

## **OVS Case Manager Grants Gateway Payment Process**

Below is the link to a video walking you through the process of submitting claims for your Advance or Quarterly Claims in the Grants Gateway for the Case Manager RFA. This is a recording of the webinar that was presented on July 25<sup>th</sup>. The video can be found at the following address:

<https://www.youtube.com/watch?v=sOA23oenG64>

Note that you can click the SHOW MORE button in the video description to see a list of timestamps that allow you to jump to the different sections of the video. Those timestamps are as follows:

0:00 Introduction, Preparation  
1:32 Know the details of your contract  
2:17 Program Expectations  
3:27 How to prepare your documents  
4:35 Log in with the correct role Grantee Payment Signatory  
5:22 Case Manager claims notes  
6:08 Fiscal Cost Reports  
7:28 FCR Final Claims  
7:53 What do you do after your claim is submitted  
8:39 Log in as the Grantee Payment Signatory  
8:58 Search for your contract  
9:52 Start an Advance - make sure to wait while it is processing  
11:05 Payment Main Page  
11:20 Payment Forms Menu  
11:33 Fill out the Payment Properties page  
13:14 Back to Forms Menu for new pages  
13:30 Fill out the Advance Request form  
14:31 Error on Save because the Accept button is not clicked  
15:25 Back to Forms Menu - other forms not needed for Advance  
15:55 Notes in Payments  
16:45 Submit your request for payment - Advance  
17:15 How do you know your payment request has been submitted  
18:00 Start a new claim for payment - Quarterly Claim  
18:59 Forms Menu - Payment Properties  
20:00 Back to Forms Menu for new forms  
20:13 Unitemized Claim Detail form  
20:22 Review the FCR and enter the details into the Gateway claim form  
22:50 Supporting documentation Uploads  
26:30 Save the FCR as a PDF  
28:30 View the Payment Voucher Preview  
30:40 Adding optional notes  
31:10 Recap of how to submit a claim for payment  
32:00 Submit your claim for payment  
32:13 How do you know your claim was submitted  
32:30 Check the status of your claim  
33:24 Look at the status of a processed payment