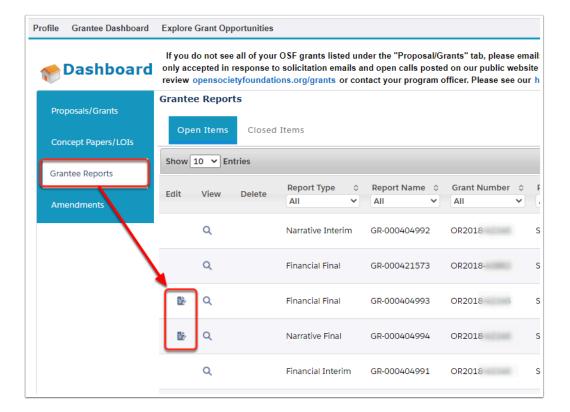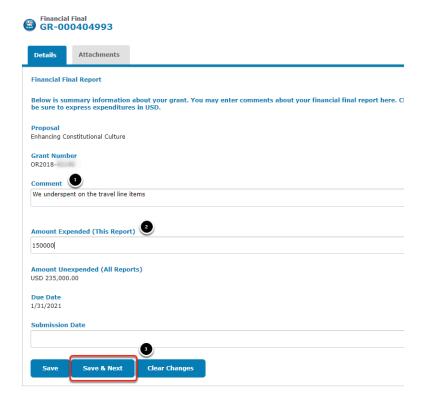# Submitting reports

If you have an active grant, you can submit grantee reports in the Grantee Portal. This article outlines the steps to submit pending reports.

Click the Grantee Reports tab to review open grantee reports. Click the Edit button to attach reports.
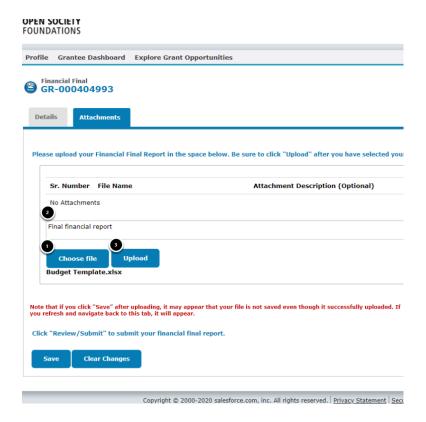
On the Details page, enter any comments related to the report you are uploading. Click Save & Next.

If you are uploading a financial report, you can enter the amount spent for this reporting period.

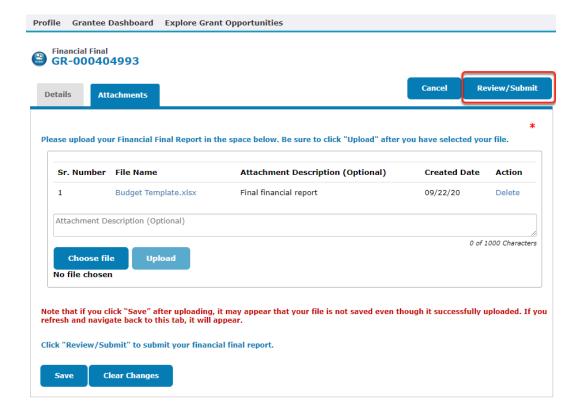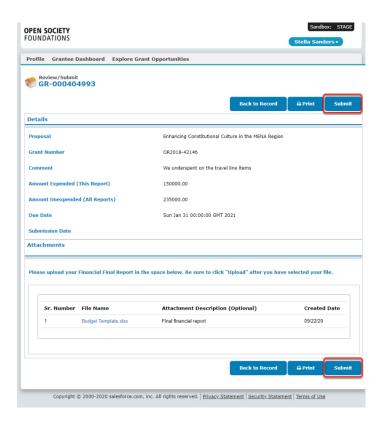# On the Attachments tab, choose the file from your computer, add a description and upload your report.

> ⚠ **Please note, once you have clicked the upload button you will need to refresh the page BEFORE the attachment will display as uploaded.**

Click on the Review/Submit button.

Review the details and ensure you have uploaded the correct documents. Click Submit.

Click OK to confirm submission.