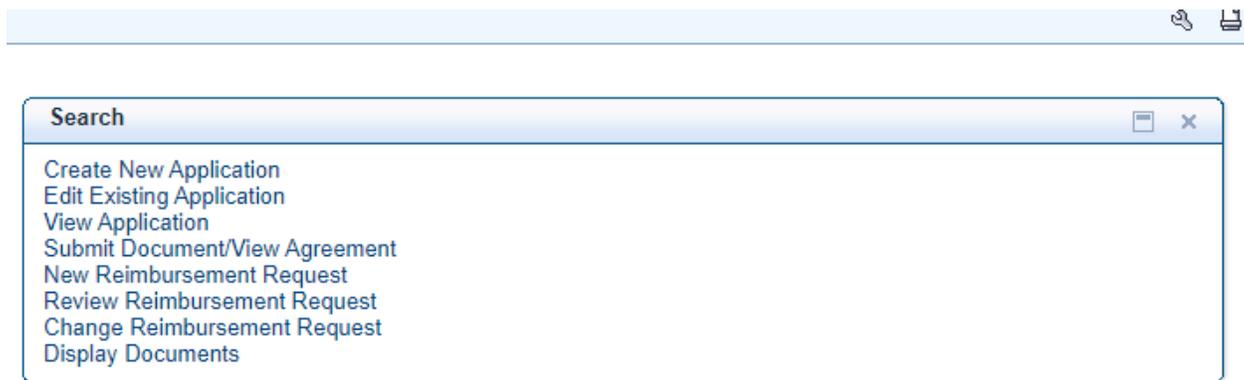
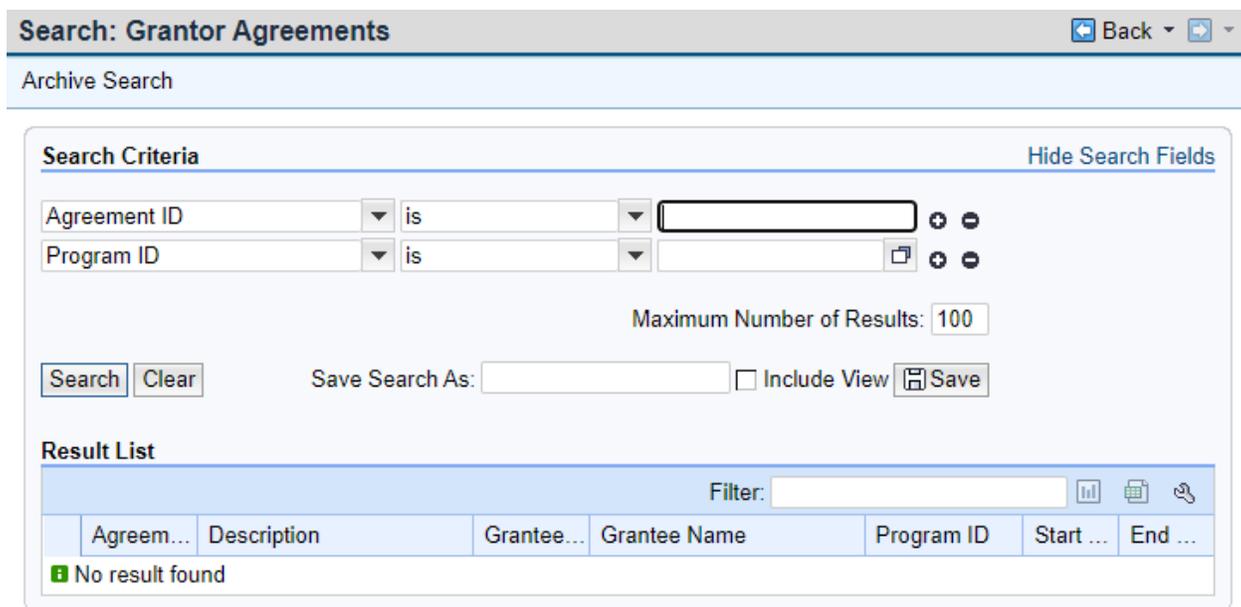


HOW TO SUBMIT A PROGRESS REPORT

1. After logging in, click “Submit Document/View Agreement.”



2. In the empty search field in the line with “Agreement ID,” enter the Agreement ID # for your grant. Then click “Search.” If you do not know your agreement #, you can click “Search” and will receive search results for all of the agreements to which you have access.



3. Next, select the agreement ID that corresponds with the project for which you are submitting a report. *

Search: Grantor Agreements Back

Archive Search

Search Criteria Hide Search Fields

Agreement ID is

Program ID is

Maximum Number of Results: 100

Save Search As: Include View

Result List: 6 Agreements Found

Agreement ID	Description	Grantee ID	Grantee Name	Program ID	Start Date	End Date
2000035868	2018-19-19200 for Rutherford County...	2000003991	Star Telephone Membership Corp. C...	GREAT_PROGRA...	07/15/2019	07/15/2024
2000045105	2018-19-20000 2018-19-20000	2000003991	Star Telephone Membership Corp. C...	20_21 GREAT CA...	09/14/2020	09/14/2025
2000045106	2018-19-20000 2018-19-20000	2000012189	StarPhone, Inc. / 12000 NC 28128	20_21 GREAT CA...	09/14/2020	09/14/2025
2000046991	Broadband for Concord County	2000012189	StarPhone, Inc. / 12000 NC 28128	CASWELL GREAT ...	10/15/2020	10/15/2027
2000046992	Broadband for Concord County	2000012189	StarPhone, Inc. / 12000 NC 28128	20_21 GREAT CA...	09/14/2020	09/14/2027
2000047004	Broadband for Concord County	2000003991	Star Telephone Membership Corp. C...	20_21 GREAT CA...	09/14/2020	09/14/2027

- Now that you've landed on your agreement page, click "Submit Documents" at the top of the page. *

Agreement: 2000035868, 2018-19-19200 for Rutherford County...

Save | X Cancel | **Submit Documents** | Refresh

Agreement Overview

<p>General Data</p> <p>Program ID/Desc.: GREAT_PROGRAM_2018_19 / Rural Broadband...</p> <p>Grantee ID/Name: 2000003991 / Star Telephone Membership Corp...</p> <p>Location Address: 8100 Hwy 108 / 12000 NC 28128</p> <p>Start Date: 07/15/2019</p> <p>End Date: 07/15/2024</p> <p>Description: 2018-19-19200 for Rutherford County...</p> <p>Division of Agency: Service Type: For-Profit Non-governmental Organizations</p> <p>Tran Type - NCGrants: Project Grants</p> <p>NC Grants Contract N: DUNS Number:</p> <p>Funding Source: State</p> <p>Optional Agency Text: County: W...</p> <p>Broadband Contracted #'s</p> <p>Households Served:</p> <p>Businesses Served:</p> <p>Agricultural Operations:</p>	<p>Application Amounts</p> <p>Authorized Amount: 856,932.00 USD</p> <p>Billing Req. Amount: 683,727.94 USD</p> <p>NC Grants Data</p> <p>NC Grants ID:</p> <p>NC Grants Indicator:</p> <p>NCAS Vendor Group: 01</p> <p>NGO Flag: <input type="checkbox"/></p> <p>NCAS Details</p> <p>NCAS Account key: BROADBAND GRANTS-NGO-FY 2018-2019 (R...</p> <p>GL Account: 536E01 Expense Compa... 4102</p> <p>Expense Center: 2202R0017 NCAS Budget C... 24667</p> <p>Status</p> <p>Employee Responsible: Jeff Sural</p> <p>Posting Date: 11/27/2019</p> <p>Last Changed By/On: WF-BATCH / 01/07/2021</p> <p>Status: Approved</p>
--	--

- Here you will be able to submit documents related to your grant to the Broadband Infrastructure Office. Begin by selecting the document type from the drop down.

Save and Back | Save | Submit | Cancel

Task Details [Edit](#)

General Data

ID:

* Document Type:

- Annual Reports
- Progress and Final Report Forms
- Other Document

Agreement Reference

Reference:

Agreement Number:

References

Account:

Contact:

Employee Responsible:

Change Status to Submit

Active Status:

Attachments [Attachment](#) [URL](#) [With Template](#) | Advanced Filter:

No result found

Upload Document(s) From Local Ha... No file chosen

Notes [New](#) Filter:

No result found

Transaction History Subsequent Assignment Filter:

Actions	Transaction	Transaction Type	Date
	2000035868	Rural Broadband Agreement	11/27/2019

- Next, select “Choose Files” to select the file you want to upload. Then click “Upload.”

Save and Back | Save | Submit | Cancel

Task Details [Edit](#)

General Data

ID:

* Document Type:

- Annual Reports
- Progress and Final Report Forms
- Other Document

Agreement Reference

Reference:

Agreement Number:

References

Account:

Contact:

Employee Responsible:

Change Status to Submit

Active Status:

Attachments [Attachment](#) [URL](#) [With Template](#) | Advanced Filter:

No result found

Upload Document(s) From Local Ha... No file chosen

Notes [New](#) Filter:

No result found

Transaction History Subsequent Assignment Filter:

Actions	Transaction	Transaction Type	Date
	2000035868	Rural Broadband Agreement	11/27/2019

- Now, choose “Save and Back,” “Save,” “Submit,” or “Cancel.” You are not required to save prior to clicking “Submit.”

The screenshot displays the 'Task Details' interface with the following components:

- Task Details Header:** Includes 'Save and Back', 'Save', 'Submit', and 'Cancel' buttons, each with a red arrow pointing to it.
- General Data Section:**
 - ID: [Text Field]
 - * Document Type: [Dropdown Menu] (Options: Annual Reports, Progress and Final Report Forms, Other Document)
 - Agreement Reference: [Text Field]
 - Reference: Grantor Agreement [Dropdown Menu]
 - Agreement Number: 2000035868 [Text Field]
- References Section:**
 - Account: [Text Field]
 - Contact: [Text Field]
 - Employee Responsible: [Text Field]
 - Change Status to Submit: [Text Field]
 - Active Status: In Process [Dropdown Menu]
- Attachments Section:** Shows 'No result found' and an 'Upload Document(s) From Local Ha...' button with 'Choose Files' and 'Upload' sub-buttons.
- Notes Section:** Shows 'No result found'.
- Transaction History Section:**

Actions	Transaction	Transaction Type	Date
	2000035868	Rural Broadband Agreement	11/27/2019

- After clicking “Submit,” you will be prompted with a pop-up asking you to verify that you would like to submit the document to the Office. After clicking “Yes,” you will receive a notification at the top of the document upload page that says “Transaction [99999] saved” which will confirm that the document has been uploaded and submitted.

▼ Task Details ✎ Edit

General Data

ID:

* Document Type: Annual Reports

References

Account:

Contact:

Employee Responsible:

Agreement Reference

Reference: Grantor Agreement

Agreement Number: 2000035868

Change Status to Submit

Active Status: In Process

Attachments Attachment URL With Text

No result found

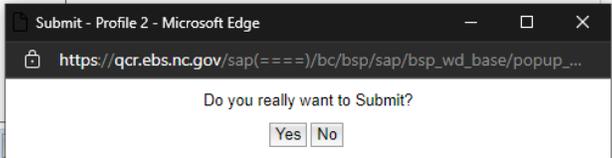
Upload Document(s) From Local Ha... Choose Files No file chosen

Notes New Filter:

No result found

Transaction History Subsequent Assignment Filter:

Actions	Transaction	Transaction Type	Date



- After submitting a document, a member of the Broadband Infrastructure Office team will receive a notification that a new document has been submitted for a contract. That team member will acknowledge receipt and you will receive a notification that the document has been received and reviewed.

* Information used is for demonstration purposes only and does not reflect any existing or future agreements with the State of North Carolina