

# WebGrants Instructions for Submitting a Claim

## Logging into the WebGrants System

Sign into Web Grants

Url: [micourts.dullestech.net](http://micourts.dullestech.net)

On the Login Page:

Click on User ID on the left side of your page under Login.

Enter your User ID.

Enter your Password.

Click on 'Sign In'.



The screenshot shows the Michigan Courts WebGrants login interface. At the top left is the Michigan Courts logo with the text "MICHIGAN COURTS" and "One Court of Justice". Below the logo is a "Login" section with a key icon. The login form contains a prompt "Enter your user id and password" with two input fields: the first contains "testing1" and the second contains masked characters ".....". A green "SIGN IN" button is positioned below the input fields. Underneath the button are two links: "Forgot User ID?" and "Forgot Password?". To the right of the login form is an "Announcements" section with a document icon. At the bottom of the page is a yellow button labeled "Click here to Register".

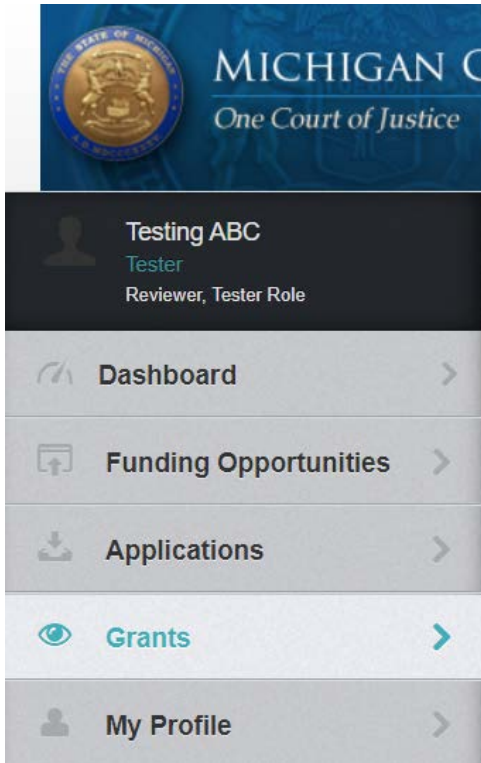
**Note:** Use the WebGrants Menu, not the Browser Menu.

WebGrants is compatible with many different browsers; please feel free to use the browser of your choice.

Read the Instructions on the screen for navigating in the system.

From the Side Menu:

Click on 'Grants'.



Select the grant you would like to access in the 'Active Grants' listing.

If you need to access a closed grant click on the 'Closed Grants' tab.

ID	Status	Year	Title	Organization	Program Area	Funding Opportunity
6874984321	Underway	2019	DTPI - 9-20-19	Grantee Organization	TEST-Test Program Area	2-Example Funding Opportunity

Once you have selected the grant you will be directed to the Grant Components page. Select 'Claims' from the list of grant components.

Grant Components	
The grant forms appear below.	
Component	Last Edited
General Information	Apr 23, 2018 12:00 AM - Lauren Fetner
Status Reports	-
Claims	-
Contract Amendments	-
Correspondence	-
Sub-Contractor Forms	-
Grant Contact Information	Apr 23, 2018 12:00 AM - Lauren Fetner
DCCMIS Contact Information	Apr 23, 2018 12:00 AM - Lauren Fetner
Budget	Mar 8, 2021 9:08 AM - Angela Bennett
Funding Opportunity	
Application	

Click the claim of the corresponding quarter you wish to submit.

Claims <span style="float: right;">+ Add Claim</span>						
All claims associated with this grant appear below.						
ID	Type	Status	Reporting Period	Submitted Date	Paid Date	Claim Amount
24775 - 001	Reimbursement	Editing	10/01/2020 - 12/31/2020			\$0.00
24775 - 002	Reimbursement	Editing	01/01/2021 - 03/31/2021			\$0.00
24775 - 003	Reimbursement	Editing	04/01/2021 - 06/30/2021			\$0.00
24775 - 004	Reimbursement	Editing	07/01/2021 - 09/30/2021			\$0.00
					Submitted Amount:	\$0.00
					Approved Amount:	\$0.00
					Paid Amount:	\$0.00
					Total Amount:	\$0.00

Click 'Edit Claim'.

Claim Details <span style="float: right;">Withdraw Edit Claim</span>		
<b>24775 - FY2022 Abbreviated Application Testing - 2021</b>		
<b>Claim Details</b>		
Funding Opportunity:	24746-FY2022 Abbreviated Application Testing	Initial Submit Date:
Program Area:	Testing	Initially Submitted By:
Status:	Editing	Last Submit Date:
Claim Number:	001	Last Submitted By:
Claim Type:	Reimbursement	Approved Date:
Reporting Period:	10/01/2020 - 12/31/2020	

Select 'Reimbursement'.

Claim Details		
<span style="color: red;">Claim cannot be Submitted Currently</span> <ul style="list-style-type: none"> <li>Claim components are not complete</li> </ul>		
Component	Complete?	Last Edited
General Information	✓	Mar 10, 2021 11:33 AM - Testing ABC
Reimbursement	✗	Mar 10, 2021 11:32 AM - Testing ABC
Backup Documentation		-
Claim Certification-State Funded		-

Click 'Edit Reimbursement'.

Reimbursement - Current Version									
<a href="#">Edit Reimbursement</a>									
Budget Category	Details	Contract Budget	Expenses This Period	Prior Expenses (Paid)	Total	Available Balance (Unpaid)	Prior Expenses (Submitted Not Paid)	Total Claimed	Remaining Balance (Unclaimed)
<b>Personnel</b>									
John Smith	10.00 per hour x 40 hours per week	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00
<b>Fringe Benefits</b>									

Enter the amounts to be reimbursed in each section of the 'Expenses this Period' column then, click 'Save Reimbursement'.

- Edit									
<a href="#">Save Reimbursement</a>									
Budget Category	Details	Contract Budget	Expenses This Period	Prior Expenses (Paid)	Total	Available Balance (Unpaid)	Prior Expenses (Submitted Not Paid)	Total Claimed	Remaining Balance (Unclaimed)
<b>Personnel</b>									
John Smith	10.00 per hour x 40 hours per week	\$5,000.00	<input type="text" value="2500"/>	\$0.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00
<b>Fringe Benefits</b>									
FICA	FICA	\$70.00	<input type="text" value="0.00"/>	\$0.00	\$0.00	\$70.00	\$0.00	\$0.00	\$70.00
<b>Contractual</b>									
Testing	10.00 PER TEST	\$10,000.00	<input type="text" value="4000"/>	\$0.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00
<b>Supplies</b>									
drug tresting	5.50 per test x 10,000 test	\$5,000.00	<input type="text" value="0.00"/>	\$0.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00
<b>Travel and Training</b>									

Click 'Mark as Complete'.

							✓ Mark as Complete	✍ Edit Reimbursement		
Budget Category	Details	Contract Budget	Expenses This Period	Prior Expenses (Paid)	Total	Available Balance (Unpaid)	Prior Expenses (Submitted Not Paid)	Total Claimed	Remaining Balance (Unclaimed)	
<b>Personnel</b>										
John Smith	10.00 per hour x 40 hours per week	\$5,000.00	\$1,000.00	\$0.00	\$1,000.00	\$4,000.00	\$0.00	\$1,000.00	\$4,000.00	
<b>Fringe Benefits</b>										

Select 'Backup Documentation'.

Claim Preview			Alert History	Map	
<b>Claim Details</b>				✕ Withdraw	🔍 Preview Claim
<p><b>Claim cannot be Submitted Currently</b></p> <ul style="list-style-type: none"> <li>Claim components are not complete</li> </ul>					
Component	Complete?	Last Edited			
General Information	✓	Mar 10, 2021 11:33 AM - Testing ABC			
Reimbursement	✓	Mar 10, 2021 11:54 AM - Testing ABC			
Backup Documentation	-				
Claim Certification-State Funded	-				

Upload the required backup documentation by clicking the corresponding row.

- Named Attachments								✓ Mark as Complete
Named Attachment	Required	Description	File Name	Type	Size	Upload Date	Delete?	
Request Summary	✓							
Personnel and Fringe Documentation								
Contractual Documentation								
Medication Assisted Treatment Documentation								
Additional Contractual Documentation (If Needed)								
Additional Contractual Documentation (If Needed)								
Supplies Documentation								
Travel Documentation								

Upload the file and provide a brief description and save file.

📎 Attach File
✕

📎 **Attach File**

**Upload File\*:**

**Description\*:**

500 character(s) left

Once all backup documentation is uploaded click 'Mark as Complete'.

- Named Attachments								✓ Mark as Complete
Named Attachment	Required	Description	File Name <a href="#">↗</a>	Type	Size	Upload Date	Delete?	
Request Summary	✓	Supporting Documentation Upload	<a href="#">FY 21 SSSPP Attachment FINAL.pdf</a>	pdf	128 KB	03/10/2021 11:52 AM	<a href="#">Delete</a>	
Personnel and Fringe Documentation								
Contractual Documentation								
Medication Assisted Treatment Documentation								

Select 'Claim Certification'.

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 10, 2021 11:33 AM - Testing ABC
Reimbursement	✓	Mar 10, 2021 11:46 AM - Testing ABC
Backup Documentation	✓	Mar 10, 2021 11:52 AM - Testing ABC
Claim Certification-State Funded	-	

Complete the required fields and click 'Save Form'.

[📄 Save Form](#)

**SIGMA Vendor ID# ^\*:**

This number begins with CV, followed by 7 digits. Review previous payments from the State for this number, if you are still having difficulty please contact [courtservices@courts.mi.gov](mailto:courtservices@courts.mi.gov)

To assure that expenditures are proper and in accordance with the terms and conditions of the award and approved project budgets, the reports or vouchers requesting payment under the agreements include a certification that all expenses requested for reimbursement have been paid by the court.

**By checking the box, I certify that I am aware that this is a reimbursement-based grant. I further certify that all expenses requested for reimbursement in this claim have been paid by the court. ^\*:**

**Name of Person Submitting the Claim\*:**

**Date\*:**

[📄 Save Form](#)

Click 'Mark as Complete'.

The screenshot shows a form section with a yellow background. At the top right, there are two buttons: 'Mark as Complete' (orange) and 'Edit Form' (green). Below the buttons, the text reads: 'SIGMA Vendor ID# \*:' followed by 'CV0047749'. A paragraph explains that the number begins with CV and is followed by 7 digits, and provides contact information for court services. Below this, there is a certification statement: 'By checking the box, I certify Yes that I am aware that this is a reimbursement-based grant. I further certify that all expenses'. There is a small 'Yes' text next to the certification statement.

Once all sections are complete click 'Submit Claim'.

The screenshot shows the 'Claim Details' section with a light blue header. At the top right, there are three buttons: 'Submit Claim' (orange), 'Withdraw' (orange), and 'Preview Claim' (blue). Below the buttons, a green banner states: 'Claim is in compliance and is ready for Submission!'. Below this is a table with the following data:

Component	Complete?	Last Edited
General Information	✓	Mar 10, 2021 11:33 AM - Testing ABC
Reimbursement	✓	Mar 10, 2021 11:46 AM - Testing ABC
Backup Documentation	✓	Mar 10, 2021 11:52 AM - Testing ABC
Claim Certification-State Funded	✓	Mar 10, 2021 12:12 PM - Testing ABC

Confirm you wish to submit the claim and click 'Submit'.

The screenshot shows a dialog box with a dark grey header that says 'Please confirm' and a close button (X). The main text reads: 'Please confirm that you wish to submit this document for review. After submission you will not be able to edit this document.' At the bottom right, there are two buttons: 'Cancel' (grey) and 'Submit' (red).

**Note:** All forms can be edited and saved as often as necessary. The system requires that ALL fields marked as required MUST have entries and EVERY form must be 'Marked as Complete' to submit. You will receive a pop-up message notifying you of this if you try to submit without completing these steps.