



ConnectMT Program AmpliFund Quarterly Report Step-by-Step Guide

1. From the landing page, click on Grant Management, and then “Grants” in the dropdown.
2. Click on your award to enter the Details page.
3. From the top row, open Custom > “ARPA Quarterly Report Form.”
4. Click on the + (Create Icon) in the top right to create a new report.
5. Answer the questions, paying close attention to the directions. Depending on your answer to certain questions, you may not need to answer questions that follow; the question language will instruct you whether an answer is required. Questions that are required for all subrecipients are indicated with an asterisk.
6. If you would like to save your progress, click on “Save as Draft.” At this point, your form is saved, and you can return at a later point to finish the report.
7. When the form is complete, click “Submit.”