How to Submit a Report in eGMS Reach

Introduction

This document describes where to view your report schedule and how to submit a report in eGMS Reach.

Additional Help

If you have questions that are not answered within this document, please contact the eGMS Help Desk by emailing Reach-HelpDesk@imls.gov.

Submitting a Report

1. Log into eGMS Reach and navigate to the **My Awards** section of the homepage.
2. Select your award using the **My Awards** link in the left section of the homepage, or under **My Awards** in the center section of the homepage.

Figure 1 eGMS Reach homepage

3. Scroll to the bottom of the award information page and select the **Forms & Reports** tab.
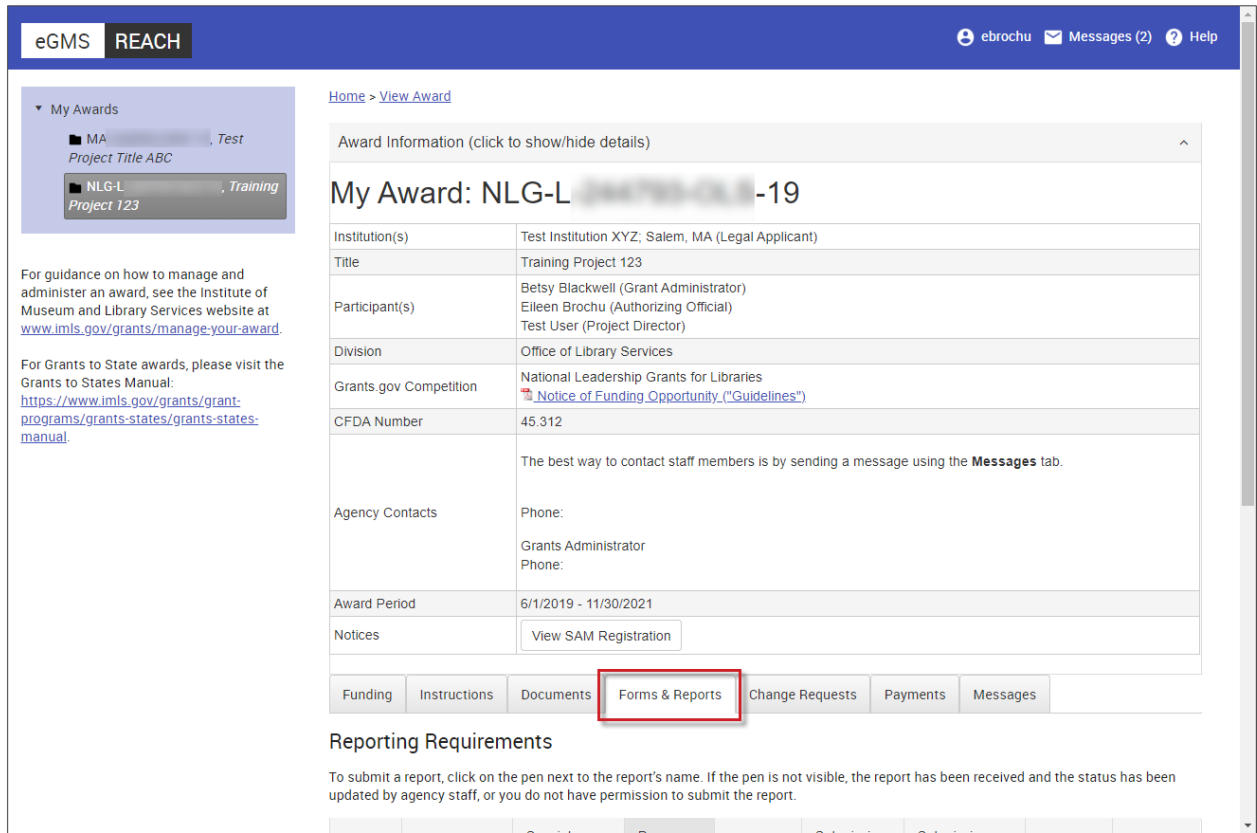

Figure 2 Reports tab on the Award viewer

4. The **Forms & Reports** tab displays the reporting requirements for this award.

Submit a Performance Report

1. To submit a performance report, click on the pen icon next to the report's name. If the pen is not visible, either the report has been received and the status has been updated by agency staff, or you do not have permission to submit the report.
2. Select a file by clicking on **Select** or dragging and dropping the file below to the "Drag and drop file here" spot. Report forms and instructions on how to complete them are available on the Grant Administration page of the IMLS website. Submit all reports in PDF format (PDF file size is limited to 100MB). If you have attachments, you may either:
   - Combine them into one PDF with your report form and submit the single PDF; or
   - Send attachments separately using eGMS Reach's **Messages** tab.

3. Then, click on **Complete Upload**.

Figure 3 Submit a performance report

The Reporting Requirements table now indicates the Submitted status of the report as well as the Submission Date. Click on the paper icon to view or download a PDF version of the report.

Figure 4 Submitted interim performance report

Submit a Financial Report

1. To submit a financial report, click on the pen icon next to the name of the report you wish to submit.
2. Complete the fields on the Federal Financial Report form. Click on **View Instructions** for help in filling out the form.

Figure 5 Submitting a financial report

3. After you complete the form, click on **Submit Report**.

The Reporting Requirements table now indicates the Submitted status of the report as well as the Submission Date. Click on the paper icon to view or download a PDF version of the report. Click on the pencil icon to edit the financial report. You may edit only those reports that are in Submitted status.

Figure 6 Submitted Federal Financial Report