Helpful Hints and Guidelines to Archstone Foundation’s online Grant Portal

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Archstone Foundation Grant Portal URL: <https://archstone.my.site.com/grants>

**How to submit a grantee report:**

After you log into the Foundation’s grant portal, proceed with the following steps:

1. Click on the “Dashboard” Tab
2. From here, there are two ways to get to the grantee report submission page:

Option #1:

1. Click on the > arrow to the left of the project title of your grant
2. Click the Edit icon on the left side to access the appropriate report

Option #2:

1. Click on “Reporting Requirements” in the left column (in the blue box)
2. Click the Edit icon on the left side to access the appropriate report
3. Complete the reporting requirement. Please note that some fields are required in order to continue and submit. You can save and come back to the report later.
4. Before submitting, you will have a chance to review your report by clicking the “Review/Submit” button.
5. Once you have submitted your report, you will receive an email confirmation.

If you need assistance, please contact Tanisha Davis, Grants Manager, at [tdavis@archstone.org](mailto:tdavis@archstone.org).