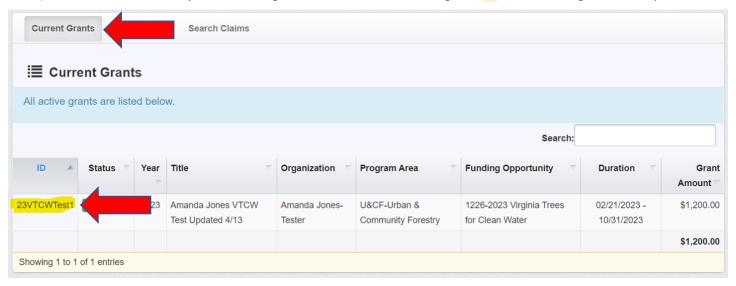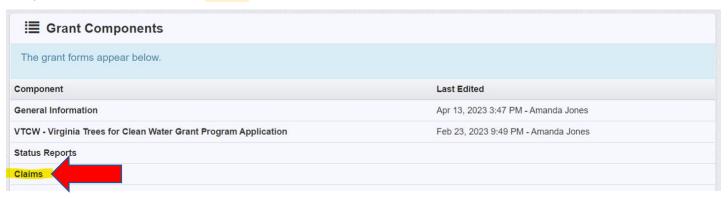# System Access Portal
Forestry Grants

Filing a Claim

Finished work on your grant? You are ready to submit a claim for payment!

1) Log in to the Secure Access Portal: https://vaforestry.webgrantscloud.com/

2) From the left-side menu, select **Current Grants**.

3) You will see a list of your current grant awards. Click on the grant **ID** to view the grant's components.
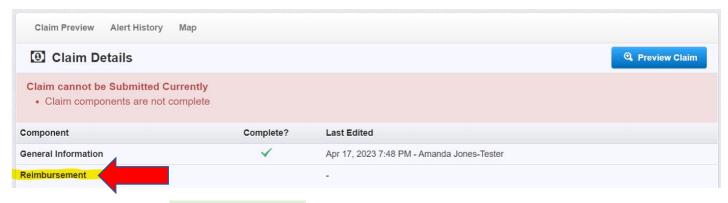

4) In the list shown, select **Claims**.

5) On the right of the screen, select the green box to **"+ Add Claim."**

6) Enter claim details including payment type (reimbursement), report dates, and indicate if this is your final payment under this grant then select the green **Save** button.
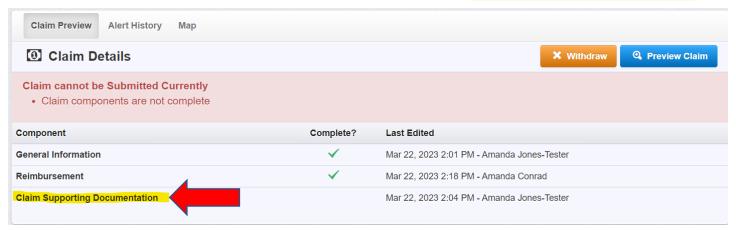
7) Now that the claim has been started, the reimbursement form is ready. Under Claim Details, select **Reimbursement**.

Claim Preview	Alert History	Map		

Claim Details   🔍 Preview Claim

Claim cannot be Submitted Currently
- Claim components are not complete

Component	Complete?	Last Edited
General Information	✓	Apr 17, 2023 7:48 PM - Amanda Jones-Tester
Reimbursement		-

8) Click on the green **Edit Reimbursement** button.

9) The claim will populate based on your budget. Enter your expenses in the open spaces. (Note that the system allows a 10% variance.) When the form is complete, click the green **Save Reimbursement** button.

⊞ Reimbursement - Edit

Budget Category	Grant Budget Awarded	Expenses This Period	Prior Expenses (Paid)	Total	Available Balance (Unpaid)	Prior Expenses (Submitted Not Paid)	Total Claimed	Remaining Balance (Unclaimed)	Contract Match	Match Expenses This Period
Personnel										
Fringe Benefits										
Travel										
Supplies										
Trees	$1,200.00	0.00	$0.00	$0.00	$1,200.00	$0.00	$0.00	$1,200.00		$0.00

10) You will return to the Claim Details summary. Select the line for **Claim Supporting Documentation**.

Claim Preview	Alert History	Map		

Claim Details   ✕ Withdraw   🔍 Preview Claim

Claim cannot be Submitted Currently
- Claim components are not complete

Component	Complete?	Last Edited
General Information	✓	Mar 22, 2023 2:01 PM - Amanda Jones-Tester
Reimbursement	✓	Mar 22, 2023 2:18 PM - Amanda Conrad
Claim Supporting Documentation		Mar 22, 2023 2:04 PM - Amanda Jones-Tester

11) Click on the green **Add New Attachment** button to upload electronic copies of your invoices/receipts. You can add as many attachments as needed,

12) Once all documents have been uploaded, select the orange **Mark as Complete** button.

13) You will return to the Claim Details summary and can select the orange **Submit** button. You will receive a notification once the claim is approved and a second notification when the payment is initiated.