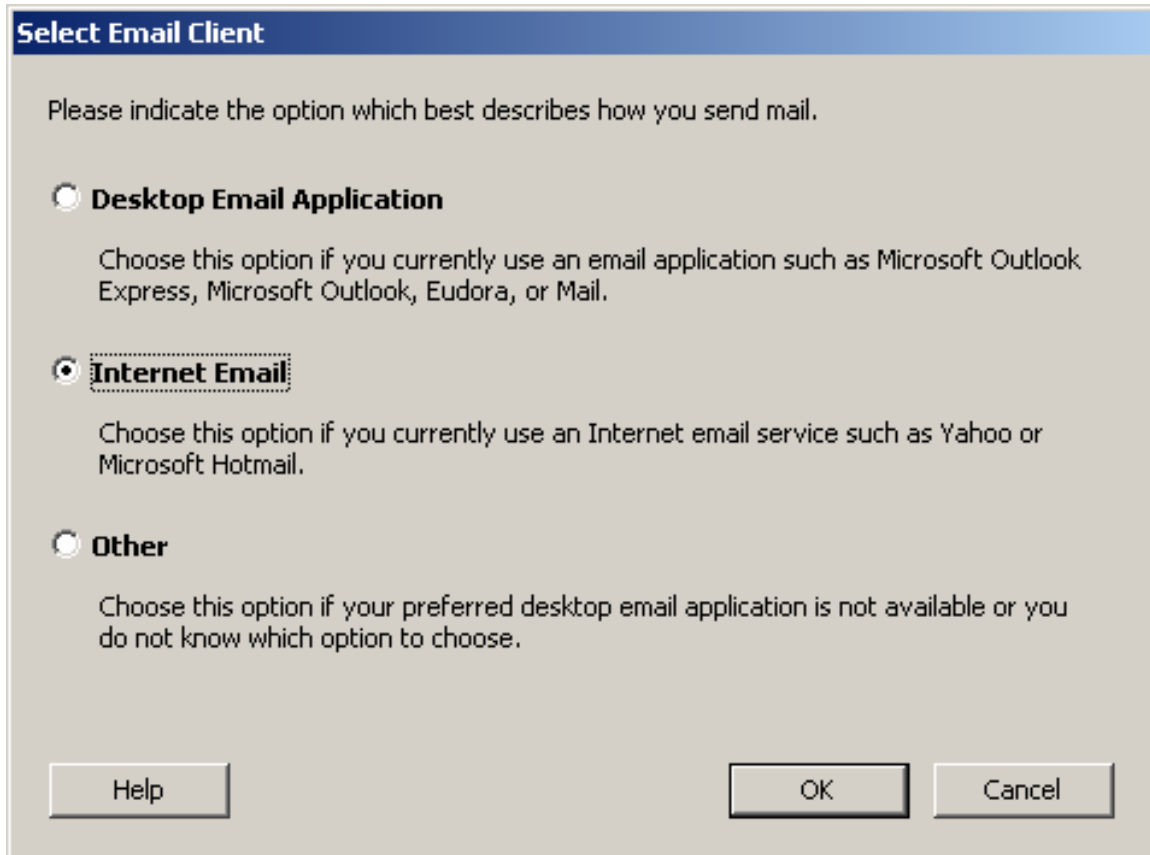


Detailed “End of Grant Report” online submission instructions:

After completing all fields of the End of Grant report, you will have two buttons at the bottom of the report form. First, click “Print” to print a local copy of the report to your printer. You will not be able to save your report on your computer, the only way you can retain a copy for your records is to print at this stage.

After printing, click “Email” at the bottom of the form. This will pop up this menu:



Select Email Client

Please indicate the option which best describes how you send mail.

Desktop Email Application

Choose this option if you currently use an email application such as Microsoft Outlook Express, Microsoft Outlook, Eudora, or Mail.

Internet Email

Choose this option if you currently use an Internet email service such as Yahoo or Microsoft Hotmail.

Other

Choose this option if your preferred desktop email application is not available or you do not know which option to choose.

Help OK Cancel

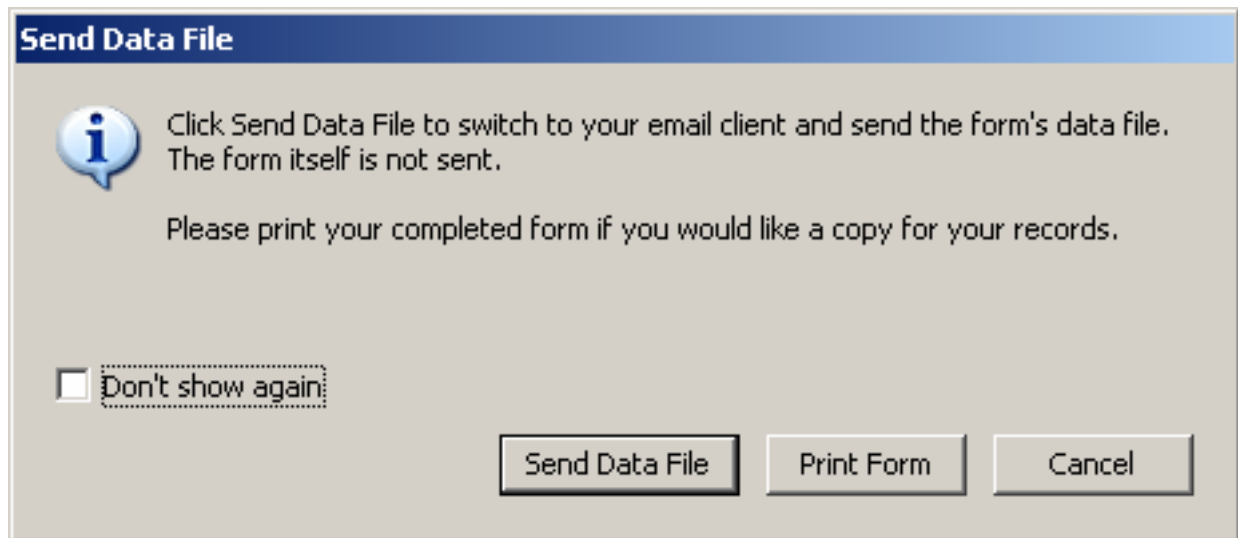
If you are using Outlook or other email where you have a program installed on your computer, select the top option “Desktop Email Application”. The most common is Microsoft Outlook or Outlook Express.

If you log in to a website to access your email, click “Internet Email”. For example, if you log into www.aol.com, www.gmail.com, www.hotmail.com, or any other online email service.

If you’re not sure what you do for your email, or don’t seem to be successful with another option, click “Other”.

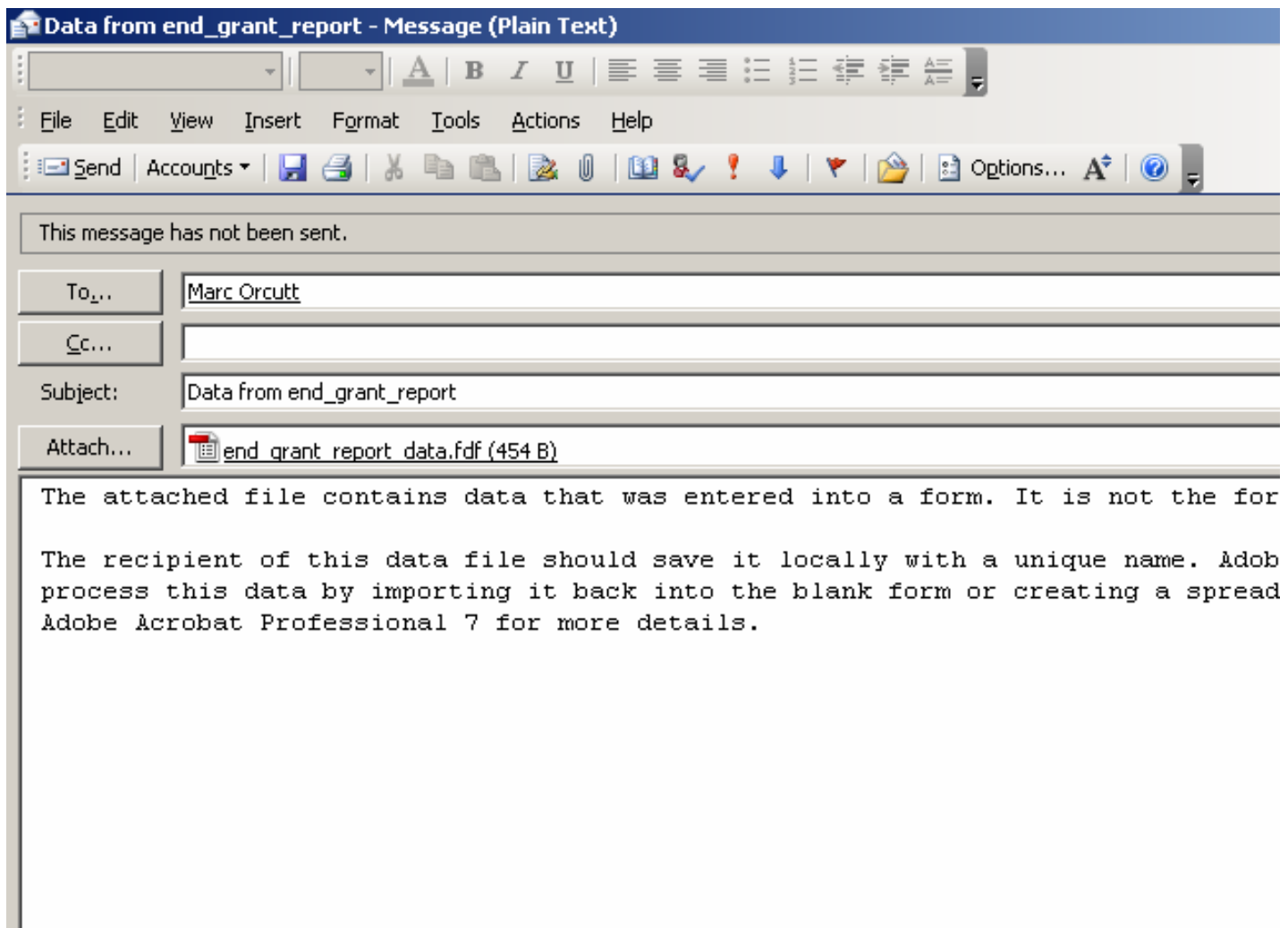
After making your selection, click “OK” in the bottom right.

If you have selected Desktop Email Application you will see this menu.



If you didn't already print a copy of the form, click "Print Form" now.

Click "Send Data File". This will open up a new email. In Microsoft Outlook, it will look like this:



All you need to do is click "send". This will send the email and you are finished.

If you have selected “Other” or “Internet Email”, you will see this menu:

Sending the Data File

How to Send the Data File

Step 1 Click the 'Save Data File' button below and save the data to a place where you can find it easily. After you save the file, you will be returned to this screen to continue.

Please Note: The form itself is not saved (only the data you typed)


Step 2 Create a new email message as you normally would. If you use Internet email and are viewing this form online, open a new browser window so you can keep this window open. Fill in the email with the following information:

To:

Subject:

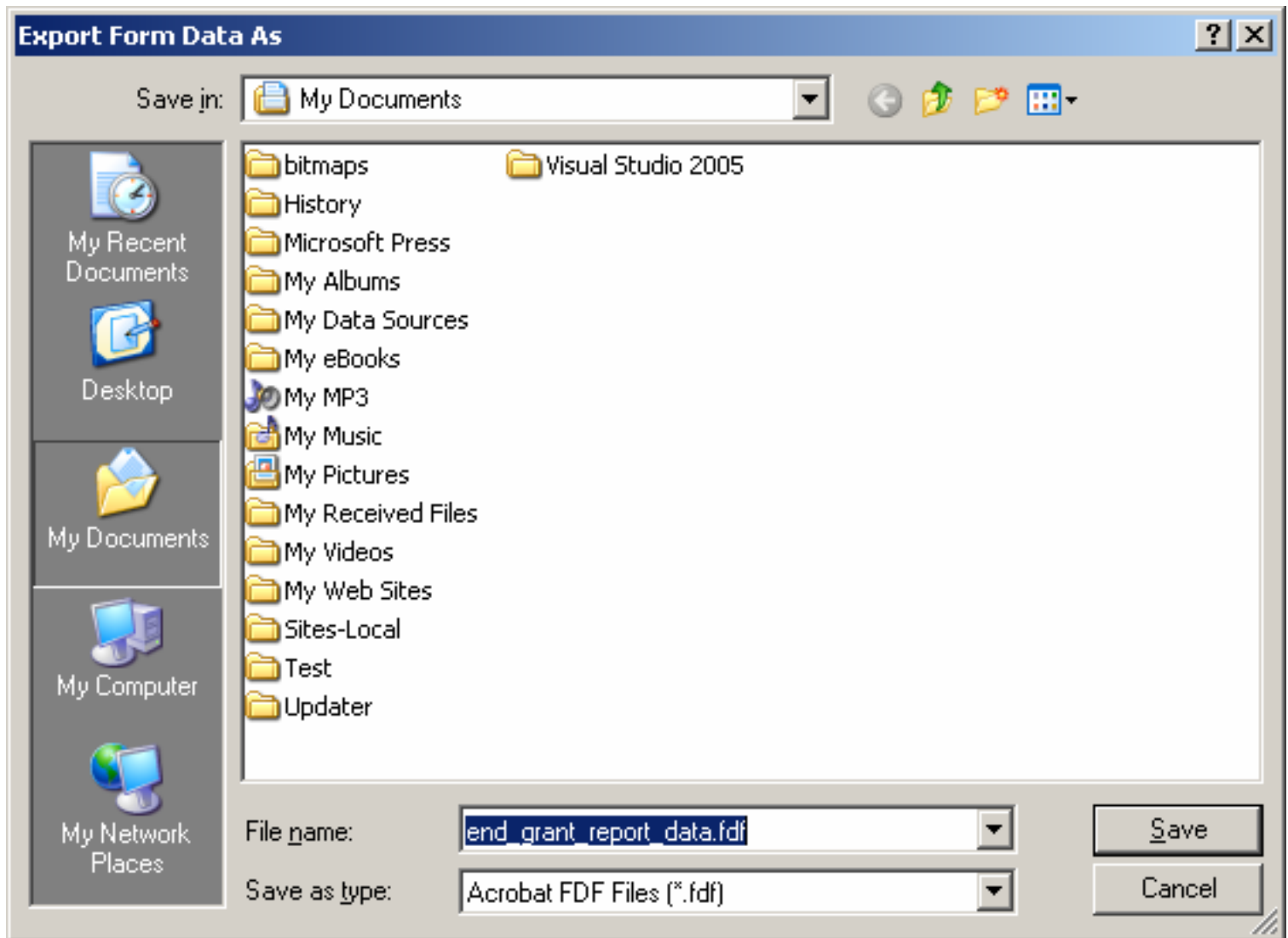
Message: ▲ ▼

Step 3 Attach the data file you saved in Step 1 and send your message.

 Please print your completed form if you would like a copy for your records.

First, if you have not already printed a copy of this form, click “Print Form”.

Click “Save Data File”. That will open this window:



Browse to a location where you can easily find this file. It will default to “My Documents”. Save it with the default “end_grant_report_data.fdf” name.

Go to your email. Open a new email; address it to morcutt@idcomfdn.org. Attach or Insert File, and browse to where you saved the end_grant_report_data.fdf file. Select that file, and click attach or insert. This may vary slightly depending on your email provider. After attaching the file, send the email.

If you have trouble, call ICF at 208-342-3535, or email morcutt@idcomfdn.org for support.