TLLF'S PORTAL TOOLKIT

A guide to navigating our system & managing your grant request.
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First things first:

If you are a new prospective grantee, you will need to register your organization in our system. Begin by heading to the "How To Apply" page of our website.*

- Click on the "New Grantee" block.
- Select "I Am Inquiring."
- Answer the questions in the eligibility quiz.
- Click "Register."

Note: If TLLF contacted your organization and invited a proposal (vs. you submitting an LOI), your application will already be available in the portal, and you can use the login details provided by our Grants Administrator to enter the portal.
Setting up your account:

- Search for your organization by name; it should be available for you to select if it's already registered in our system. If you haven't registered yet, choose "Can't Find Organization," and fill in the fields in the pop-up window.

- Provide the requested contact information.

- Create a username.

- Look for an automated email which will be sent to your registered email address. Use the link included to set your password and finish the registration process.
Creating a new contact for an existing organization:

There are 2 ways to create additional system logins.

1. If you are already working on an application:
   - Log in to the portal and open the request you currently have in process.
   - Click the second tab labeled "Request Roles."
   - Add your extra contacts here. They will receive an automated email with instructions on how to enter the portal.

2. If you do not have a request in process yet:
   - Contact sott@leonlevinefoundation.org. Be sure to include the name, title, and email address of the contact you wish to add.
Submitting a grant agreement:

Click the "Grantee Reports" tab and select the pertinent request under the "Open" tab.

Find the relevant grant request.

Navigate to this tab to begin.
Uploading your grant agreement:

Once you have reviewed, signed, and dated your grant agreement, save the document on your device of choice. You can then upload this version of the document to the portal. TLLF will follow up with information regarding payment acknowledgement and grantee reports.
Submitting acknowledgement letters:

Log in to the Grantee Portal. Then, click the "Payments & Acknowledgements" tab. Select the appropriate payment.

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<tr>
<th>Scheduled</th>
<th>Paid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment</td>
<td>Amount</td>
</tr>
<tr>
<td>PMT-000008985</td>
<td>$1,000.00</td>
</tr>
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Once you click on the appropriate payment, you will be directed to this page, where you’ll have the opportunity to attach files. Find your acknowledgement letter on your device and upload it as indicated. Please make sure the letter:

- Is drafted on company letterhead
- Specifies the amount received
- Notes the date funds were received
- States no goods or services were exchanged
Submitting a grantee report:

To find your grantee report, click the "Grantee Reports" tab in the portal. Once you're redirected, click on the relevant report, and complete the form. There are two important factors to keep in mind:

1. The grantee report is due **30 days** after your organization receives payment from TLLF. Upon submission, you'll receive an email with next steps and a summary of all other reporting deadlines.

2. Use the **past six months** to report on any recent changes, challenges, and anecdotes. This is the time period of interest to TLLF.

If you'd like to include pictures with your report, note that TLLF may use them in media publications.
Match & challenge reporting FAQs:

Where can I find TLLF's Match/Challenge Spreadsheet?
You can find TLLF's match and challenge reporting spreadsheet here.

What type of donations can I count toward our match?
You'll find this information included with our complete list of match FAQs here.

What time period does my match cover?
Unless otherwise stated, the match is in effect from the award date of your grant until the deadline stipulated in your grant agreement.
Uploading files:

- Select the button that looks like a filing box.
- Locate the document you wish to upload.
- Click the upload button.
- Look for your document, which should appear in the menu area below.
How to reach us:

Got questions? If you need help navigating the system, email Sarah Ott, our Grants Administrator: sott@leonlevinefoundation.org
Useful Links:

- TLLF Website
- "How To Apply" Page
- Grantee Portal
- TLLF's Match FAQs
- TLLF's Match Reporting Spreadsheet