How to submit a report:

1. Go to the Community Grants Portal (idahostem.force.com/gms). Log into your account.

2. Click on “My Applications”
3. Select the application you would like to create a report for by clicking on the application number.

4. Click “New Report” to go to the reports page.
5. Select “New” at the right of the opportunity.

6. Fill out each section of your report.
7. After each section is answered, click “Submit Final Report.”