

INSTRUCTIONS FOR PROCESSING A REIMBURSEMENT REQUEST

- To get started, you will need to login to the dotGrants system.

IntelliGrants - Windows Internet Explorer

https://www.dotdev34.state.pa.us/egrants/Login.aspx?APPTHEME=PADOT

dotGrants
pennsylvania PA

Welcome to the PennDOT Grant Management System. The system was designed to assist applicants to effectively organize and manage on-line grant and grant-like requests for funding, allocation and distribution.

PENNDOT - SYSTEM TEST ENVIRONMENT

NEW PASSWORD/SECURITY UPGRADE
Coming Tuesday November 22 2011. Click [here](#) for more information

Help:
All help-related information is listed at [dotGrants Home](#).

Read Me First:
Before you access this system you should first [review the system requirements](#).

Additional guides for downloading:

- [New User Registration Guide](#)
- [New User Activating Guide for Authorized Officials](#)

Frequently Asked Login Questions:

When I try to login it tells me- "Your account's email has not been confirmed. Please confirm your email address via the E-mail Confirmation email sent to you when you registered your account". I did not get the email confirmation. Should I start over and register again?
There are a number of users who have registered in dotGrants multiple times. Only one account is activated by the Bureau administrator. Please make sure you are using the correct username that was entered when you registered in dotGrants. If you are unsure of the correct username or may have registered multiple times with multiple usernames, please send an email with your name, grant/program, organization/municipality to: dotGrantsAdmin@state.pa.us.

When I log in, it says my password has expired? What should I do?
In dotGrants, passwords expire every 60 days. After you log in, you will be taken to the Contact Information screen with text at the top in a grey box stating your password has expired. Enter in a new password in the Password and Confirm Password text boxes. Click SAVE. A confirmation box will appear at the top of the page. Click the Main Menu link at the top left to go to the home page.

I am trying to have my password sent to me using the *Forgot Password?* link on the home page, but I am having trouble.
It is important that you use the correct username and email address that was entered when you registered. If you do not remember or you are using the correct information and it still doesn't work, please send an email with your name and organization/municipality to: dotGrantsAdmin@state.pa.us.

I received the new password after clicking the *Forgot Password?* link, but once I log in, it takes me to my Contact Information screen and won't let me go further?
After you receive the password and log in to dotGrants, the system requires you to change that temporary password to a new password. Enter in a new password in the Password and Confirm Password text boxes. Click SAVE. A grey confirmation box will appear at the top of the page. Click the Main Menu link at the top left to go to the home page.

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Done

Trusted sites

100%

8:14 AM

- Click on the grant that you are submitting a reimbursement request.
-

MY DOCUMENTS

Use the tree system below to view all your documents associated with a particular display filter. Selecting the '+' will expand the view under each folder. Use the drop-down box to filter your documents.

Show

My Active Documents

- BRF RFAP Grant 2012
 - [RFAP-G-2012- \[Grant Awarded\]](#)
 - [RFAP-G-2012- \[Grant Awarded\]](#)
- BRF Progress Report 2008
- BRF Rail Freight Assistance Program 2007
- BRF Rail Freight Assistance Program 2009
- BRF Rail Freight Assistance Program 2010
- BRF Rail Freight Assistance Program 2011
- BRF Rail Freight Capital Budget Application 2007
- BRF Rail Freight Capital Budget Application 2008
- BRF Rail Freight Capital Budget Application 2009
- BRF Rail Freight Capital Budget Application 2010
- BRF Rail Freight Capital Budget Application 2011

- Under the Related Items section, click on the “Create New” icon.

The screenshot displays the dotGrants application interface. The left sidebar contains several sections: 'INFORMATION' with details for 'BRF Grant Object 2012' (Grant Awarded), 'MANAGEMENT ACTIVITIES' with a list of administrative tasks, and 'RELATED ITEMS' which includes a tree view of 'BRF Reimbursement Rqst' with a 'Create New' link highlighted by a red arrow. The right pane shows a 'FORMS' section with a tree view of document types like 'Grant Processing Form', 'Attachment One', and 'Project Specifications'.

- Then click on the “I Agree” icon.

This screenshot shows the bottom portion of the dotGrants application. It features the 'dotGrants pennsylvania PA' logo and navigation menus. A text block states: 'By submitting this request for reimbursement you are certifying that the invoices being submitted are eligible expenses and meet all of the requirements as indicated in the grant agreement. Please note, any invoices submitted for payment are subject to auditing and verification procedures.' Below this text are two buttons: 'I AGREE' and 'I DO NOT AGREE', with a red arrow pointing to the 'I AGREE' button. The footer includes 'Powered by IntelliGrants' and '© Copyright 2000-2007 Agate Software, Inc.'

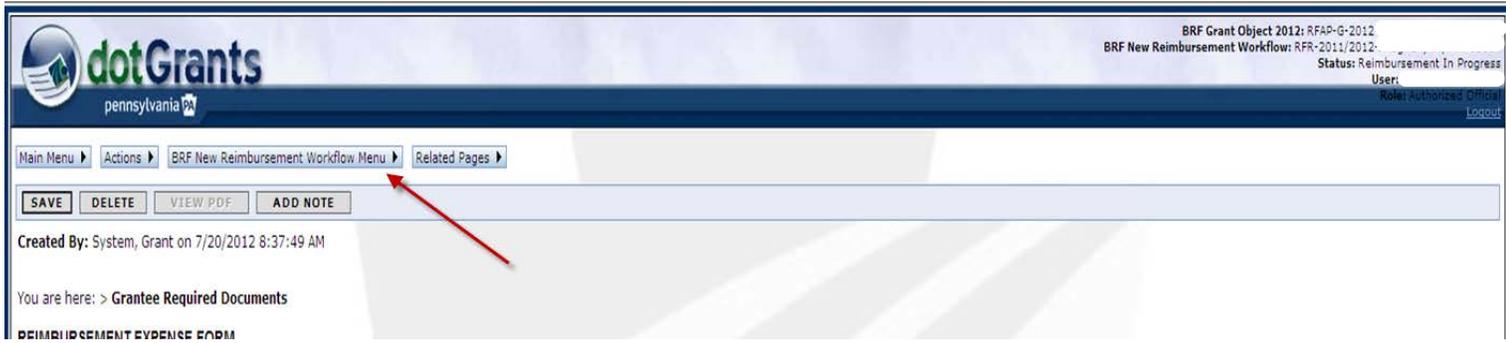
- Under the Forms section, click on "Reimbursement Expense Form"

The screenshot shows the dotGrants website interface. At the top left is the dotGrants logo with 'pennsylvania' underneath. At the top right, it displays 'BRF Grant Object 2012: RFAP-G-2012', 'BRF New Reimbursement Workflow: RFR-2011/2012', and 'Status: Reimbursement In Progress'. Below the logo is a navigation bar with 'Main Menu' and 'Proposal Menu'. The main content area is divided into two columns. The left column has an 'INFORMATION' section with fields for 'Organization', 'BRF New Reimbursement Workflow: RFR-2011/2012', 'Status: Reimbursement In Progress', and 'BRF Grant Object 2012: RFAP-G-2012'. Below this is an 'ADD NOTE' button and a 'STATUS MANAGEMENT' section with a dropdown menu for 'Next Possible Statuses' set to 'Reimbursement Submitted' and a 'CHANGE STATUS' button. The right column has a 'FORMS' section with a sub-section 'Grantee Required Documents' containing a link 'Reimbursement Expense Form (1)' which is highlighted by a red arrow.

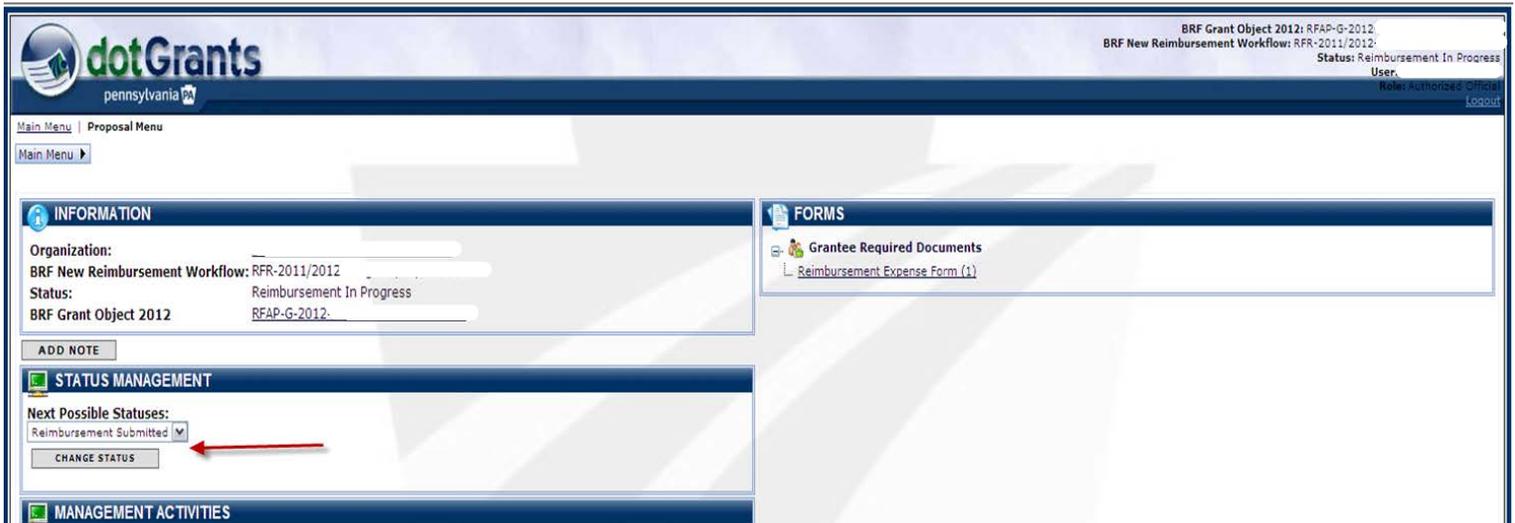
- Complete the form, then "Save".

The screenshot shows the 'REIMBURSEMENT EXPENSE FORM' page. At the top left is the dotGrants logo. At the top right, it displays 'BRF Grant Object 2012: RFAP-G-2012', 'BRF New Reimbursement Workflow: RFR-2011/2012', and 'Status: Reimbursement In Progress'. Below the logo is a navigation bar with 'Main Menu', 'Actions', 'BRF New Reimbursement Workflow Menu', and 'Related Pages'. The main content area has a 'SAVE' button, a 'DELETED' button, a 'VIEW PDF' button, and an 'ADD NOTE' button. Below these buttons, it says 'Created By: System, Grant on 7/20/2012 8:37:49 AM'. A red arrow points to the 'Created By' text. Below this, it says 'You are here: > Grantee Required Documents'. The main heading is 'REIMBURSEMENT EXPENSE FORM'. Underneath, there are 'Instructions' and a list of three steps: '1. Enter the amount you are claiming for each line item in this reimbursement request.', '2. Enter the total amount of the invoices that you are attaching as documentation for this line item.', and '3. Upload the backup documentation for each line item.' Below the instructions, there is a section for 'New Construction Related Items:' with a sub-section for 'New Track Construction'. It shows 'Amount Budgeted for this line item: \$0' and 'Amount Previously Requested Against this Line Item:'. Below this, there are three numbered steps: '1. Enter the amount you are claiming against this line item on this request:' followed by an input field; '2. Enter total amount of applicable costs for this line item in the attached backup documentation:' followed by an input field; and '3. Upload backup documentation here:' followed by a 'Browse...' button. Below these steps, it says 'Remaining Line Item Balance after this request:' and 'Total Amount Claimed Against this Line Item:'. At the bottom, there is a sub-section for 'Bridge Construction' with 'Amount Budgeted for this line item:\$0' and 'Amount Previously Requested Against this Line Item:'.

Then return to the “BRF New Reimbursement Workflow Menu”



- Then you will want to update the status to “Reimbursement Submitted”



- Then you will want to hit the “I Agree” and your Reimbursement will be submitted.

