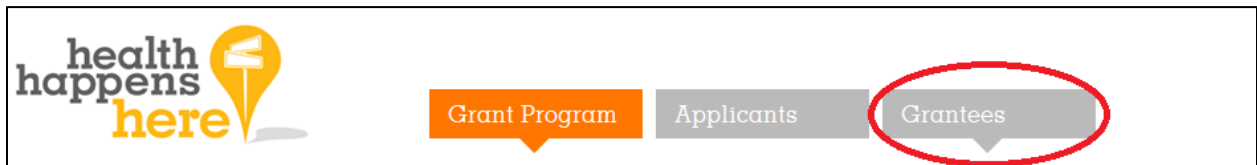


How to submit reports to The California Endowment

- 1) Visit our website (www.calendow.org). When it opens, you will see our Homepage. The image shown below will change from time to time as the site is routinely updated.
- 2) Click on the Grants link at the top (*circled below in red*).



- 3) Once you are on the next page, click on the Grantees Tab that looks like this:



- 4) You should now be on the "Grantee Resources" page. Click on either "Start a Report" or "Continue a Report" in the "Reports" box on the right side of the web page:



How to submit reports to The California Endowment

- 5) This takes you to the “**Please Sign In**” page. Please do so using your Grant Reporting Contact e-mail address:

| | |
|----------------------|--------------------------|
| E-mail | Password |
| <input type="text"/> | <input type="password"/> |

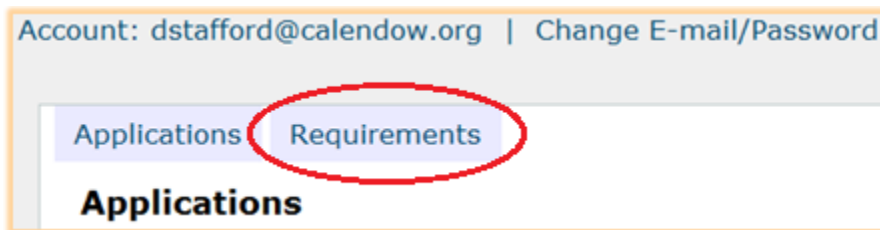
- 6) If you have forgotten your **e-mail address**, please contact your Grants Analyst.

- 7) If you’ve forgotten your **password**, click the **Forgot Password?** button, enter your Grant Reporting Contact e-mail address, and a message will be sent containing a temporary password that you can use to log-in and then change.

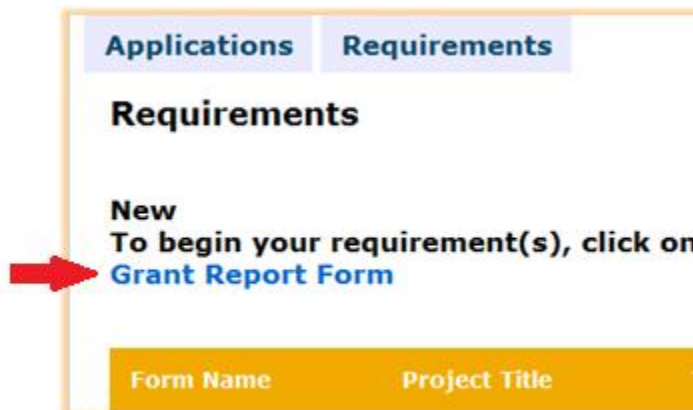
- 8) If you do not receive an e-mail within five minutes from mail@grantapplication.com, then check your Junk/Spam folder.

- 9) If you cannot remember your password and you cannot receive the temporary password e-mail because of your organization’s aggressive anti-spam software, please contact Grants Administration to have all of your requirements transferred to a free e-mail address like Gmail, Yahoo!, etc.

- 10) Once logged-in, by default you will land on the “Applications” page. If you see a **Requirements** tab, click on it. **If you don’t see it, then no reports have been published for this e-mail address, so please contact Grants Administration at 1-800-449-4149.**



- 11) If this is your first time here, then you will see a generic “**Grant Report Form**” link above the gold bar:



How to submit reports to The California Endowment

12) But if you have already started a report, then it will appear below the gold bar:

| Form Name | Project Title | Type |
|---|--|---------------------------------|
|  Grant Report Form | Ensuring Health Reform Implementation (20121234) | GR Progress Report Unless Noted |

13) What is important is selecting the report with the correct **Due Date**:

| | |
|-------------------|--------------------------------------|
| Due | |
| 03/31/2013 | Report Due Date 03/31/2013 |

or

- **Note:** If the Due Date for the requirement you are looking at is not correct, please revisit step 4 to see if there are any other generic [Grant Report Forms](#) you can click on.

14) Once you have selected the correct report, the first page will tell you the basic information of when it is due, and the next page will give you the questions to answer for your Narrative report and a link to download and fill out the template for your Expenditure report:

Upload

The maximum size for all attachments combined is 25 MB.

Title: ▼

File Name:

- Note: filenames should only contain letters and numbers, and **no** special characters like ~!@#%&*()_+{}|:'<>?.

15) If you experience any technical difficulties in getting this far, please feel free to call your **Grants Analyst** or **Grants Administration**, 1-800-449-4149.