



Online Monthly Grant Reporting

- 1) Go to TNCoalition.org and click on 'Service Providers' Link at the top of the page.**
- 2) Click the 'Online Grant Reporting' link**
- 3) Login as directed**
 - a. If your program does not have a login, please let the program specialist over your grant know and they can help with creating one
 - b. If you cannot remember your password, simply click 'forgot password' and enter the email associated with your account, your password will be automatically emailed to you, if you do not receive it check your SPAM folder.
- 4) Reports can be found under the 'Service Reports' tab on the far right of the page, after 'my account'. (NOTE- the 'Monthly Service Report' tab on the far left is NOT what you will be using)**
- 5) On the Service Report page-**
 - a. Click 'Submit New Report'
 - b. Choose what month and year you are submitting for, as well as which grant (DOH or Rural)
 - c. Press 'Create Report'
 - d. Follow instructions on page to complete your report (you will see- Show Instructions and a blue circle where more detailed instructions exist, simply click to view)
 - e. Once finished press 'Submit Form' to submit your report to your Grant Program Specialist.

If you have any questions about this process, please contact your Rural or DOH program specialist.