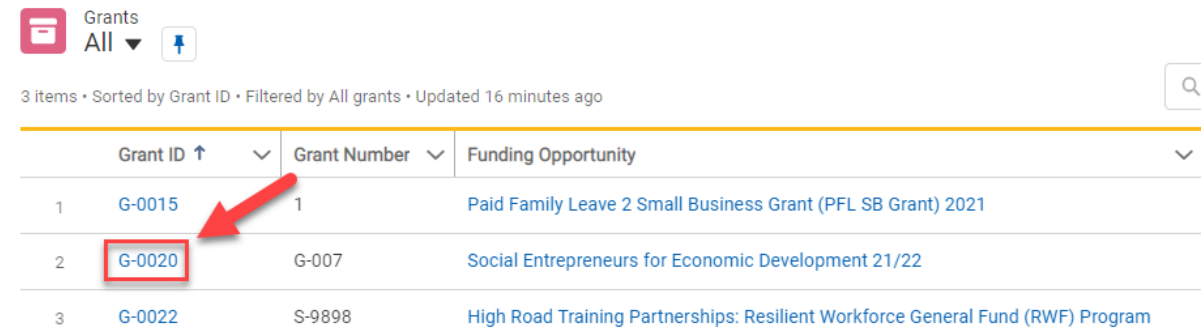
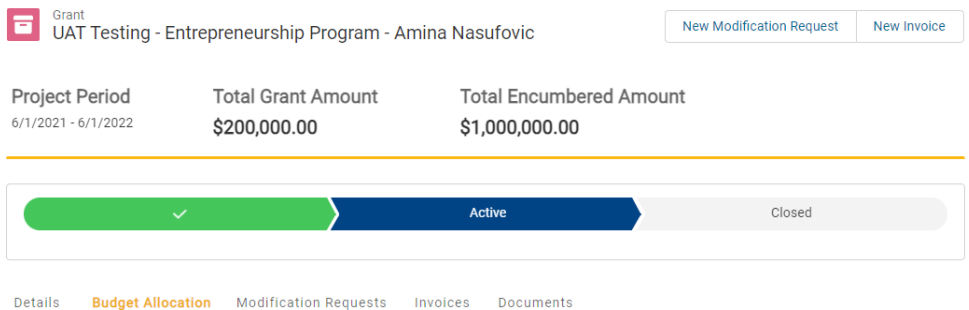


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You must first log in to the system in order to apply for funding. Please refer to the **New User Registration** reference material for step-by-step procedures on how to become a user of the Cal-E-Grants system

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	 <table><tr><th></th><th>Grant ID ↑</th><th>Grant Number</th><th>Funding Opportunity</th></tr><tr><td>1</td><td>G-0015</td><td>1</td><td>Paid Family Leave 2 Small Business Grant (PFL SB Grant) 2021</td></tr><tr><td>2</td><td>G-0020</td><td>G-007</td><td>Social Entrepreneurs for Economic Development 21/22</td></tr><tr><td>3</td><td>G-0022</td><td>S-9898</td><td>High Road Training Partnerships: Resilient Workforce General Fund (RWF) Program</td></tr></table>		Grant ID ↑	Grant Number	Funding Opportunity	1	G-0015	1	Paid Family Leave 2 Small Business Grant (PFL SB Grant) 2021	2	G-0020	G-007	Social Entrepreneurs for Economic Development 21/22	3	G-0022	S-9898	High Road Training Partnerships: Resilient Workforce General Fund (RWF) Program
	Grant ID ↑	Grant Number	Funding Opportunity														
1	G-0015	1	Paid Family Leave 2 Small Business Grant (PFL SB Grant) 2021														
2	G-0020	G-007	Social Entrepreneurs for Economic Development 21/22														
3	G-0022	S-9898	High Road Training Partnerships: Resilient Workforce General Fund (RWF) Program														
3. Note the different tabs you can navigate between.	 <table><tr><th>Project Period</th><th>Total Grant Amount</th><th>Total Encumbered Amount</th></tr><tr><td>6/1/2021 - 6/1/2022</td><td>\$200,000.00</td><td>\$1,000,000.00</td></tr></table> ✓ Active Closed DetailsBudget AllocationModification RequestsInvoicesDocuments	Project Period	Total Grant Amount	Total Encumbered Amount	6/1/2021 - 6/1/2022	\$200,000.00	\$1,000,000.00										
Project Period	Total Grant Amount	Total Encumbered Amount															
6/1/2021 - 6/1/2022	\$200,000.00	\$1,000,000.00															

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



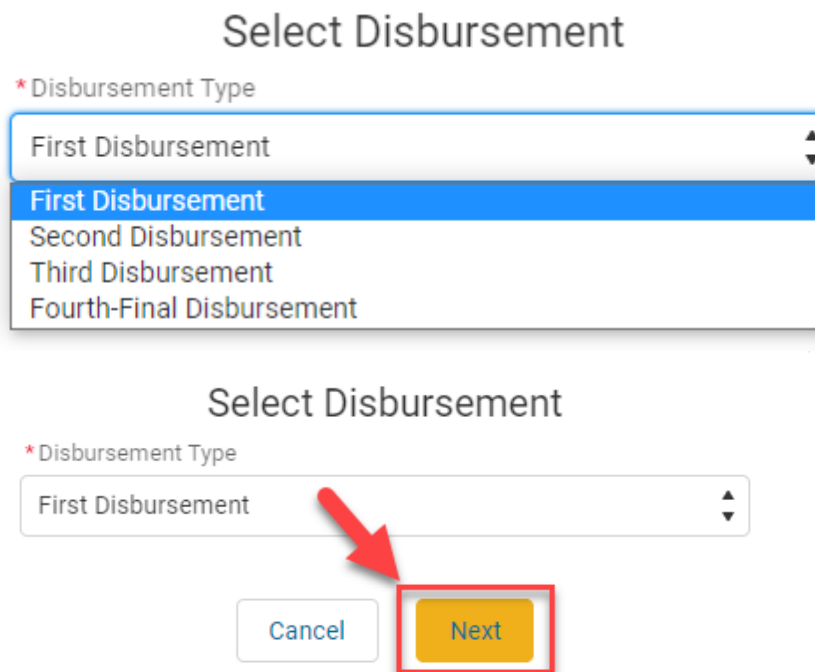
Grant
UAT Testing - Entrepreneurship Program - Amina Nasufovic

New Modification Request **New Invoice**

Project Period 6/1/2021 - 6/1/2022	Total Grant Amount \$200,000.00	Total Encumbered Amount \$1,000,000.00	Total Invoiced Amount
---------------------------------------	------------------------------------	---	-----------------------

Active Closed

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



Select Disbursement

* Disbursement Type

First Disbursement

First Disbursement
Second Disbursement
Third Disbursement
Fourth-Final Disbursement

Select Disbursement

* Disbursement Type

First Disbursement

Cancel **Next**

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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*

New GMS Invoice: Entrepreneurship Program

Information

Invoice Name

Disbursement Type

Second Disbursement

Grant

G-0020

* Authorizing Signature Name ⓘ

test

* Invoice Amount

\$150,000.00

Eligibility Criteria

Eligibility Criteria

Cancel

Save & New

Save

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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.

The screenshot shows the 'GMS Invoice' interface for invoice INV-0117. At the top right are buttons for 'Submit for Approval', 'Edit', and 'Delete'. Below this is a table with the following data:

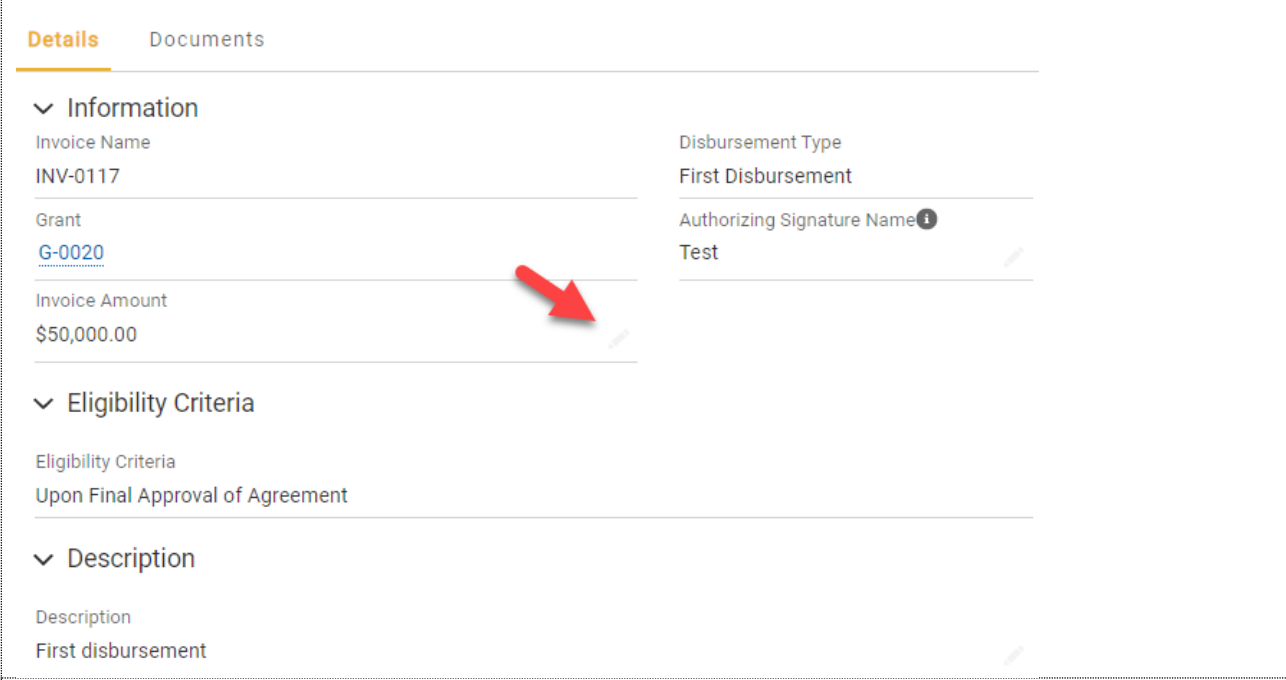
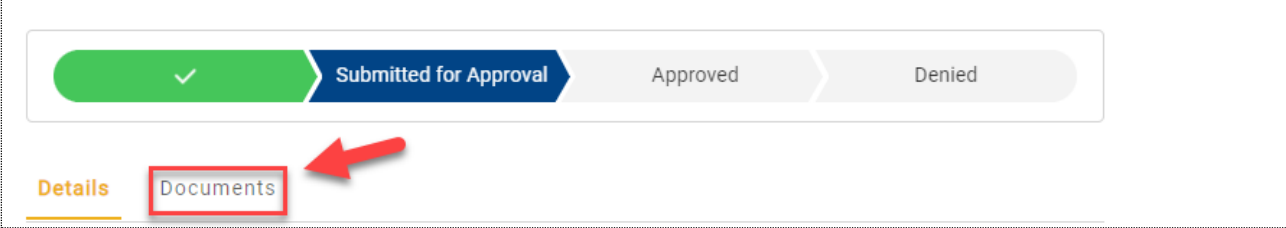
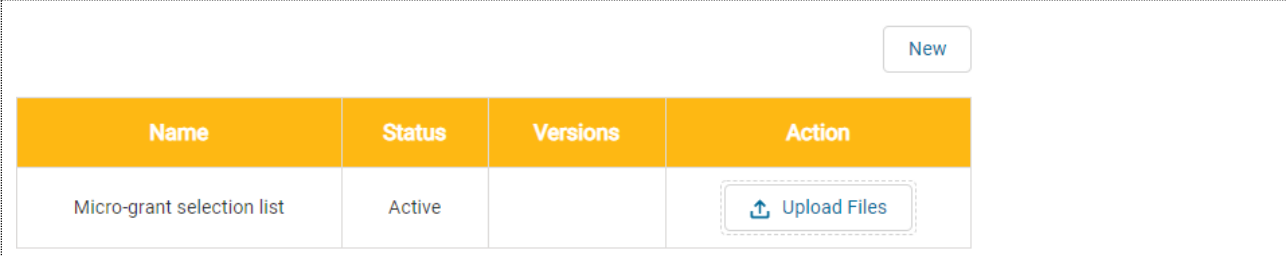
Grant	Invoice Number	Disbursement Type	Invoice Amount
G-0020		First Disbursement	\$50,000.00

Below the table is a progress bar with four stages: a green bar with a checkmark, 'Submitted for Approval' (highlighted in blue), 'Approved', and 'Denied'. Under the progress bar is the 'Acknowledgement' section, which includes a paragraph of terms and conditions. At the bottom right, there are two buttons: 'I Disagree' and 'I Agree'. A red arrow points to the 'I Agree' button, which is highlighted with a red box.

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

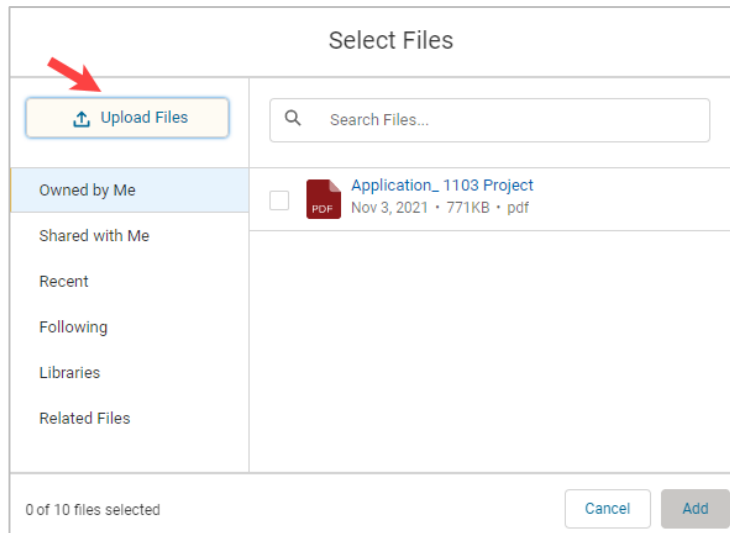
The screenshot shows a 'Confirmation' dialog box with a close button (X) in the top right corner. The text inside the dialog reads: 'You have decided to agree to the terms and conditions. Please click to Proceed.' At the bottom, there are two buttons: 'Proceed' and 'Cancel'. A red arrow points to the 'Proceed' button.

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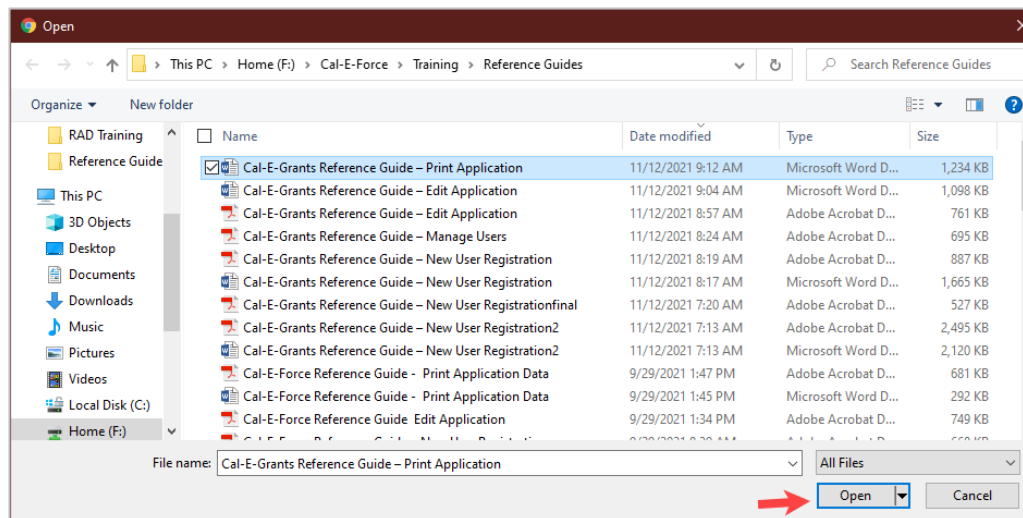
9. You will return to the details page. Review the information on the page. If any edits to information are needed, click the pencil icon to the right of the field	
10. To move to the next area of the application, click Documents from the Navigation Bar	
11. Select the Upload files button to the right of the document name requested <i>*Note: All documents are required documents for this application</i>	

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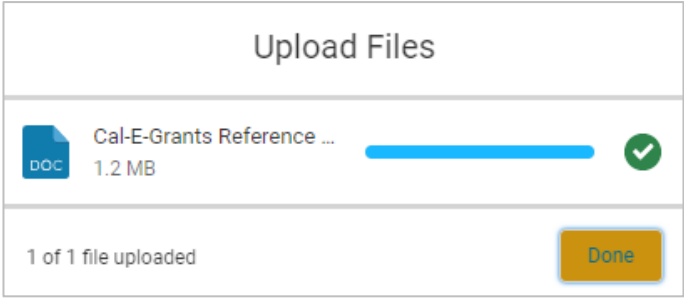
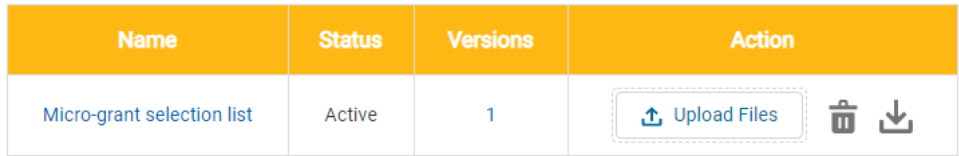
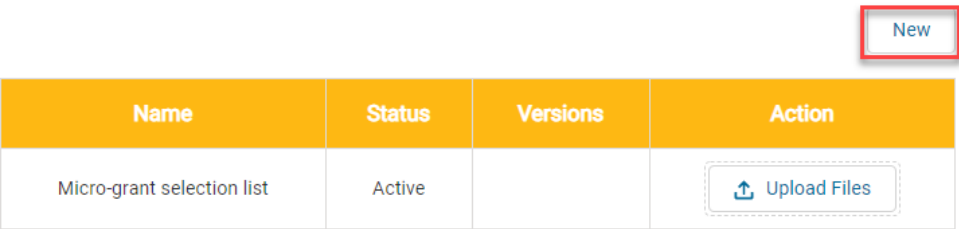
12. Select the **Upload Files** button to select the file from your computer



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



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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 application	
16. To add new document click the New button	

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17. Enter in the Document Name and click Save	Create Document Document Details * Document Name Document Format --Select Value-- Other/Comments Save Cancel												
18. Once you click Save, a new field will have been added. <i>*Note: Additional documents are not a requirement to attach</i>	<table><tr><th>Name</th><th>Status</th><th>Versions</th><th>Action</th></tr><tr><td>Micro-grant selection list</td><td>Active</td><td>1</td><td> Upload Files </td></tr><tr><td>test</td><td>Active</td><td></td><td> Upload Files </td></tr></table>	Name	Status	Versions	Action	Micro-grant selection list	Active	1	Upload Files	test	Active		Upload Files
Name	Status	Versions	Action										
Micro-grant selection list	Active	1	Upload Files										
test	Active		Upload Files										
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 <i>*Note: Once you have formally submitted your application, you can no longer edit it</i>	GMS Invoice INV-0117 Submit for Approval Edit Delete Grant Invoice Number Disbursement Type G-0020 First Disbursement												

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20. If all required information has been inputted, you will receive confirmation that your application was submitted successfully and the status bar will update to **“Submitted for Approval”**

**Success**
Your Invoice is submitted for approval

**Submitted for Appr...** Approved Denied