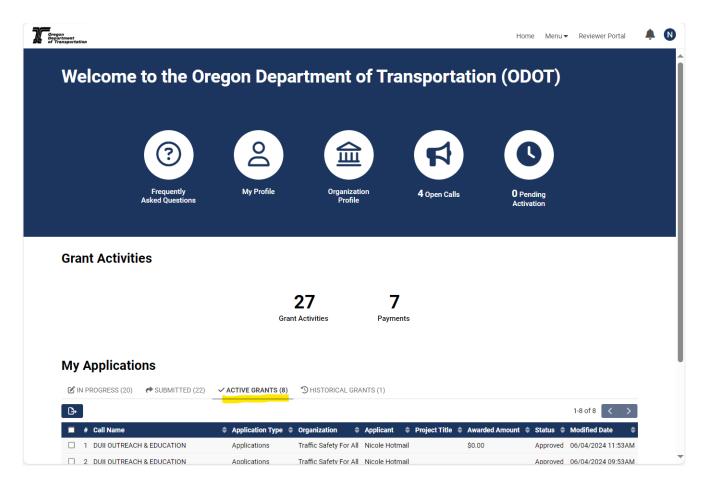
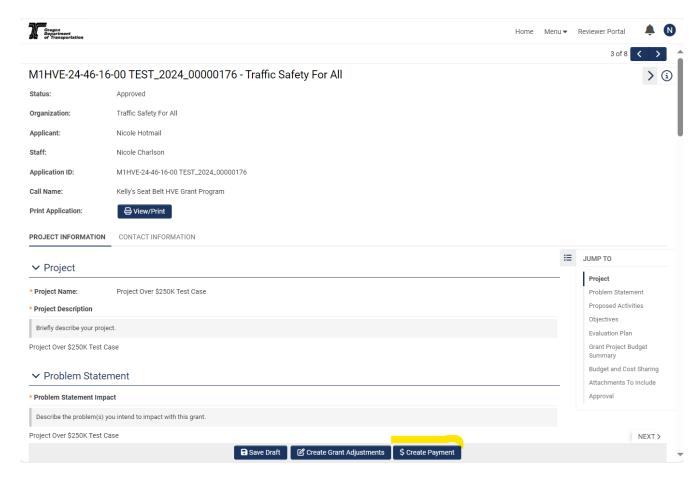
Claims for reimbursement / payments

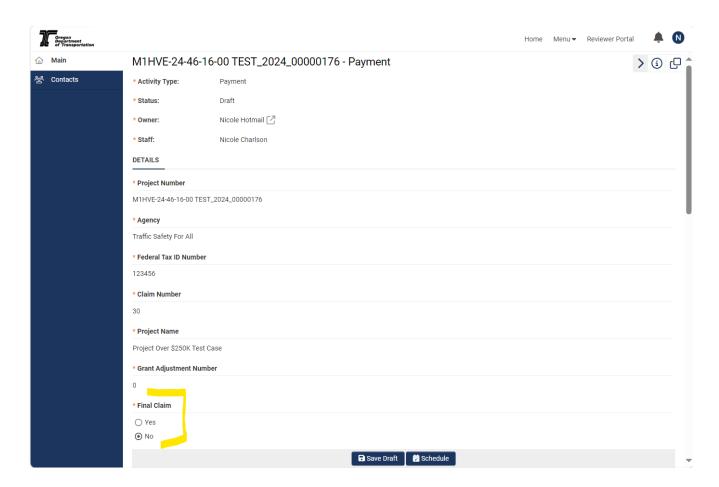
- 1) Go to https://odot.smartsimple.com/s Login.jsp and log in.
- 2) On the homepage, click on Active Grants tab to view grants that have been approved.



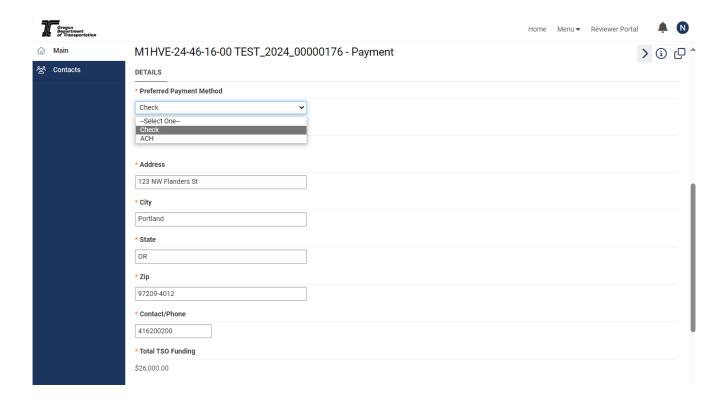
3) Toward the bottom of the page, click the blue button "\$ Create Payment."



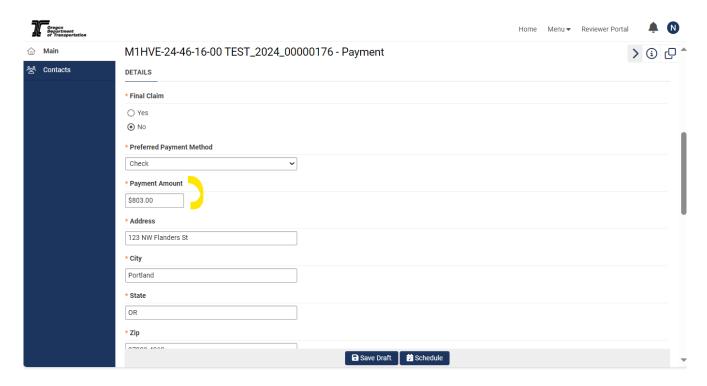
4) If you plan to only submit one claim for reimbursement or it's your last claim, select Final Claim: Yes. You will not be able to submit any more claims after the Final Claim has been submitted.



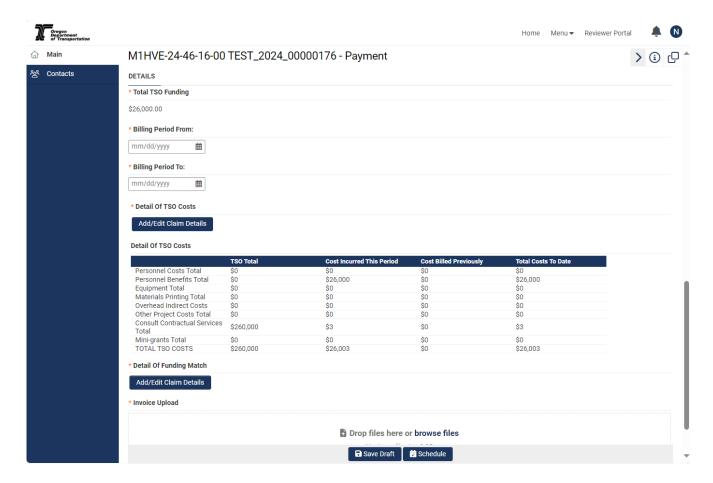
5) Payment method options are either "Check" or "ACH" and selecting the ACH option will add fields that provide banking information to electronically transfer money to your banking institution.



6) Enter the total Payment Amount that matches the receipts for payments you have made. Make sure this Payment requested amount does not exceed the total amount in the budget approved for your grant. The Total TSO Funding approved amount is listed just below as a reference.

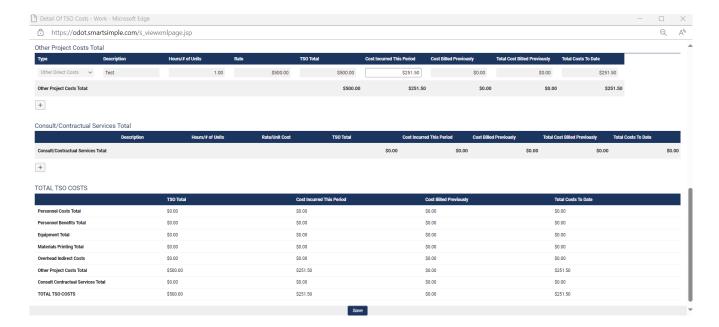


7) Next, it will ask for the Billing Period start and end dates. These dates are the range of dates within activities were completed. For example, if work was completed within the month of May, you could enter 5/1/2024 to 5/31/2024. The Billing Period must stay within the grant year (for example, if you grant runs from 10/1/2023 to 9/30/2024, this period of time in May 2024 would fall within that grant period).



8) Next, enter the Detail of TSO Costs by category of costs (personnel, equipment, printing costs, etc.) by clicking the blue "Add/Edit Budget Details" button. Enter the dollar amounts in the Costs Incurred this Period column, click Save, and close the window. Make sure the total matches the receipts for payments you have made and this Payment requested amount does not exceed the total amount in the budget approved for your grant. You will receive an error message when you select the "Save" button if your amounts are larger than the approved budget. The Total TSO Funding approved amount is listed as a reference. Select "Save" at the bottom to refresh the budget totals at the bottom of the screen and before you close the window.

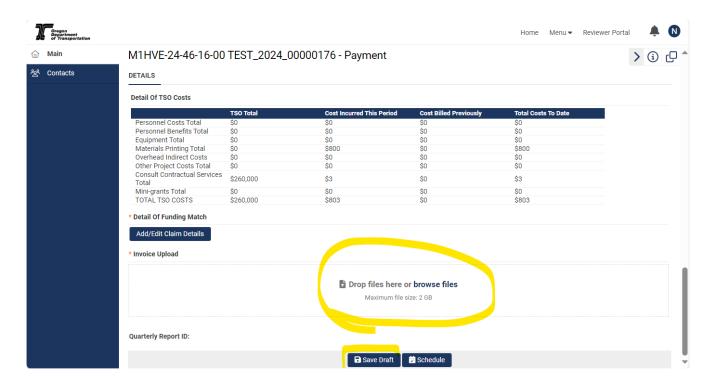
Note: You can only type in fields that were approved with your original project agreement. Reach out to your ODOT contact if you have questions or would like to request budget edits.



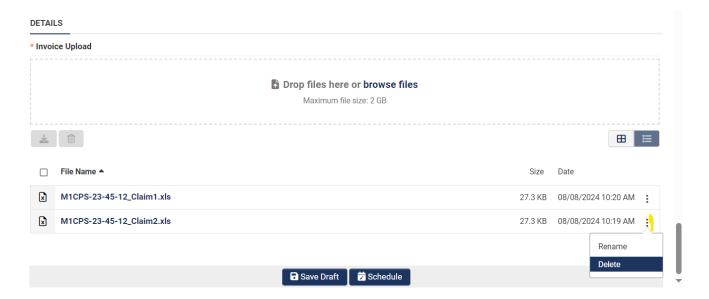
9) The next table "Detail of Funding Match" is funding reported as part of the grant that will not be reimbursed. This match or "cost sharing" portion of the project's cost is a requirement for most federally funded grants. Fields that were listed in your original project agreement will be fillable. Reach out to your ODOT program manager if need edits to your Match budget. Select "Save" at the bottom to refresh the budget totals at the bottom of the screen and before you close the window.

Note: When you close the window, the budget tables will refresh once you select Save Draft.

10) Upload or drag and drop your receipts or timesheet files into the Invoice Upload section and click save Draft at the bottom of the window. Files can be in PDF, Word, Excel format.



11) If for whatever reason you needed to delete a file you had previously attached, you can click on the ellipsis (three vertical dots) toward the right side of the file list and you can either select "Rename" or "Delete."



- 12) Click the blue Schedule button when you are ready to submit your claim for reimbursement Payment.
- 13) That's it! You have submitted your Claim for Reimbursement and payment will be processed shortly when approved. You will receive an email when your payment has been approved.

To view and edit Payment records in Draft status, go to your Home page and click on the Payments link. There will be a list of "Draft" Payment requests and also "Scheduled" requests that have already been submitted.

