MassGRANTS Portal
User Guide: 10% Report & Attestation

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REGISTRATION

You must have a valid Account to register for portal access.

Accounts are created automatically for vendors with a Vendor Code to do business with the Commonwealth. If you do not know or do not have a Vendor Code, contact one of the departments you do business with. Only with a valid Vendor Code the system allows you to register as a User under the Account.

FIRST USER REGISTRATION

Scenario: A new user is registering to the portal as the first user on an Account. The profile of the first user on the Account will be Grantee Administrator by default.

1. Open MassGRANTS portal URL: https://maanfgrants.force.com/s/loginpage
2. Click on **Register for an account**.

3. Enter your Vendor Code and the last four digits of your TIN.
4. Check the 'I'm not a robot' box.
5. Click **Next.**

6. Fill in your First Name, Last Name, and Email Address, and create a Password.

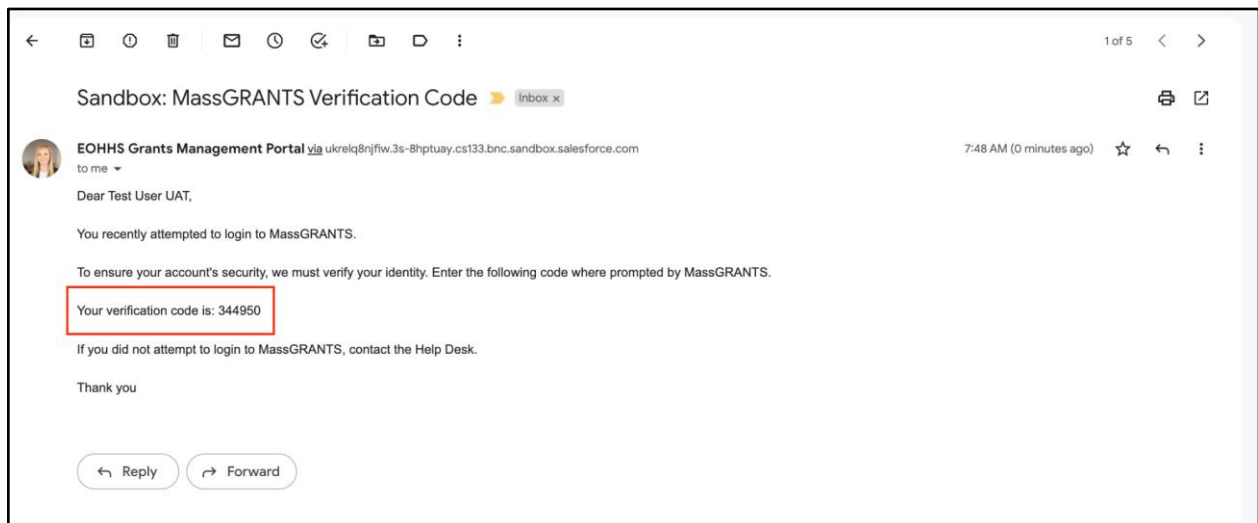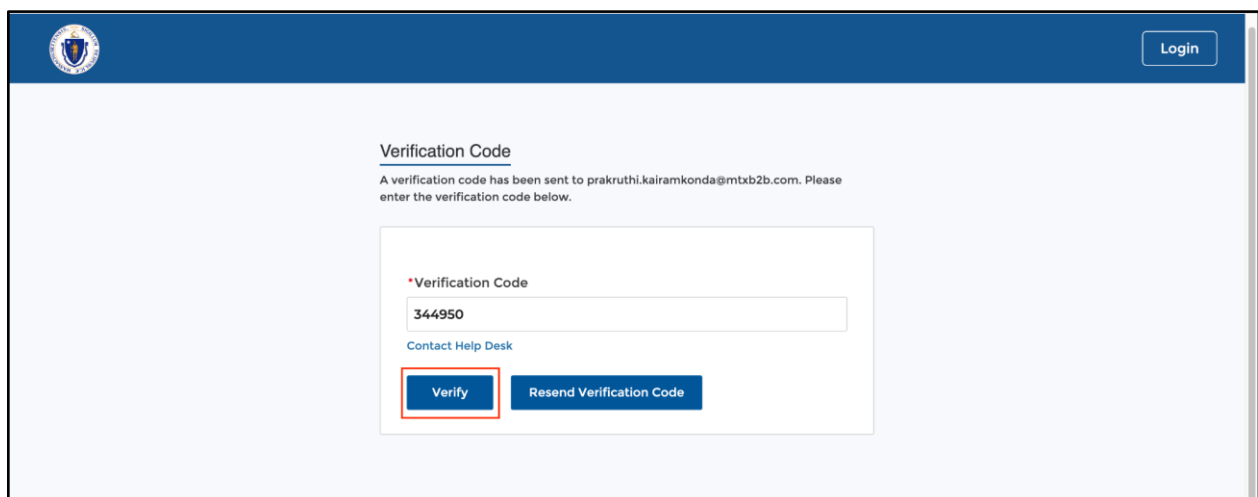7. Click **Next.**

As the first User of the Account, the system will send an email with a Verification Code to the email provided. If another User has already registered with the account, the system will send an email to all existing Grantee Administrator users to approve the new user.

8. Check your inbox for Verification Code.

9. Enter the Verification Code and click **Verify**.

Note: If you want the system to resend the Verification Code, click the Resend Verification Code button.

10. Upon clicking Verify, you will land on the MassGRANTS Portal Homepage.

ADDITIONAL USER REGISTRATION

Scenario: A new user is registering to the portal to an Account that already has users in it.

1. Open MassGRANTS portal URL: https://maanfgrants.force.com/s/loginpage
2. Click on **Register for an account**.

3. Enter your Vendor Code and the last four digits of your TIN
4. Check the 'I'm not a robot' box
5. Click **Next**.

6. Fill in your First Name, Last Name, Email Address, and create a Password.

7. Click **Next**.

You will see the following success message on the page: "A User has already registered with this Account. Your registration request has been sent to the Grantee Administrator for approval. Please check with '*Grantee Administrator email id*' to approve your registration."

Once a Grantee Administrator approves your registration, you will receive a welcome email to set a password and log in into the portal.

8. Go to your Inbox and find the email.
9. Click on the get started link.
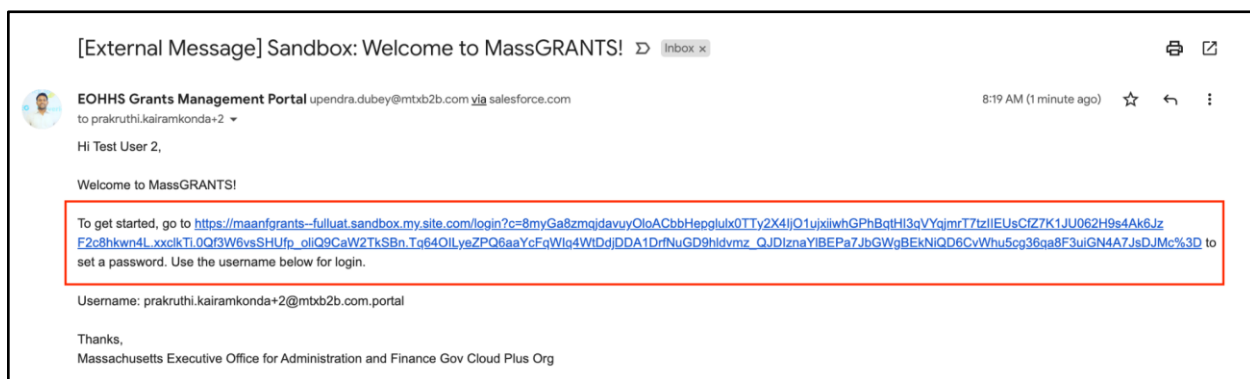
10. Create a new password by satisfying the given criteria.
11. Click **Change Password**.

Upon clicking the Change Password button, you will land on the MassGRANTS Portal Homepage.

ACTIVATE NEW USERS

When a new user tries registering to the Portal, the existing user(s) in the Account will receive an email notifying that a new user requires approval.

1. Click on the MassGRANTS portal link given in the email and log in into the portal. You can skip this step if you are already logged in.
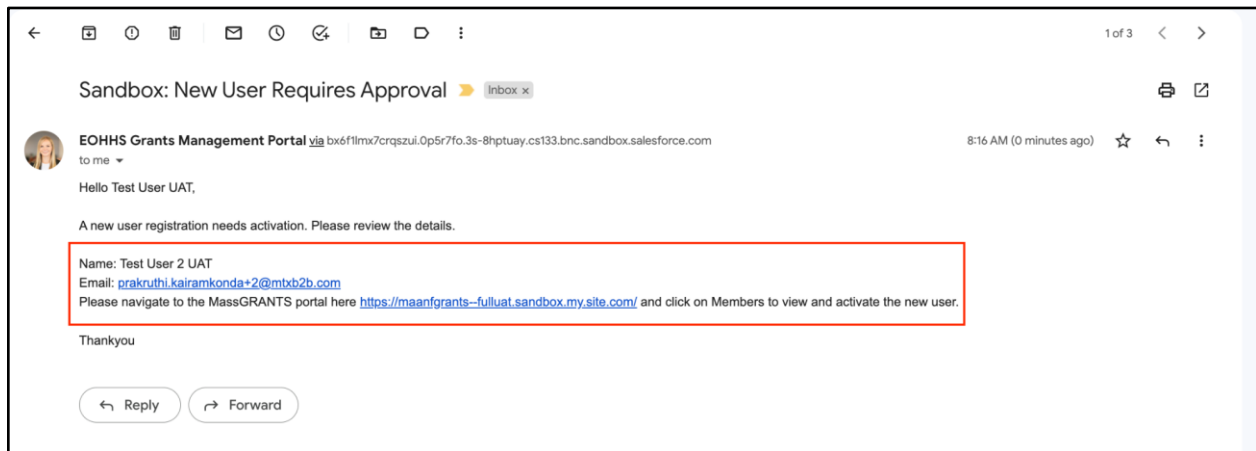
2. Click on the **Members** tab.
3. Click **Activate**.
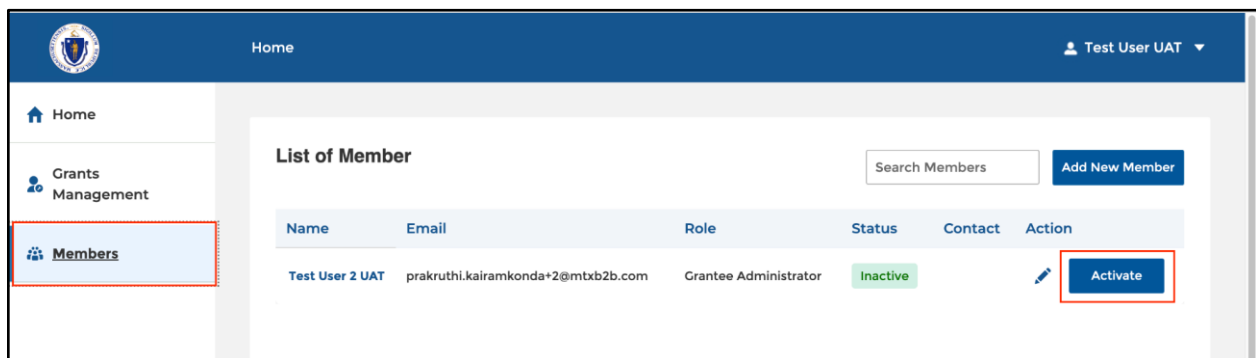
The user will be activated, and a welcome email will be sent out to the new user.

4. You can edit a user's information by clicking on the 'Edit icon' or deactivate a user by clicking on the 'Deactivate' button. Deactivated users can be reactivated by following step 3 above.

ADD NEW MEMBERS FROM THE PORTAL

1. Log into the portal.
2. Click **Members**
3. Click **Add New Member**.

4. Fill in the Contact Details.
5. Select Role from the drop-down list. Grantee Administrators can manage users and submit grant applications/reports. Grantee Contributors can start and edit grant applications/reports but are not able to submit them.
6. Click **Save**.

The new user will be created and activated successfully. The user will receive a password reset email. Upon resetting their password, the user can log into the MassGRANTS portal.

LOG IN TO PORTAL

1. Open the MassGrants portal URL: https://maanfgrants.force.com/s/loginpage
2. Enter User Email and Password
3. Click **Sign in.**

4. You will receive a Verification Code to your registered email address.
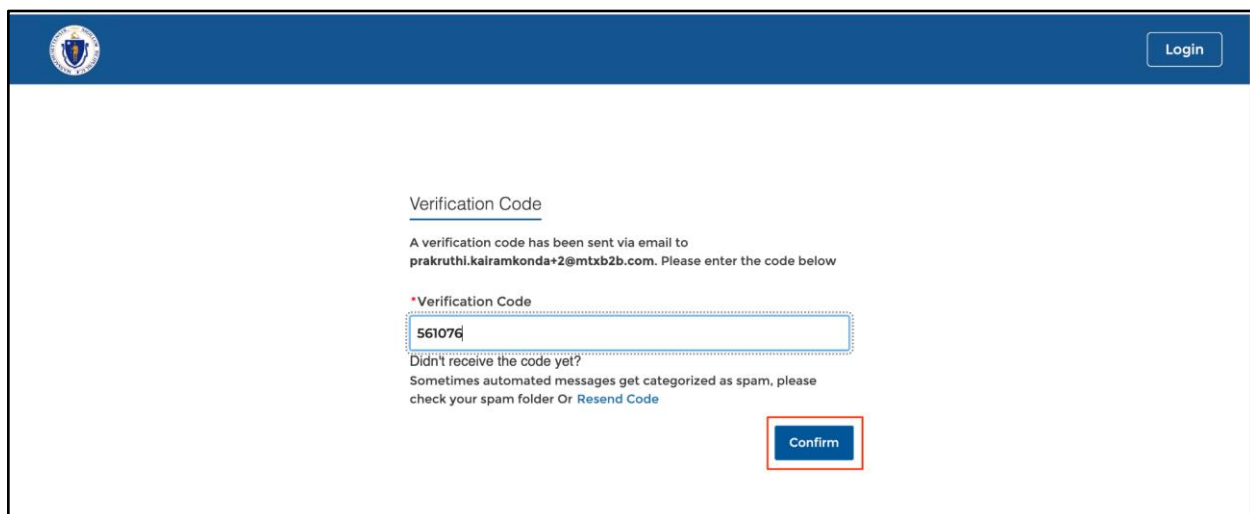
5. Enter the Verification Code.
6. Click **Confirm.**

7. Upon clicking the Confirm button, you will land on the homepage of MassGRANTS portal.

COMPLETE 10% REPORT AND ATTESATION

1. On the homepage, click the **Grants Management** tab.
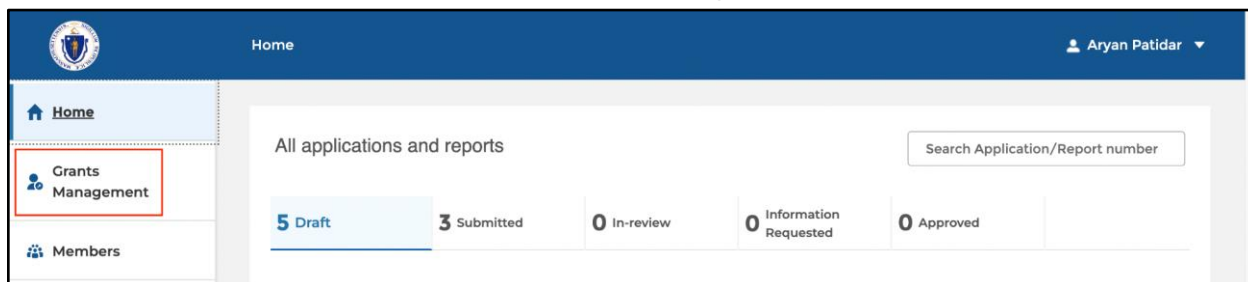
2. Search for 10% Report and select result.
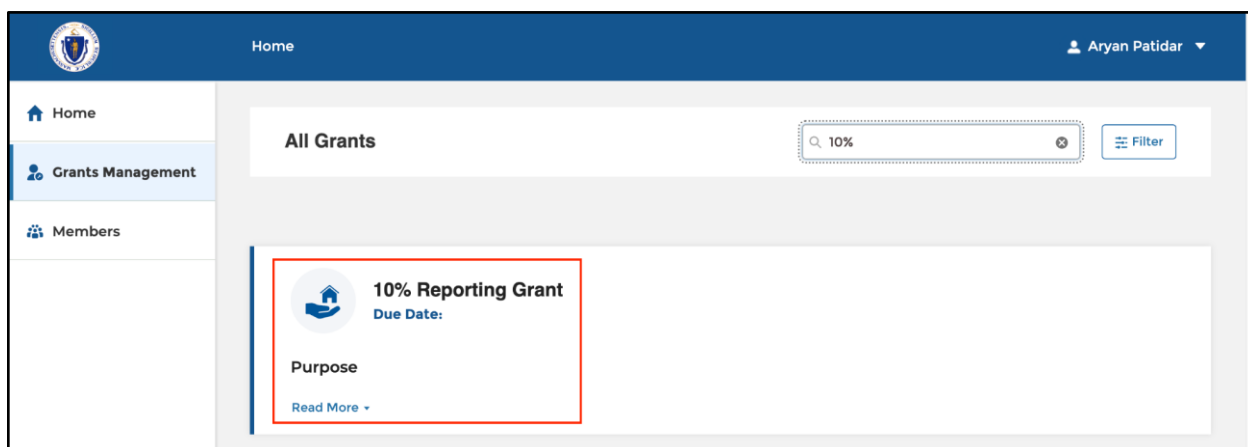
3. Click on **Begin Report**.
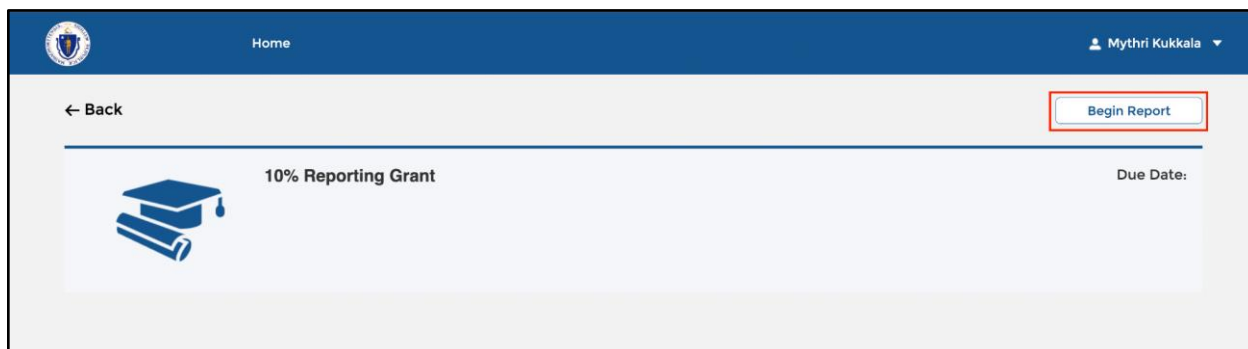
Complete each step of the report. (Only Grantee Administrator users will be able to submit the report once completed.)

4. Select the checkbox and click **Save & Next**.

5. Fill in the **Authorized Signatory** details and click **Save & Next**.

6. Fill in the managed care entities information if applicable and click **Save & Next**.

7. Select the checkboxes for the services you provide and click **Save & Next**.

8. Fill in the spending details and click **Save & Next**.

9. Fill in the employees count information for the questions and click **Save & Next**.

10. Fill in the responses and click **Save and Next**.

Free Response

* indicates required field

*What impact did the methods you selected have on recruiting and retaining workers?

80/2000

the impact did the methods you selected have on recruiting and retaining workers

*What strategies proved to be the most effective?

80/2000

the impact did the methods you selected have on recruiting and retaining workers

What other information would you like to provide, if any?

80/2000

the impact did the methods you selected have on recruiting and retaining workers

Back to Home

Previous   Save & Next

11. Review the information and click **Save & Next**.

Review

Edit

∨ Provider and Signatory Information

Official Business Name	Address Line 1	Address Line 2
City / Town	State	ZipCode
DBA [If applicable]	EIN 5555	NPI [If applicable]
MH Provider ID [If applicable]	Vendor Code 0005555	

AUTHORIZED SIGNATORY (CONTACT PERSON) INFORMATION:

| First Name Allen | Last Name K | Job Title Writer |
| Email Allen.K@mtxb2b.com | Phone Number 8888888888 | |

Edit

∨ Fund Received

For dates of service July 1, 2021 through June 30, 2022:
Total amount of enhanced funds received from the following payers for services delivered, for services eligible for the enhanced rate (enter $0 if you did not bill an agency; this should only represent the 10%):

Department of Children & Family (DCF)   Department of Development Services (DDS)
$84,000.00

12. Select the checkbox and enter your complete name in the **Authorized Signatory Signature** field, and click **Submit**.

A confirmation message appears.

VIEW GRANT APPLICATIONS

On the homepage, you can view the grant applications available under various categories such as Draft, Submitted, In-review, Information Requested, and Approved.