

Ascendium Grant Portal: How to Submit Financial Information

Introduction

To support grant payment processing, Ascendium asks its grant partners to provide financial information through a Payment Authorization form in the Ascendium Grant Portal. Ascendium will ask for updated financial information at least once every three years. The person designated as the financial contact on your organization's grant application is the only person who can provide this information.

If you have any questions about completing the Payment Authorization form or if your organization's financial or W-9 information changes in between requested reports, email [Ascendium Grants Management](#).

In This Guide

- [Complete and Submit a Payment Authorization Form](#)
- [Revise a Submitted Payment Authorization Form](#)

Complete and Submit a Payment Authorization Form

1. Access the [Ascendium Grant Portal](#) and log into your account.

Note: The portal works best with Google Chrome. Some fields may not display or function correctly with other browsers.

2. From the menu, select *Financial Info Reports* under Reports. All the Payment Authorization forms for your organization’s active grants display.

The screenshot shows the Ascendium Grant Portal interface. On the left is a navigation menu with categories like WELCOME, FUNDING OPPORTUNITIES, ORGANIZATIONS, CONTACTS, APPLICATIONS, GRANTS, REPORTS, and PAYMENTS. The 'FINANCIAL INFO REPORTS' section is selected. The main content area displays a 'TEST ACCOUNT' form. The form header includes the account name, dates (3/1/2023 - 3/31/2023), and a 'Payment Authorization Form' due on 2/28/2023. A red 'UNSUBMITTED' button is visible. Below the header, there is a 'Status' section with a 'New' label. A warning message states: 'The information collected on this form is used to process your grant payments. The Authorized Financial Contact will need to complete this form. For security of the financial information, the authorized financial contact (Test Grantee) will need to register for an account and log-in to access the fields.' An 'Instructions' section follows, providing details on vendor information, ACH enrollment, and W-9 requirements. A 'Table Of Contents' section lists: Vendor Information, Accounts Receivable Contact, Payment Address, ACH Information, and W-9 Information. The 'Vendor Information' section shows 'Vendor Name: TEST ACCOUNT' and a 'Received:' field. The 'Accounts Receivable Contact' section includes a 'Remittance Email:' field with the example 'Example@example.com'. The 'Payment Address' section shows an 'Address:' field with '38 Butternut Court'. At the bottom right of the form is a 'Submit' button.

3. Click the form you’d like to edit.
4. Click **Edit**. The fields become editable.
5. Complete all sections of the form. You can complete the sections in order or navigate to the section you’d like to complete using the table of contents. Provide as much information as possible. All the bolded fields must be completed.

Since the portal doesn’t automatically save, click **Save** often to save your work.

6. Once you’ve finished entering information, click **Save and Close**. The form closes, and the information you entered displays in the form details.

7. Confirm your entered information is correct and click **Submit**. A window displays asking you to confirm submission.
8. Click **OK**. A message displays indicating the report was successfully submitted, and the report status changes to “Under Review.” (You may need to refresh the page for the status to change.)

Revise a Submitted Payment Authorization Form

After reviewing your financial information, Ascendium Grants Management may request additional details. If that's the case, your financial contact will receive an email indicating the Payment Authorization form is available for editing in the Ascendium Grant Portal. Comments from Ascendium staff will be included on the form.

1. Access the [Ascendium Grant Portal](#) and log into your account.
2. From the menu, select *Financial Info Reports* under Reports. All the Payment Authorization forms for your active grants display.
3. Click the form with the “Revisions Requested” status. The form details display.
4. Click **Edit**. The fields become editable.
5. Review the comments Ascendium staff provided in the Comments to Applicant section.
6. Update the form as necessary. Make sure you click **Save** often to save your work.
7. Once you've finished entering information, click **Save and Close**. The form closes, and the information you entered displays in the form details.
8. Confirm your entered information is correct and click **Submit**. A window displays asking you to confirm resubmission.
9. Click **OK**. A message displays indicating the report was successfully submitted, and the report status changes to “Under Review.” (You may need to refresh the page for the status to change.) Ascendium will review the updates and email you if additional details are needed.