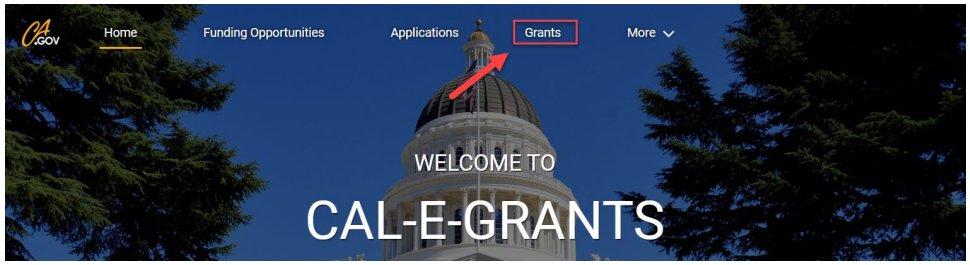
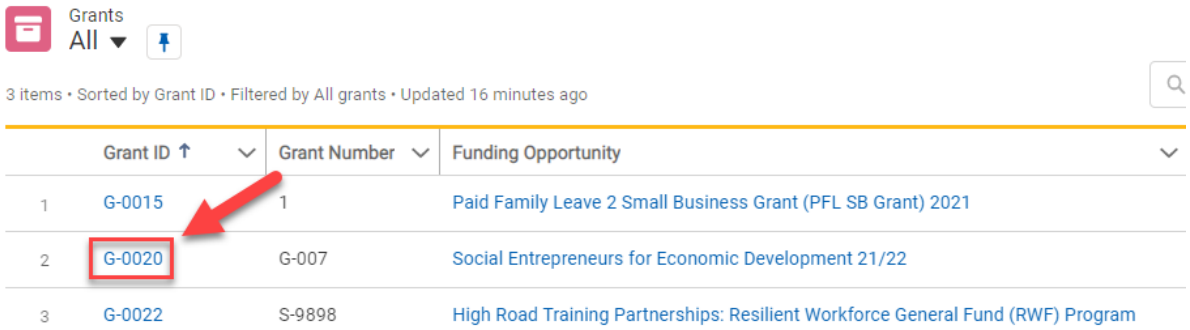
# CAL-E-GRANTS REFERENCE GUIDE: SOCIAL ENTREPRENEURS FOR ECONOMIC DEVELOPMENT (SEED): SUBMITTING AN INVOICE IN CAL-E-GRANTS

You must first log in to the system in order to apply for funding. Please refer to the **New User Registration** reference material for step-by-step procedures on how to become a user of the Cal-E-Grants system

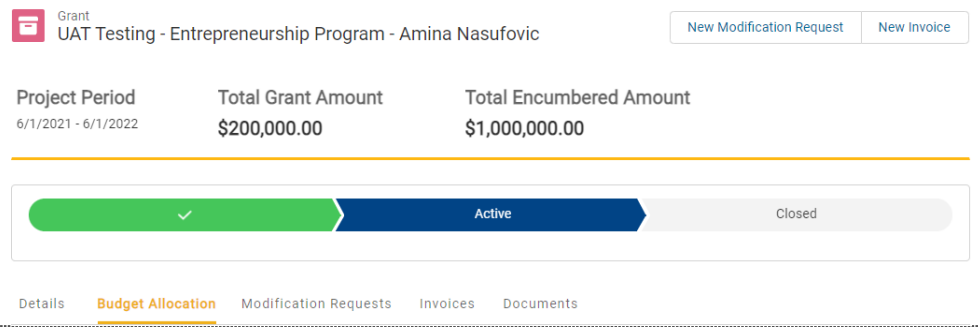
1. From the Cal-E-Grants landing page, select the large **Grants** button




2. Click on the **Grant ID** for **Social Entrepreneurs for Economic Development 21/22** link from the Grants list

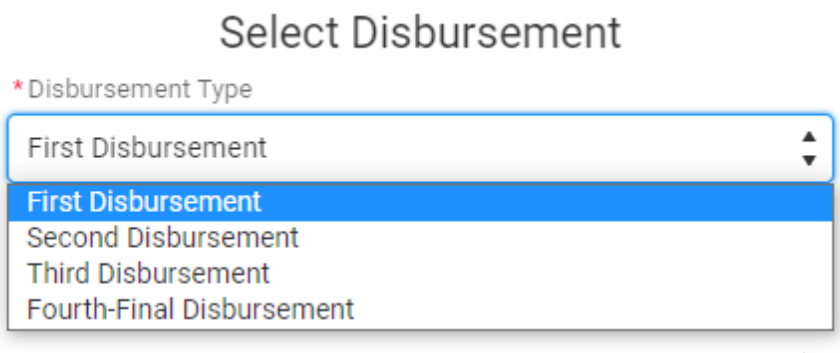


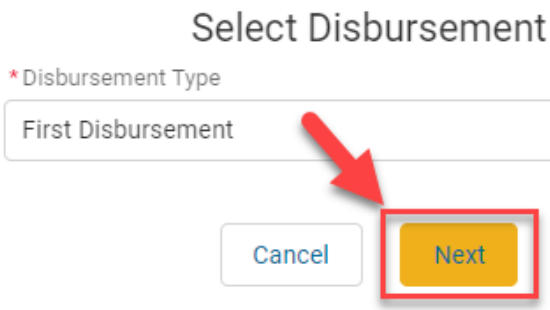

3. Note the different tabs you can navigate between.



4. Select the **New Invoice** button at the top right of the page

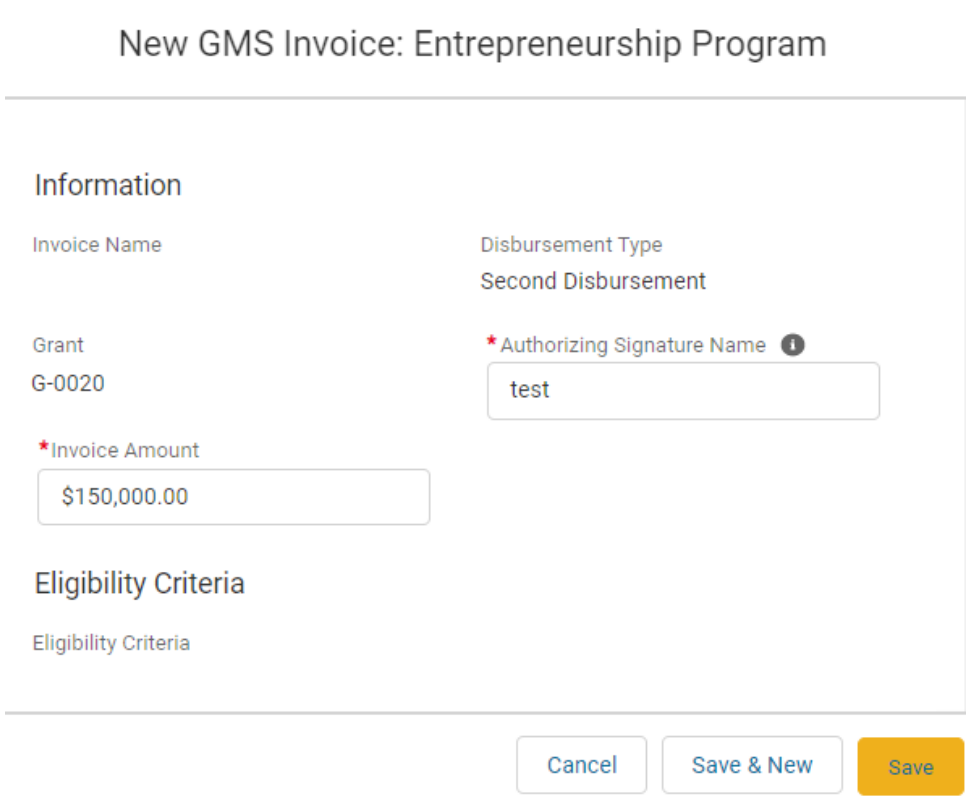
5. Select **First Disbursement** from the Disbursement Type drop down list. Once selected, click **Next**



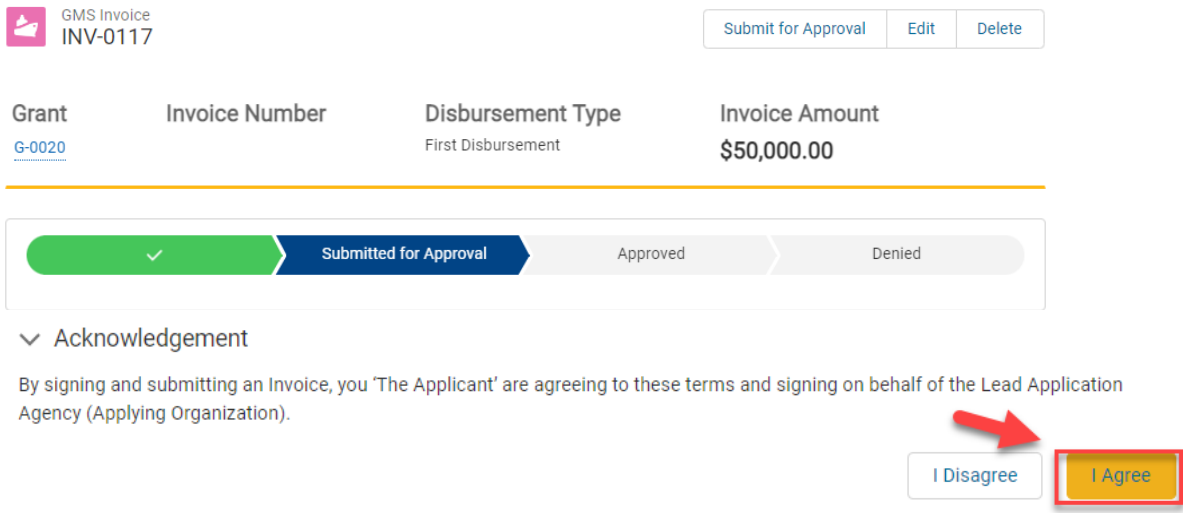



6. Fill out the New GMS Invoice fields. Click Save when you are done. Required fields are noted with a red asterisk (*)

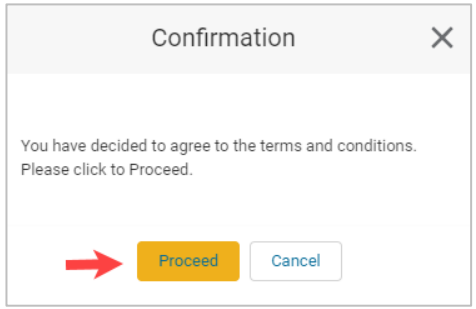
   **Note: Circles with an "i" in them are help bubbles. Hovering over them will cause help text to appear to assist in any definitions of fields*



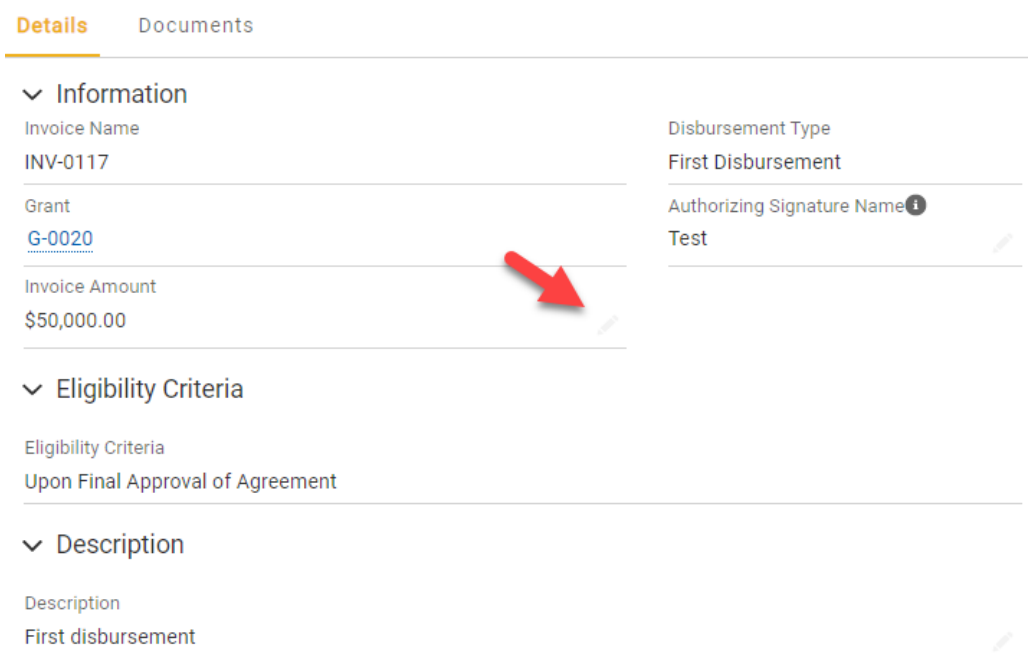
7. Once saved you will be taken to a new screen that will prompt you to the **Acknowledgment.** You must click **I Agree** to proceed.



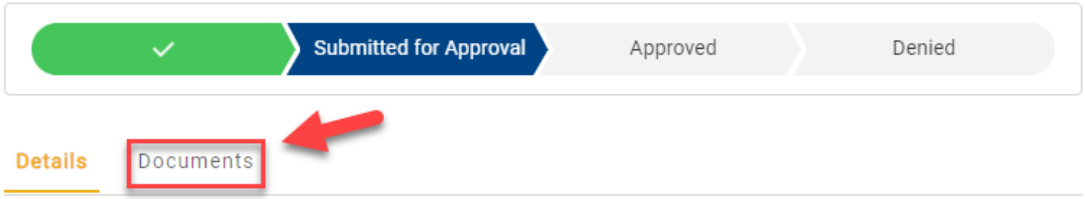

8. A pop up will appear confirming your choice to agree with the acknowledgment. Click **Proceed** to continue



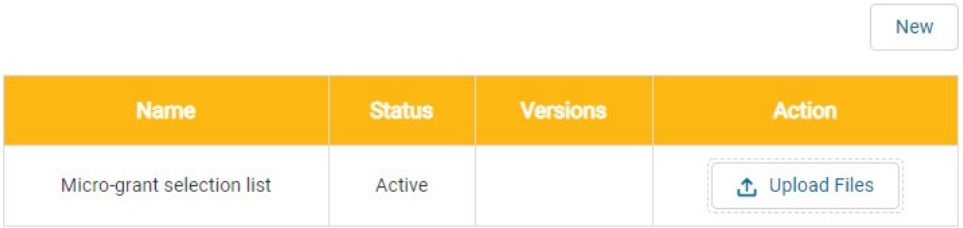
9. You will return to the details page. Review the information on the page. If any edits to information are needed, click the pencil icon to the right of the field



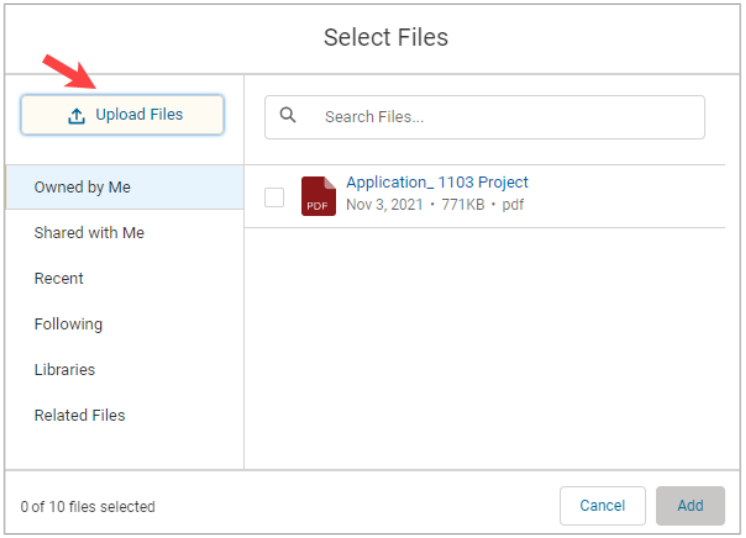

10. To move to the next area of the invoice, click **Documents** from the Navigation Bar



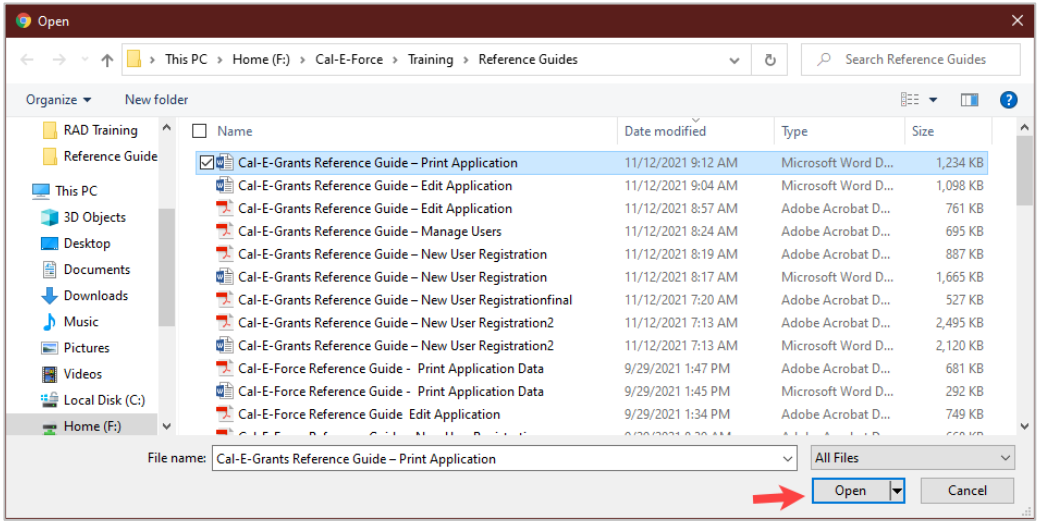

11. Select the **Upload files** button to the right of the document name requested



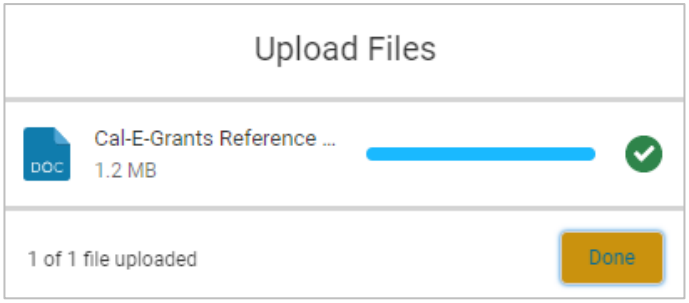
12. Select the **Upload Files** button to select the file from your computer



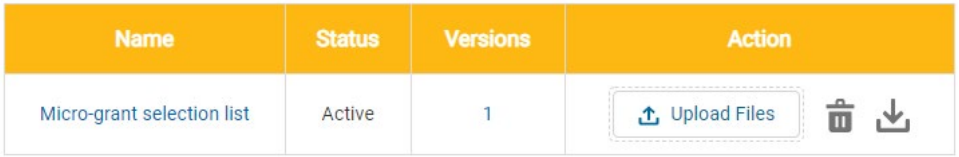

13. Select the file from the location on your computer and click **Open**



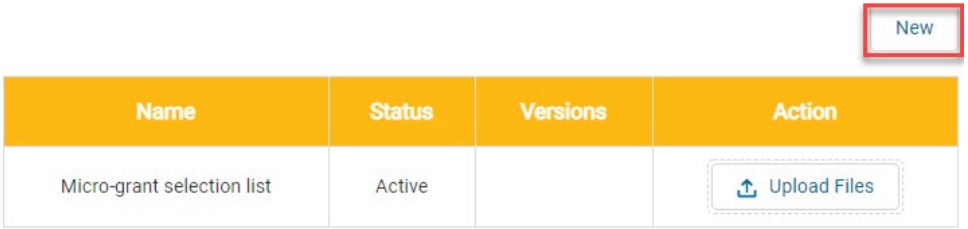
14. The document has finished uploading when a green checkmark appears. Click **Done** to exit



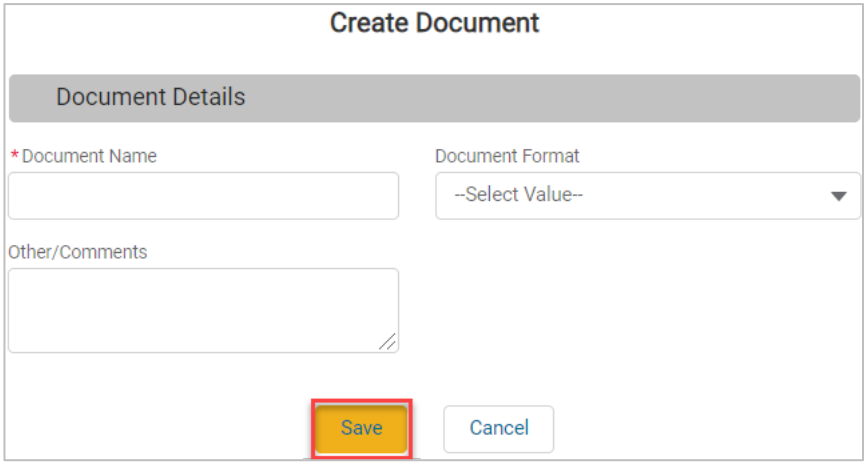

15. Once you have uploaded your document, there will now be a number in the Versions column. If you click this number, it will download the most recent document version uploaded to the invoice




16. To add new document click the **New** button

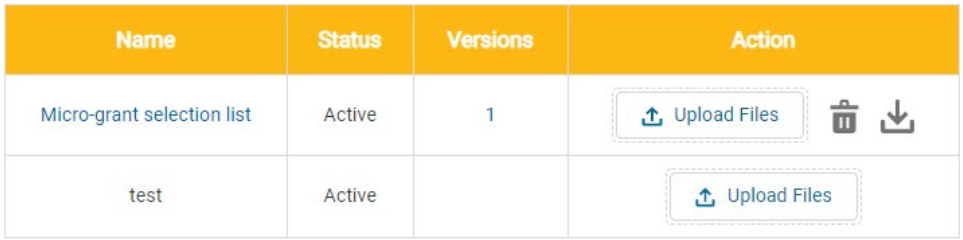


17. Enter in the Document Name and click **Save**



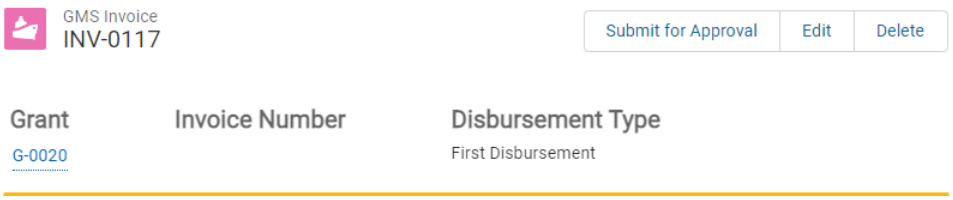

18. Once you click **Save,** a new field will have been added.

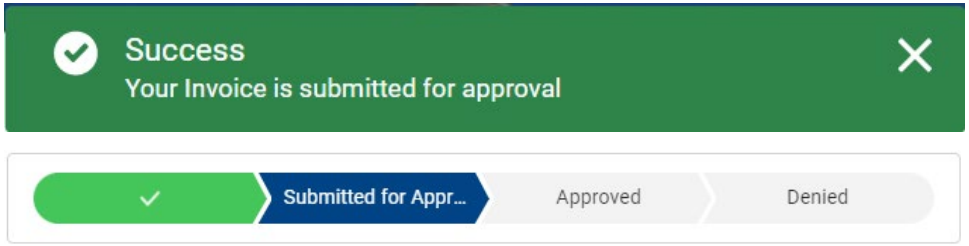
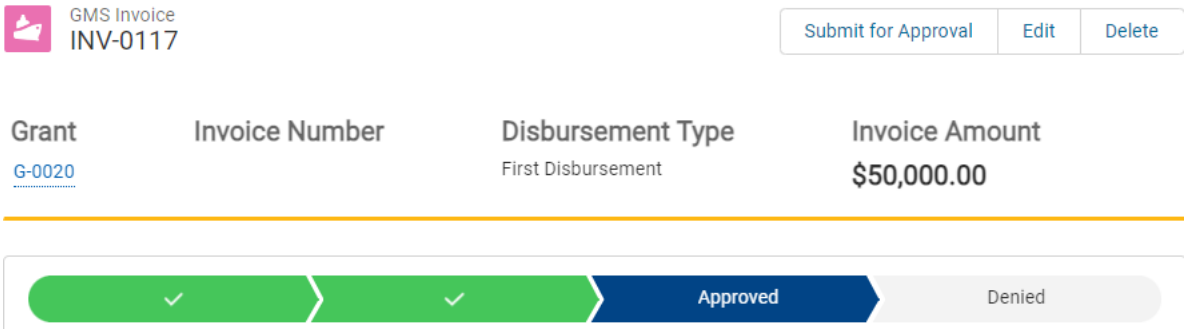
    **Note: Additional documents are not a requirement to attach*




19. You are ready to submit. Verify all information has been completed. When ready to officially submit, click the **Submit** button at the top of the page

    **Note: Once you have formally submitted your invoice, you can no longer edit it*



| | |
|---|---|
| 20. If all required information has been inputted, you will receive confirmation that your invoice was submitted successfully and the status bar will update to "**Submitted for Approval**" |  |
| 21. Here is a preview of what an Approved invoice will look like. You will receive an email notification notifying you of any changes to your grant. |  |