

First Time Log in and Navigation

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.

A. How do I get to the Log-In Screen?

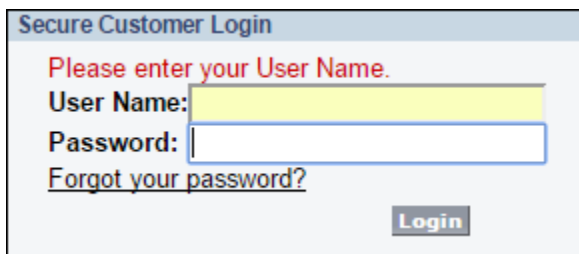
You can access the website directly from **This Link** or from the following steps:

(Link address: https://na45.salesforce.com/secur/login_portal.jsp?orgId=00D300000006dUu&portalId=060300000010vwk)

1. Go to **www.wyomingbusiness.org**
2. Select **“Community Assistance”** from the menu bar; and
3. Click on **“Business Ready Community (BRC)”** from the drop-down menu.
4. Scroll to the bottom of the page and select the arrow on the right of **“Online Grant and Report Management”**
5. Click the **“Log In”** button.

B. Where do I get my Log In ID?

1. First time grantees will receive their log in information after the award of a new project
2. Grantees managing other projects should see new projects added to their account within six weeks of award
3. Grantees are responsible for notifying the Wyoming Business Council if the project manager changes

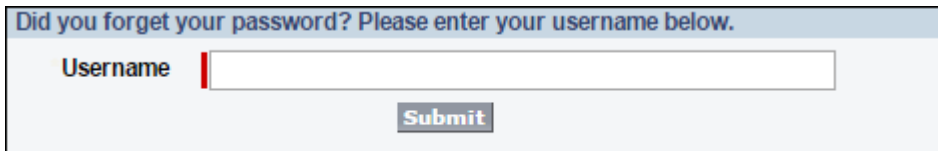


The image shows a screenshot of a web form titled "Secure Customer Login". The form contains the following elements:

- A red instruction: "Please enter your User Name."
- A label "User Name:" followed by a yellow highlighted text input field.
- A label "Password:" followed by a white text input field.
- A link: "[Forgot your password?](#)"
- A "Login" button at the bottom right.

What if I forgot my Password?

1. Click the [“Forgot your Password?”](#) link, which is located on the log in page
2. Type in your email address and hit submit

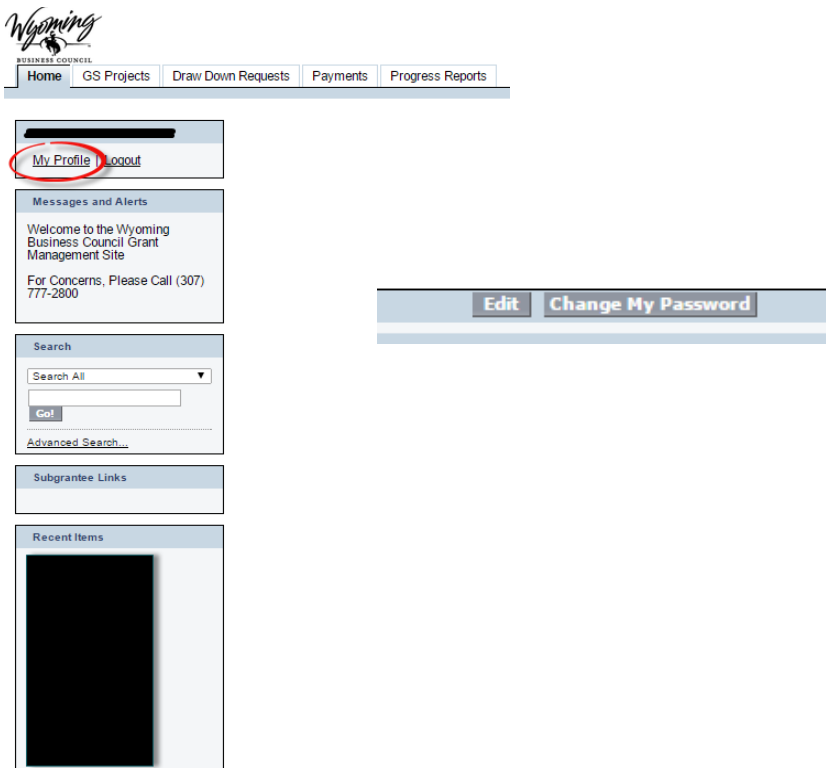


[Return to login page](#)

3. If you don't receive an email within the next five minutes, call your Project Manager to have your password reset.

C. How do I edit my profile information?

1. Once Logged in, you can click the [“My Profile”](#) button in the left-hand task bar
2. On the next page, click “edit” to change profile information or [“Change My Password”](#) to create a new password



3. Users may add/edit any of the fields listed
4. User name changes will affect log in information
5. Email address changes will alter where the project notifications are sent

My Profile Save Cancel

User Information ! = Required Information

Username

Time Zone

Locale

Language

Nickname

Contact Information

First Name

Last Name

Title

E-mail

Phone

Extension

Fax

Mobile

Address Information

Street

City

State/Province

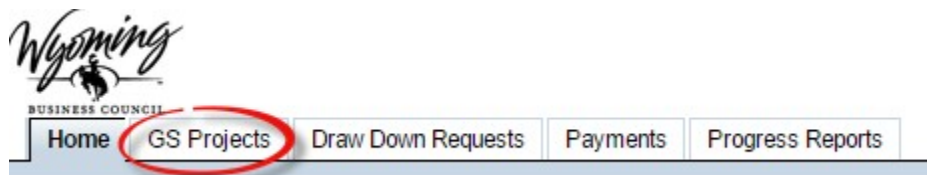
Zip/Postal Code

Country

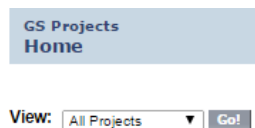
Save Cancel

D. How do I access my projects?

1. To access projects, go to the GS projects tab



2. Select View All Projects and hit the [“Go”](#) button



3. Project Details

Note: Project start and construction end dates correspond with grant agreement dates. All invoice service dates must fall within this period

4. Budget Line Items

This section contains the budget for the project, Money cannot be moved between budget line items without the approval from your Project Manager.

Budget Line Items		Manage Budget Line Items					
Action	Budget Line Item ID	Description	Budget Category	Grant Award	De-Obligated Amount	Remaining Balance	Approved Expenses
	BL-000001807		Non-Construction				
	BL-000001808		Construction				

5. Performance Measures

The performance measures record project performance based on the original estimates from the project application.

Performance Measures		Add/Edit Performance Measures						
Action	PM ID	Type	Position Type	Sub Type	Description	Extra Comments	Proposed	Actual Approved
	PM001574	Infrastructure	None	Water/Sewage LF			2,000.00	0.00
	PM001575	Infrastructure	None	Road LF			3,600.00	0.00

6. Draw Requests

Requests for reimbursement are submitted entirely online. Please see our other tutorial on drawdowns for more information.

Draw Down Requests		New Draw Down Request									
Action	DDR ID	DDR #	Approval Status	Reporting Period Start Date	Reporting Period End Date	Requested Amount	Approved Grant Award Amount	Pending Payment Amount	Approved Payment Amount	Reconciled Payment Amount	
Edit	DDR-000001733	1	Approved	2/21/2014	5/30/2014	\$251,518.33	\$166,002.00	\$0.00	\$0.00	\$166,002.00	
Edit	DDR-000002036	0	Denied	3/1/2014	5/1/2014	\$44,743.06	\$0.00	\$0.00	\$0.00	\$0.00	
Edit	DDR-000001572	2	Approved	3/3/2014	3/21/2014	\$9,812.50	\$6,476.00	\$0.00	\$0.00	\$6,476.00	
Edit	DDR-000001890	3	Approved	5/17/2014	6/30/2014	\$40,131.74	\$26,487.00	\$0.00	\$0.00	\$26,487.00	
Edit	DDR-000001988	4	Approved	7/1/2014	7/31/2014	\$44,477.94	\$29,355.00	\$0.00	\$0.00	\$29,355.00	

[Show 3 more »](#) | [Go to list \(8\) »](#)

All of the progress reports you will need to submit for a project will already be in the system. You will receive an email reminder seven (7) days in advance before each report is due.

To view the full list of reports, select the go to list button at the bottom of the screen.

Action	Progress Report ID	Approval Status	Report Period Start Date	Report Period End Date	Due Date	Submission Date	Additional Comments	Record Type
Edit	PR-0002712	Approved	7/26/2013	9/30/2013	10/15/2013	10/10/2013		Quarterly Open
Edit	PR-0002713	Approved	10/1/2013	12/31/2013	1/15/2014	4/14/2014		Quarterly Closed
Edit	PR-0002714	Approved	1/1/2014	3/31/2014	4/15/2014	4/14/2014		Quarterly Closed
Edit	PR-0004439	Approved	4/15/2014	7/1/2014	7/15/2014	7/9/2014		Quarterly Closed
Edit	PR-0004440	Pending	10/1/2014	12/31/2014	1/15/2015	1/12/2015		Quarterly Open
Show 5 more » Go to list (10) »								

E. When will my reimbursement come?

1. Reimbursement for specific requests can be found under the **Payments** tab.



2. Be sure to select **View: "All"** and hit the **"Go"** button to make sure all payments will be listed

View:

3. Use the payment amounts (located on the right side of the list) to find which payment you would like to track.
4. Click the name of the payment you wish to track to view it.

Payment Name	Project Link	Draw Down Request	Approval Status	Reconciled	Amount	Invoice Date
PMNT-000001988	Northwest Infrastructure Community Readiness Project	DDR-000002322	Approved	<input type="checkbox"/>	\$36,596.00	1/29/2015
PMNT-000001986	Northwest Infrastructure Community Readiness Project	DDR-000002106	Approved	<input type="checkbox"/>	\$234,907.00	1/29/2015
PMNT-000001706	Sheridan Downtown Entrepreneurial Center Feasibility Study	DDR-000002085	Reconciled	<input checked="" type="checkbox"/>	\$3,569.00	10/28/2014
PMNT-000001705	Sheridan Downtown Entrepreneurial Center Feasibility Study	DDR-000002022	Reconciled	<input checked="" type="checkbox"/>	\$11,056.00	10/28/2014

F. Who do I contact if I need help?

BRC-CDBG Project Managers:

Karen Fate: BRC Project Manager

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Main Street Projects – Contact:

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Grantsmith Technical Issues - Contact:

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