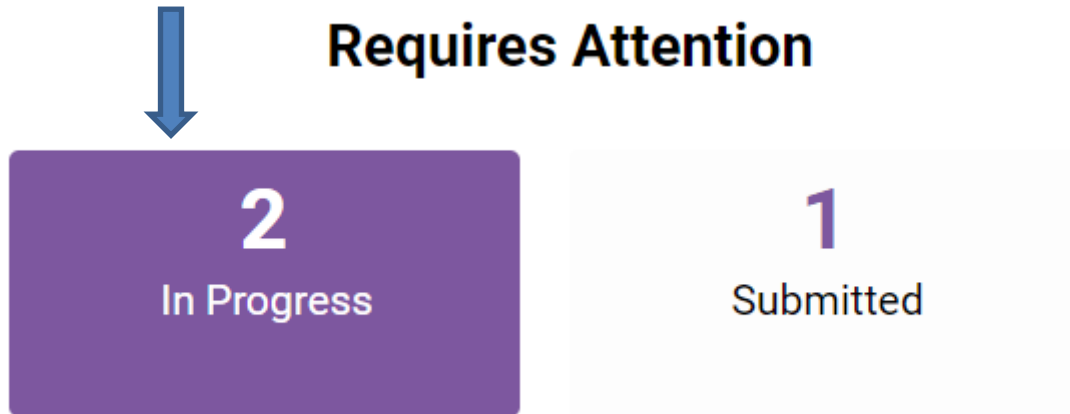


Below are the steps to fulfill the grantee reporting requirements.

**Steps:**

1. Log in to SmartSimple. (<https://wab.smartsimple.com>)
2. Access your Grant Agreement by selecting **In Progress** under the **Requires Attention** section of your SmartSimple home page.



3. Open the **Grant Agreement** activity and click the **Open Grant Agreement** button.

The screenshot shows a table with columns: Activity Type, Status, and Deadline. The first row is "Grant Agreement" with status "Draft" and an "Open" button. The second row is "Final Report" with status "Draft" and deadline "2020-07-31" and an "Open" button. To the right, there is a "CONTRACT" section with a purple button labeled "Open Grant Agreement" and a note "\* Signed and Dated Contract".

4. Download, print and sign the **Grant Agreement**.

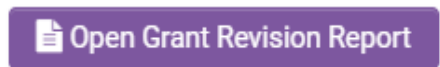
The screenshot shows a PDF viewer interface. The address bar shows "wab.smartsimple.com/pdfWriter". The document title is "Service Contract" and it is page "1 / 2". There are icons for refresh, download, and print. A blue arrow points to the download icon with the label "Download".

Scan and upload the signed document as a PDF file. Use the upload button on the Grant Agreement page.



Upon receipt, we will add our signature and upload a copy of the final completed contract for your records.

5. If your grant award is less than your original requested amount, complete and upload the **Grant Revision Report**. You may open the report from within the **Grant Agreement** activity with this button:



6. Complete, scan and upload the Credit line and Logo Use Form. This form may also be found within the **Grant Agreement** activity.

