


REPORTING INSTRUCTIONS FOR PROGRAMS

Reporting Form Templates

1. Download the **Quarterly Reimbursement Request and Service Unit Report** template.
 - a. Go to www.share1app.org and click the **Reporting Requirements** page.
 - b. On the right side of the page, click the link to download the **Quarterly Reimbursement Request and Service Unit Report**.
2. Start with the Instructions worksheet, then complete the Reimbursement worksheet, Service Units worksheet(s), Narrative worksheet, Residents worksheet, and City Line Item Tables (if necessary).
 - a. Complete one report for each program.
 - b. Save the file(s) using this naming convention: *AgencyNameProgramNameQ1*. You will be adding to this document for the entire year.
 - c. Once you have saved your report, you will need to upload it in share1app.

Accessing Your Share1app Account

1. Go to <https://webportalapp.com/sp/login/hsfc> and log in. DO NOT CREATE A NEW ACCOUNT. If you don't know the user login or if you need to change the person assigned to the account, email the help desk at share1appquestions@gmail.com.
2. Each agency has only 1 login which is shared across staff. If you have forgotten your password, click the **Forgot your password?** link to reset. Be sure to notify individuals in your agency who use share1app that the password has been reset.
3. Click the card for the program you are reporting on. If your agency has more than one program, you will have one card for each program. DO NOT CLICK ADD ANOTHER.
 - a. Click on **Open>** for 2019 - 2020 Reports.
 - b. Click the edit button for the report you are submitting.
 - c. Under **Upload Spreadsheet**, click the **+Select a file** button and choose the file to upload from your computer. The file should be named: *AgencyNameProgramNameQ1 (or 2, or 3...)*
 - d. If you need to upload documentation for any of the cities, click the **+Select a file** button for that city to upload.
 - e. Use the **Save Draft** button until you are ready to submit. To submit, click **Save**.
 - f. When saved (submitted) your report will show as  **Complete**.
 - g. To report on another program, click **Homepage** and repeat.
 - h. To view submitted files, go to the Submitted Reports box and select the desired report by clicking **>**.
4. If corrections need to be made to reports after submission, contact the help desk at share1appquestions@gmail.com.

Annual Award Amounts and Deliverables

You can always check your program's city award amounts, annual service unit goals and outcome goals by clicking on your program card, then clicking the view button (Eye icon) for **Annual Goals** and/or **Contract Files** in the Annual Award Amounts and Deliverables section. Reference these items as needed when completing your reporting forms.

Certificates of Insurance

Please upload a single PDF copy of the certificates of insurance with each funding city named as additional insured under your agency profile. Go to your Homepage, click the edit icon for your Agency Profile and scroll to the bottom of the page. Enter the expiration date of your certificate(s), select the file, then click **Save**.