FY20 Report Submission Instructions

All FY 20 reports must be submitted through the Application/Report Portal at [www.aginglinc.org](http://www.aginglinc.org) starting October 1, 2019.

Each agency has one user name and password, and can designate a single user or multiple users who share the username and password.

Click on the ‘Partners’ tab in the dark blue bar at [www.aginglinc.org](http://www.aginglinc.org) to access and downloaded report and other forms as needed.

Click the bottom link, ‘Application/Report Portal’ when you are ready to submit your reports. Click ‘Application/Report Portal’ again. You will be prompted to enter a username and password. Your username and password were sent in this email when originally applying for FY20 grants.

You will have a green button labeled ‘+Folder’ after logging in. Click that button and create a folder for each individual program your agency provides, and one folder for Fiscal.

All fiscal reports should be submitted to the Fiscal folder, all Nutrition reports submitted to the Nutrition folder, SHIP reports to the SHIP folder, etc.

Please label reports using this pattern: FY 20 Agency Initials Program Time Period. For example: FY 20 AAAL Transportation for Qtr. 1

You do NOT need to create a new folder each month/quarter. Simply label reports accordingly and submit to the correct folder.

If you have any questions, please contact Joy Wolfe, [jwolfe@aginglinc.org](mailto:jwolfe@aginglinc.org).