

PUBLIC ASSISTANCE BULLETIN – SUBMITTING QUARTERLY REPORTING IN ZOOMGRANTS

BULLETIN #43 – 12/18/20

Once your grant award has been completely approved and signed by both the applicant and DEM you are ready to submit quarterly reporting. Please find below instructions on how to do this:

1. Find Your Application

The first step is to **find your application**. Log into your account on our homepage – <https://www.zoomgrants.com/login> – and then look in the Approved section to access your application. You can read more about how to find your applications [here](#).

Once you've found the application, click the application title link to open the application.

2. Access the Report or Financial Tab

The second step is to **go into the Report or Financial tab**.

Remember, the label on this tab may differ depending on what the admin has chosen to call the tab. If you're not sure, contact the admin to ask what they named that feature.

3. Complete the Report, Invoice, or Adjustment Request

Reports Invoices Adjustment Requests

Click into the individual report tabs, then fill out the questions and upload the requested documents, as applicable. You can also click the "Add Report" button on your My Account Home page under the Approved Applications section.

4. Submit the Report, Invoice, or Adjustment Request

When you're done, the final step is to **submit the report, invoice, or adjustment request**.

Reports	Invoices	Adjustment Requests
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Click the **Submit** button near the top of the report.

The system will check to make sure that you have answered all of the displayed questions and uploaded required documents. Anything missing will be listed in red.

Complete the missing fields, then refresh the page using the **Refresh Page** button near the upper right corner of the application, and try the submit again.

In all cases, successful submissions will replace the 'Submit' button with the timestamp (in Pacific time) of when it was submitted.

This tutorial can be found [here](#). Additional tutorials and guides on ZoomGrants can be found on the [ZoomGrants University](#) page.

Video Tutorials:

[How to Submit Invoices](#)

[How to Submit Reports](#)

Additional DEM Bulletins, FEMA Fact Sheets, and additional recovery resources can be found on the DEM Website at <https://dem.nv.gov/COVID-19/home/>

FOR QUESTIONS, PLEASE CONTACT:	
Disaster Recovery	disaster-recovery@dps.state.nv.us

DIRECT CONTACTS:		
Suz Coyote scoyote@dps.state.nv.us 775-745-6806	Kelli Anderson kanderson@dps.state.nv.us 775-220-1618	DEM Office 775-687-0300