Start Date
Project	GS-0000927	Report Period End Date
Approval Status	Draft	Due Date
		Submission Date

Questions

Annual Question 1 Discuss in detail any business development that has occurred as a result of this project. Include recruitment or expansion of businesses. Also discuss a result of the completion of this project

Answer 1

Annual Question 2 How has this project enabled the community to become more business ready? Discuss future goals related to this project.

Answer 2

Annual Question 3 Discuss any additional private investment that has occurred as a result of this project. Please include the source and amount of each investment

Answer 3

Additional Comments

Important: enter new information for the current period

Additional Performance Measures

Addtl Performance Measures Explanation

Save Cancel

- Click the **“Manage Performance Measures”** button to enter information on annual performance measures you are required to report on. Only enter information for the current period (do not enter jobs or infrastructure information which was previously reported on in a previous year).

Manage Performance Measures						
PM ID	Type	Position Type	Sub Type	Description	Actual Reported	Actual Approved
PM001098	Infrastructure	None	Water/Sewage LF		0.00	0.00
PM001060	Other	None	Other	See Extra Comments	0.00	0.00
PM000264	Infrastructure	None	Building SF		0.00	0.00
PM000122	# Businesses Assisted	None	# Businesses Assisted		0.00	0.00
PM000096	Revenue Recapture	None	Revenue Recapture	\$61,875/YR	0.00	0.00
PM000703	Jobs	Other	New Jobs Created		0.00	0.00

- When you have finished entering all your report information, click the **“Performance Reporting Form”** button, and print off the generated form.

Edit	Submit for Approval	Performance Reporting Form

- Have your mayor, commissioner, or chief official (for joint powers boards - chairman, etc.) review and sign the paper form.

I certify, as the chief official for this organization, that the information given in this report is true and correct to the best of my knowledge.

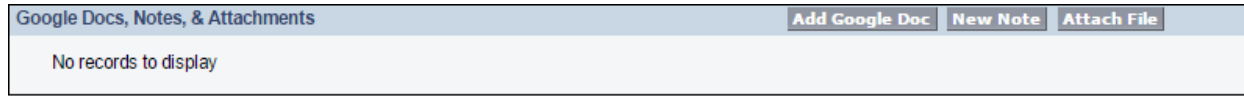
Signed _____ Date _____

Responsible Official (Grantee)

Name (Printed) _____



9. Click the **[“Attach File”](#)** button at the bottom of the report page, and attach the signed performance form



10. Finally, click the **[“Submit for Approval”](#)** button. The form will be forwarded to the business council.



CONTACT INFORMATION

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