



LEON
CARES

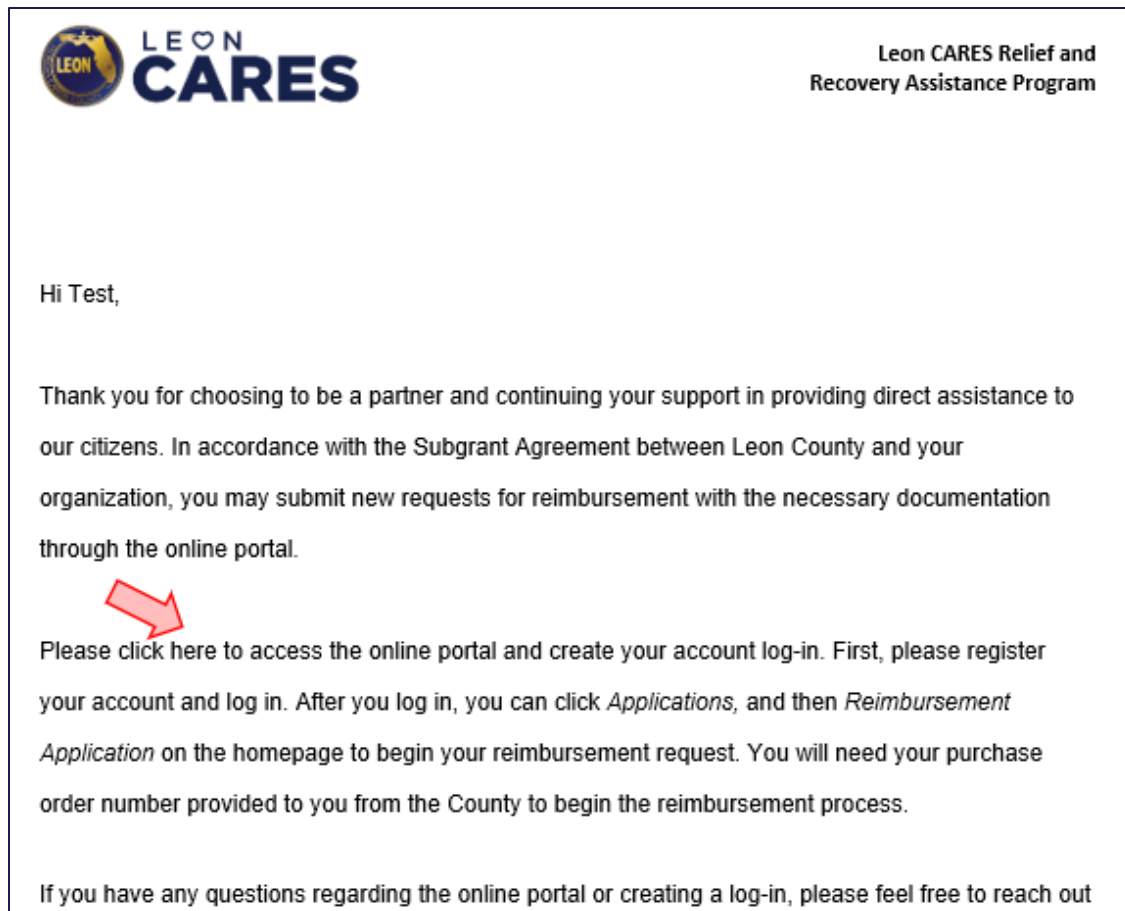
Leon CARES Reimbursement Request Submission Instructions

To access the Leon CARES Program Portal, go to:

<https://leonfaster.powerappsportals.com/>

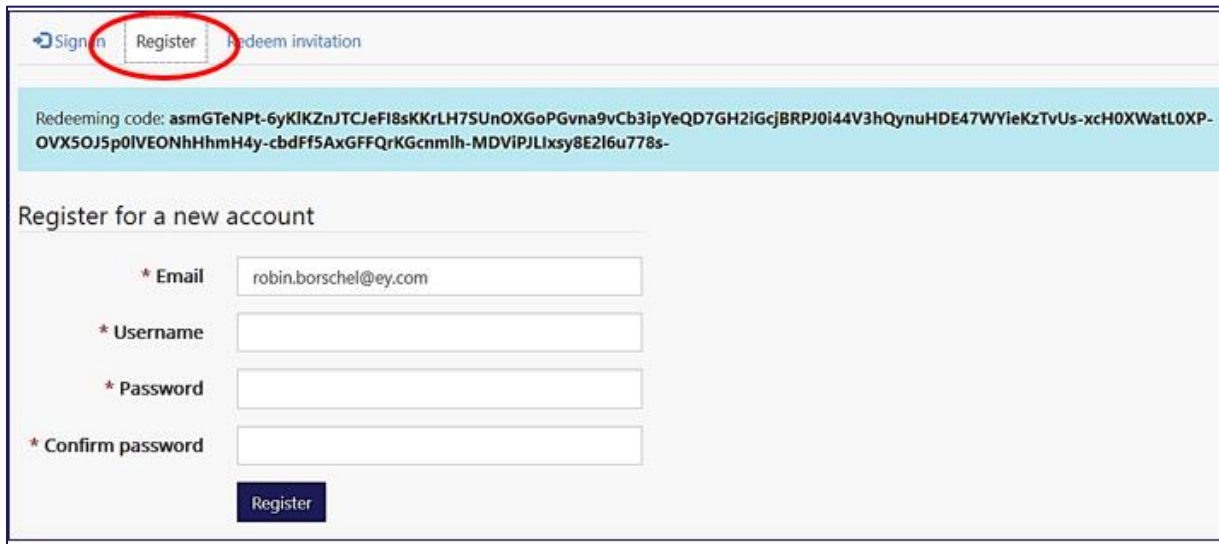
LEON CARES PORTAL INVITATION:

- Once a subgrant agreement between Leon County and your organization has been finalized, your organization can start submitting new requests for reimbursement with the necessary documentation through the Leon CARES online portal.
- Leon County will email you an access link for the online portal along with additional information regarding the process for submitting requests for reimbursement.
- Click to the **link** to the portal and create your account log-in to begin your reimbursement request process



HOW TO REGISTER YOUR ACCOUNT:

- By clicking the link in the email, you will be brought directly to the online portal registration where you will see your unique redemption code



The screenshot shows a web interface for account registration. At the top, there are three tabs: "Sign in", "Register", and "Redeem invitation". The "Register" tab is highlighted with a red circle. Below the tabs, a light blue banner displays a long alphanumeric redemption code: "asmGTenPt-6yKIKZnJTCJeFI8sKKrLH75UnOXGoPGvna9vCb3ipYeQD7GH2IGcjBRPJ0i44V3hQynuHDE47WYieKzTvUs-xcH0XWatL0XP-OVX5OJ5p0IVEONhHhmH4y-cbdFF5AxGFFQrKGCnmlh-MDVIPJLlxy8E2l6u778s-". Below the banner, the heading "Register for a new account" is followed by four input fields: "* Email" (containing "robin.borschel@ey.com"), "* Username", "* Password", and "* Confirm password". A dark blue "Register" button is positioned below the "Confirm password" field.

- Fill-in a username and password to register a new account

- Please note:

- Passwords must be at least 10 characters. Passwords must contain characters from at least three of the following four classes: uppercase, lowercase, digit, and non-alphanumeric (special).

HOW TO START A REIMBURSEMENT REQUEST:

- Once registered, click the **“Applications”** link on the top banner and select **“Reimbursement Application”** to start a new application



Home Program Descriptions **Applications** - FAQs Test -

Manage Existing Applications

Individual Assistance Application

Small Business Application

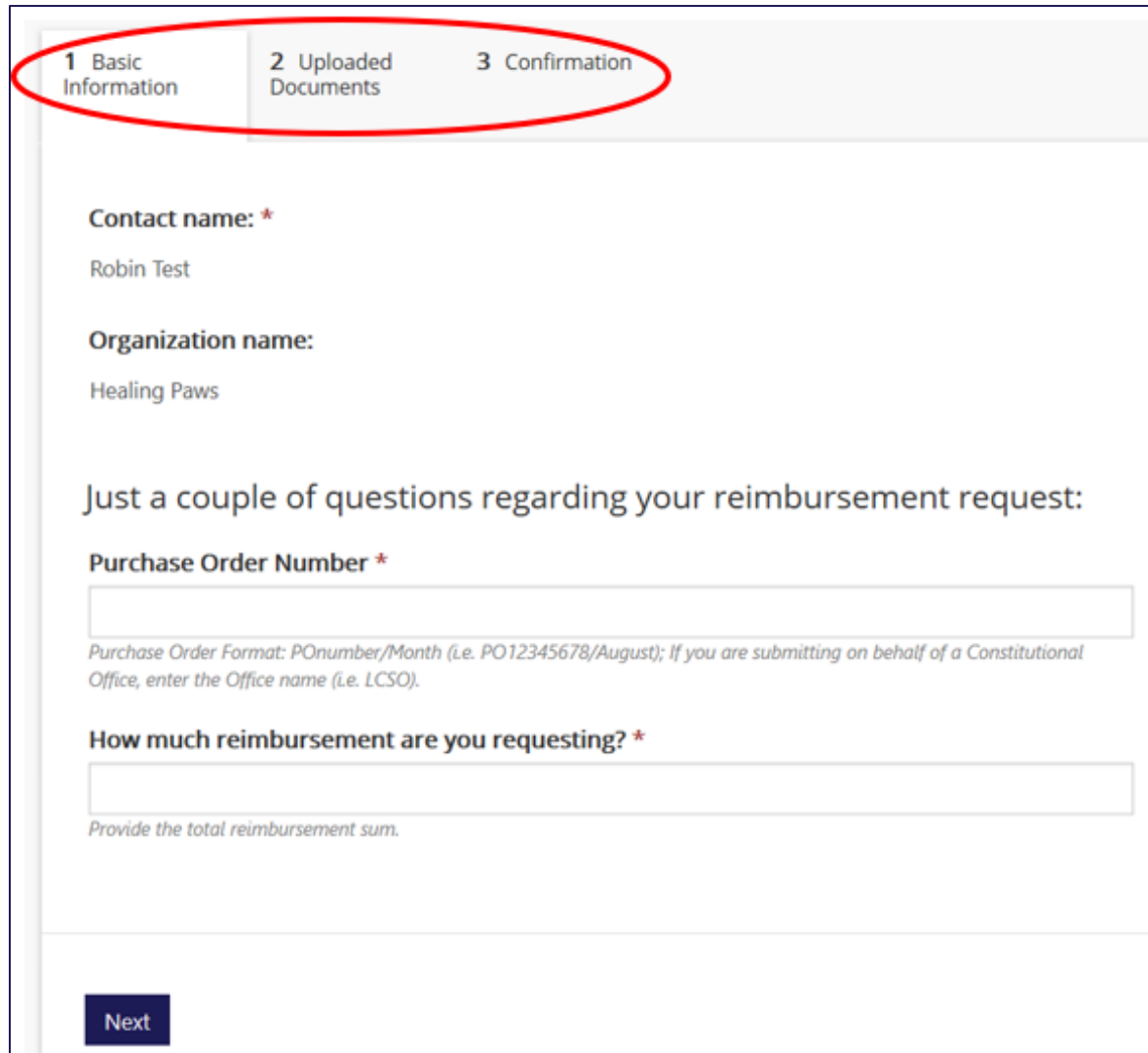
Human Services Grant Application

Reimbursement Application

Leon CARES Application Portal

REIMBURSEMENT REQUEST APPLICATION:

- The reimbursement request application has 3 sections. You must complete each section before moving to the next.



The screenshot shows a web form for a reimbursement request application. At the top, there are three tabs: "1 Basic Information", "2 Uploaded Documents", and "3 Confirmation". A red circle highlights these tabs. Below the tabs, the form contains the following fields and text:

Contact name: *
Robin Test

Organization name:
Healing Paws

Just a couple of questions regarding your reimbursement request:

Purchase Order Number *

Purchase Order Format: POnumber/Month (I.e. PO12345678/August); If you are submitting on behalf of a Constitutional Office, enter the Office name (I.e. LCSO).

How much reimbursement are you requesting? *

Provide the total reimbursement sum.

Next

SECTION #1: BASIC INFORMATION

- Your organization's name and contact name will be auto-filled with the information associated with your account registration

Reminder:

- Reimbursement requests must be submitted on a monthly basis. The month of submission must be indicated at the end of your organization's purchase order number (i.e. PO#123456/**August**)

and

- Only services and related expenditures authorized under the Subgrantee Agreement will be eligible for reimbursement, up to the maximum funding amount, or the "Total Not to Exceed" amount, listed in Exhibit A of the agreement.

1 Basic Information 2 Uploaded Documents 3 Confirmation

Contact name: *
Robin Test

Organization name:
Healing Paws

Just a couple of questions regarding your reimbursement request:

Purchase Order Number *

Purchase Order Format: POnumber/Month (i.e. PO12345678/August); If you are submitting on behalf of a Constitutional Office, enter the Office name (i.e. LCSO).

How much reimbursement are you requesting? *

Provide the total reimbursement sum.


Next

SECTION #2: UPLOADED DOCUMENTS

- To receive reimbursement, your organization must upload a monthly invoice for payment and activity report summarizing the actual services performed, goods provided, or expenses incurred, as outlined in Exhibit A of the Subgrant Agreement.
- The activity report must include:
 - Your organization’s purchase order number;
 - Name and address of clients assisted in the course of performing services and incurring costs associated with the Subgrant Agreement;
 - Copies of original receipts, paid invoices and authorized payroll reports reflecting actual expenditures incurred associated with the services performed and goods provided under the Subgrant Agreement.
- Uploaded documents will be listed at the bottom of the screen under **“TIMELINE”**

1 Basic Information ✓ 2 Uploaded Documents 3 Confirmation

Reimbursement requests must be submitted on a monthly basis with an activity report summarizing the actual services performed and documentation of actual expenses incurred during the previous month. Only services and related expenditures authorized under the Subgrantee Agreement will be eligible for reimbursement. Please click 'Add File' below to open the attachments window and attach your monthly activity report and documentation of incurred expenses. You'll need to repeat this for each individual file you attach.



TIMELINE  [Add File](#)

There are no uploaded files. Please add the required documents.


Please upload the required documents before proceeding.

[Previous](#) [Next](#)

TIMELINE [Add File](#)

  July 2020 Expenses

less than a minute ago
Modified on 8/21/2020
10:45 AM

 Sample Expense Documentation.xlsx (15.24 KB)

[Previous](#) [Next](#)

HOW TO UPLOAD DOCUMENTS:

- By clicking the **“Add File”** button, the **“Attach a File”** box will appear

- Applicants must provide a brief document description under **“File Name”** and click **“Choose Files”** to select the file to be uploaded

- Once uploaded, an applicant can attach the file to their application by clicking **“Submit”**

- Please note: An applicant will be unable to delete an uploaded document attached to their application once submitted

The screenshot shows a web interface with a dialog box titled "Attach a File". In the background, a button labeled "Add File" is circled in red. A large red arrow points from this button to the dialog box. The dialog box has a title bar with "Attach a File" and a close button (X). Inside the dialog, there is a text input field with a red arrow pointing to it and the label "* File Name". Below this is a file selection area with a red arrow pointing to it and the label "Attach a file". To the right of this area is a button labeled "Choose Files" and the text "No file chosen". At the bottom right of the dialog are two buttons: "Submit" and "Cancel".

- If an incorrect document is uploaded, an applicant can click **“Add File”** to upload the correct document and indicate the correction under **“File Name”**

SECTION #3: CONFIRMATION

- Section 3 outlines confirmation statements that must be confirmed by an applicant in order to submit your reimbursement request
- Use the drop down menu under each statement to select “Yes” or “No”

1 Basic Information ✓

2 Uploaded Documents ✓

3 Confirmation

You're done! Time to submit. By submitting your reimbursement request, you confirm the following:

The information contained in this reimbursement request is true, complete and correct to the best of your knowledge

Yes

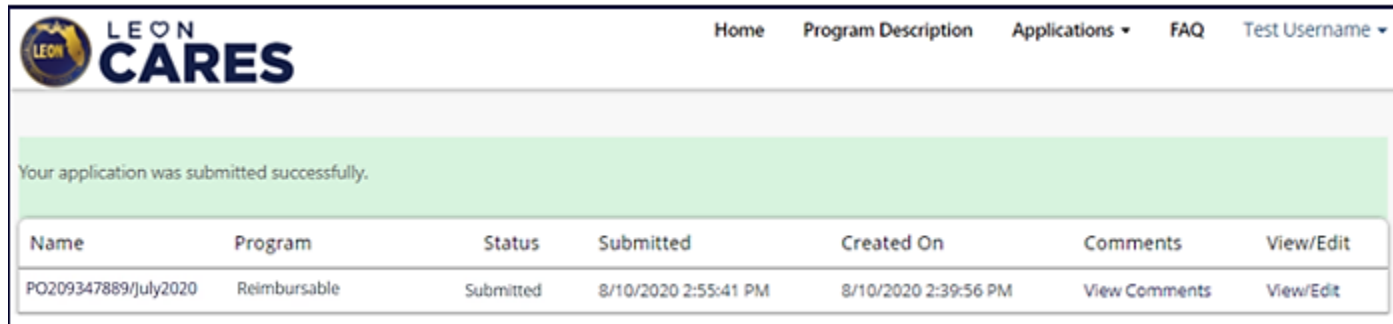
By submitting this application for financial assistance, if money is awarded, you, as the "Awardee," have read, understand, and agree to be bound by the following terms and conditions

Yes

Previous Submit

APPLICATION SUBMISSION CONFIRMATION:

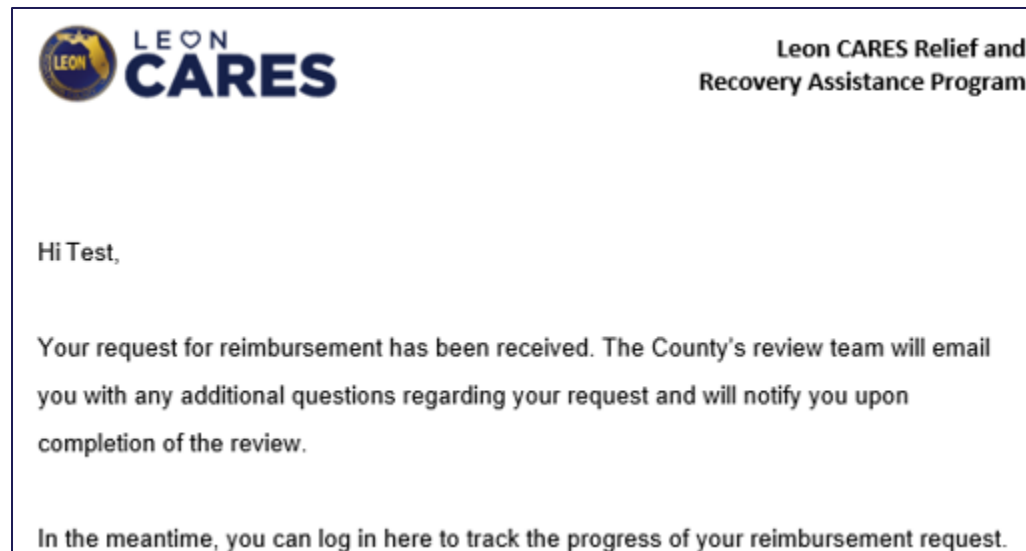
- Once you click “**Submit**”, you will receive confirmation that your application has been submitted successfully



The screenshot shows the LEON CARES website interface. At the top left is the LEON CARES logo. To the right of the logo are navigation links: Home, Program Description, Applications (with a dropdown arrow), FAQ, and Test Username (with a dropdown arrow). Below the navigation is a green confirmation banner that reads "Your application was submitted successfully." Underneath the banner is a table with the following data:

Name	Program	Status	Submitted	Created On	Comments	View/Edit
PO209347889/July2020	Reimbursable	Submitted	8/10/2020 2:55:41 PM	8/10/2020 2:39:56 PM	View Comments	View/Edit

- You will receive an email from the County confirming your application submission within 24 hours



The screenshot shows an email confirmation from the Leon CARES Relief and Recovery Assistance Program. The email header includes the LEON CARES logo on the left and the program name "Leon CARES Relief and Recovery Assistance Program" on the right. The body of the email contains the following text:

Hi Test,

Your request for reimbursement has been received. The County's review team will email you with any additional questions regarding your request and will notify you upon completion of the review.

In the meantime, you can log in here to track the progress of your reimbursement request.

HOW TO EDIT AN APPLICATION:

- You can save your progress at the end of each section of the application and come back later to complete
- Click the “**Manage Existing Applications**” link on the top banner



- Click the “**View/Edit**” link to access the draft application

A screenshot of the LEON CARES website showing a table of applications. The table has columns for Name, Program, Status, Submitted, Created On, Comments, and View/Edit. The first row shows an application with ID PO209347889/July2020, Program Reimbursable, Status Draft, Submitted on 8/10/2020 6:23:49 PM, and View Comments. The View/Edit link in the last column is circled in red.

Name	Program	Status	Submitted	Created On	Comments	View/Edit
PO209347889/July2020	Reimbursable	Draft		8/10/2020 6:23:49 PM	View Comments	View/Edit

- Please note: You cannot make edits to an application once submitted