

Louisiana Believes

**2019-2020
21st CCLC: Claims
Processing**

Logon Page

- Enter User ID
- Enter Password



Welcome to the eGrant Management System

Please enter your user ID and Password

User ID:

Password:

LOGON

Public Access

Main Menu

- Main menu shows pages that you have been given access to
- Click on *GMS Access / Select*

You have been granted access to the forms below by your Security Administrator

GMS Access / Select

LEA Central Data
Funded Applications
Non-Funded Data Collections

Accessing Payments Section

- 21st CCLC is listed under Competitive Grant
- Select Payments to enter the portal

Competitive Grant					
	Application Name	Revision	Status	Date	Actions
▶	21st CCLC	Original Application ▼	Final Approved View GAN	7/29/2016	Open Amend Payments Review Summary Delete Application



- Select View Reimbursement Request/Expenditure Reports
- Reimbursement Request Menu (Above)
- Expenditure Report Menu (Below)

See eGMS Quick Reference Payment and PER Guide for more details

eGrant Management

- eGMS Quick Reference Payment and PER Guide
- Appropriation Control Staff Contact Information:

Susan Gonzales

Accountant III (225) 342-4998

Janice Wilcox

Accountant II (225) 342-5836

Uploading Documents to Support Request

- Upload and attach documents
- Label and upload the attachment(s)
 - Ex: Object Code 100 – Salaries
 - Object Code 300 – Contract Services/PD
 - Object Code 600 – Supplies

Follow the example above for each object code