Participant Record-level (PRL) Report: Grantee Actions in inForm

U.S. Department of Housing and Urban Development (HUD)

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Agenda

- Introduction to inForm (OLDC)

- Login and Navigation

- Grantee Steps (Service Coordinators)

  - Access the Participant Record-level (PRL) Report

  - Edit, Validate, and Add Attachments

  - Certify

  - Submit and Unsubmit

  - Revisions

- Help and Support

Introduction to inForm (OLDC)

Introduction

- GrantSolutions **inForm (also known as Online Data Collection or OLDC)** is a convenient web-based tool used to submit forms

- inForm is a role based system - users may only perform actions if they have the necessary permissions
    - o **Grantees** enter, validate, certify, submit, and retrieve information pertinent to their reports
    - o **Grantors** electronically review, approve, or return reports for corrections

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Introduction: Account Requests

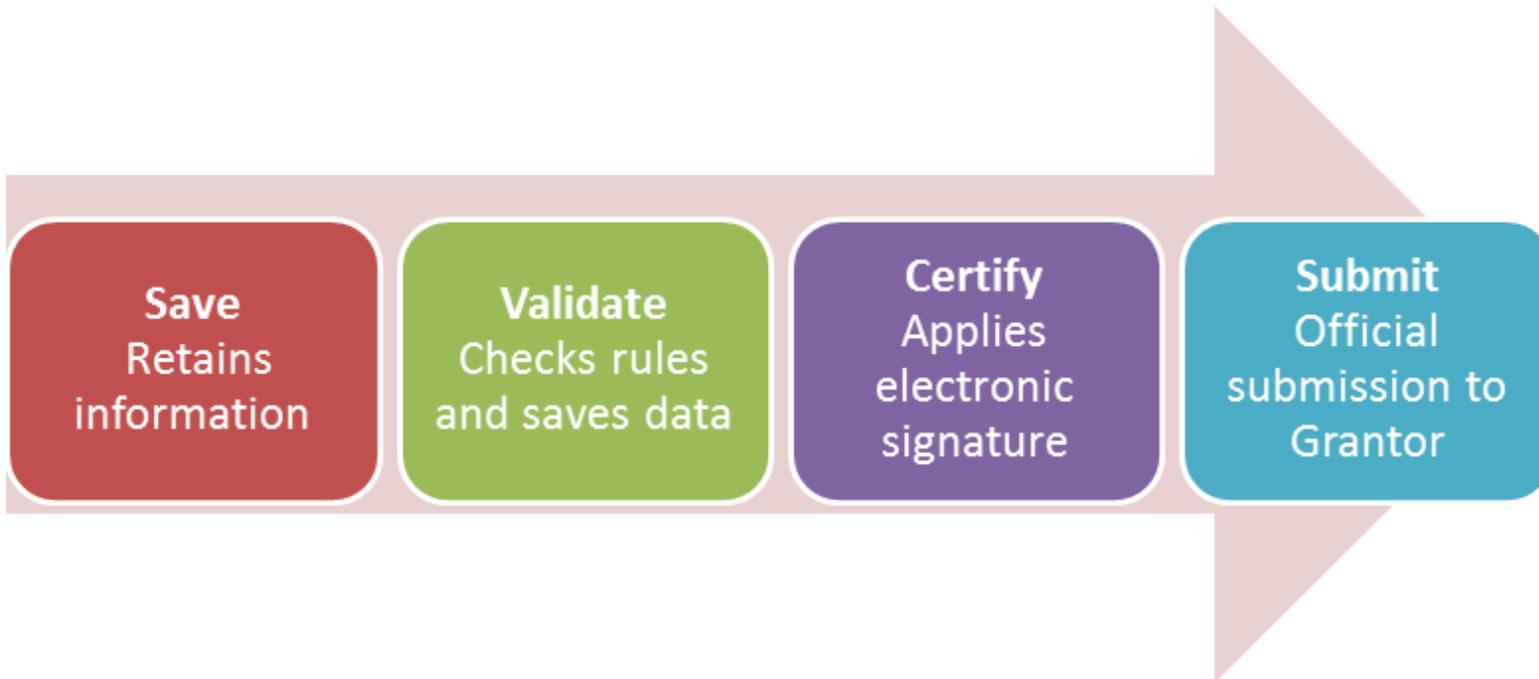- Requests for new inForm accounts should be sent to the following:

<div align="center">

askgmo@hud.gov

</div>

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Introduction: Grantee Workflow

- Grantees must perform specific steps to submit the PRL report

Submission Process Steps

Save
Retains information

Validate
Checks rules and saves data

Certify
Applies electronic signature

Submit
Official submission to Grantor

When a report is submitted, email notification is sent to designated Grantee and Grantor staff.

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Login and Navigation

Login

- Log into inForm from GrantSolutions
  - www.grantsolutions.gov
- From the GrantSolutions Homepage, click the **Login to GrantSolutions** button

Login

- The "GrantSolutions" login screen displays. Enter your username and your password and then click the **Login** button

Login

- Two-Factor Authentication Option

GrantSolutions Enhanced Security Option

GrantSolutions now provides an enhanced security option for end users. Two-factor authentication provides an extra layer of account security, helping to protect your personal and organizational information. After enabling two-factor authentication, when you log in with your username and password, you will be prompted to enter a passcode. This passcode may be provided to you in 3 different ways: using your smart phone, a voice call-back message, or a text message.

Please select "Yes" to enable this option. Select "No" to turn on from your Update Profile screen at a later time.

Yes   No

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Login

- If "My Grants List" appears, select **Online Data Collection** from the menu bar

- If the "Portal" screen opens, select **OLDC** from the menu bar

Login

- The Online Data Collection "Home" page appears

Help and Support

Help and Support

- The GrantSolutions Partner Support Center is available to provide technical GrantSolutions assistance
  - Monday - Friday 8AM to 6PM Eastern Time
    - Excluding Federal Holidays
  - **E-mail**: help@grantsolutions.gov
  - **Phone**: 202-401-5282 or 1-866-577-0771

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