



ConnectMT Program AmpliFund Monthly Report Step-by-Step Guide

1. From the left-hand navigation bar, select **Grant Management**, then select **Grants** from the dropdown menu
2. Select the project name you wish to complete a Reporting Period for
3. From the top navigation bar select, select **Post-Award**, then mouse over **Management** in the drop down menu and select **Reporting Periods**
4. In the top right corner of this page, select the **plus icon**, this will create a new Reporting Period
5. In the pop-up window, select the checkbox next to **Achievements**
6. In the drop-down menu below: **What period of time would you like to close**, select the start and end date of this reporting period (ex: 2/1/2025-2/28/2025)
7. Click the **Green Save button**
8. You will now see the new Reporting Period in the Reporting Period table, click the green report dates in the reporting period Start Date column
9. From this page you will be able to complete the Monthly Report fields
10. Repeat this procedure for each project

Support Site link:

<https://amplifund.zendesk.com/hc/en-us/articles/360062847233-Generating-a-Reporting-Period-and-Payment-Request> [amplifund.zendesk.com]