

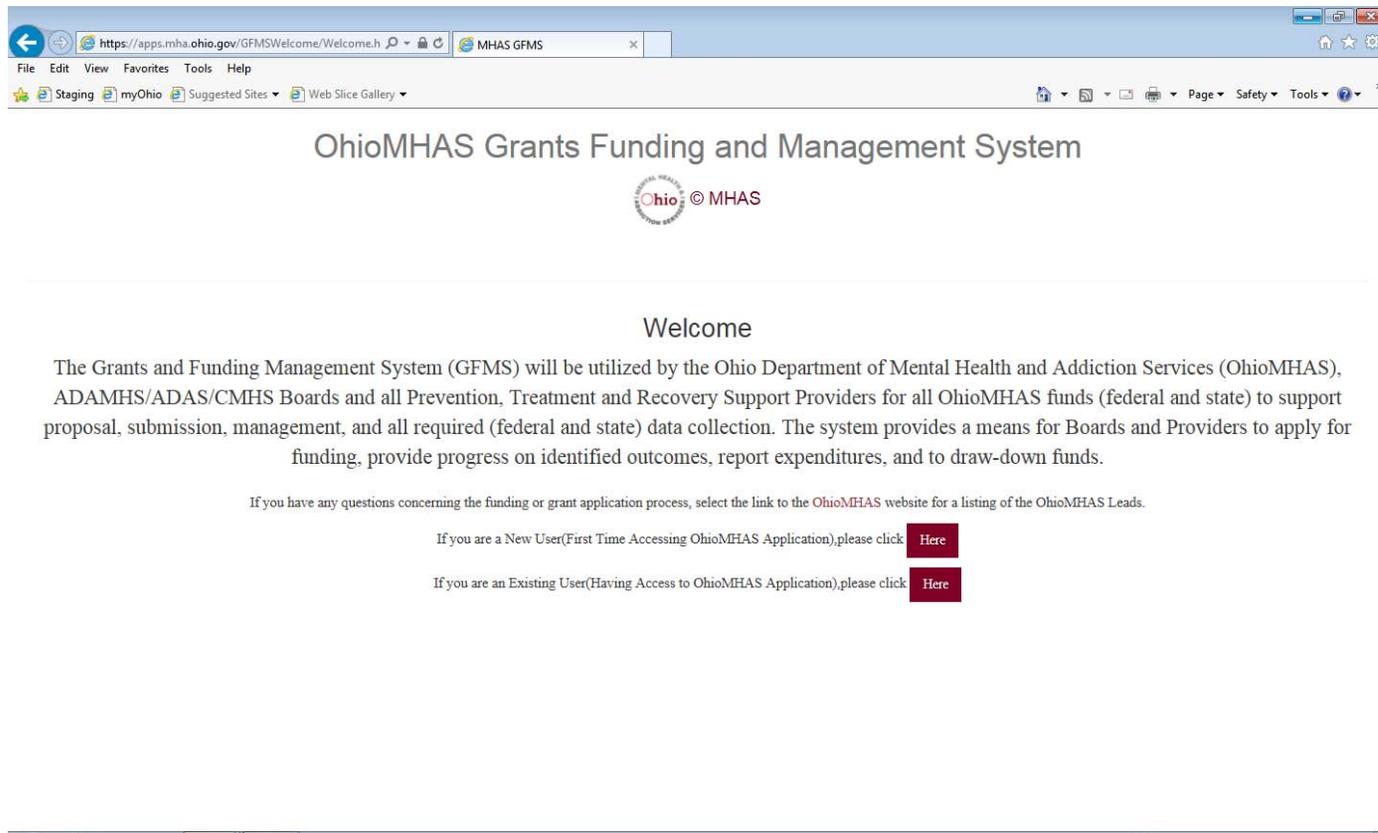
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# Grants & Funding Management System (GFMS): Disbursement Requests

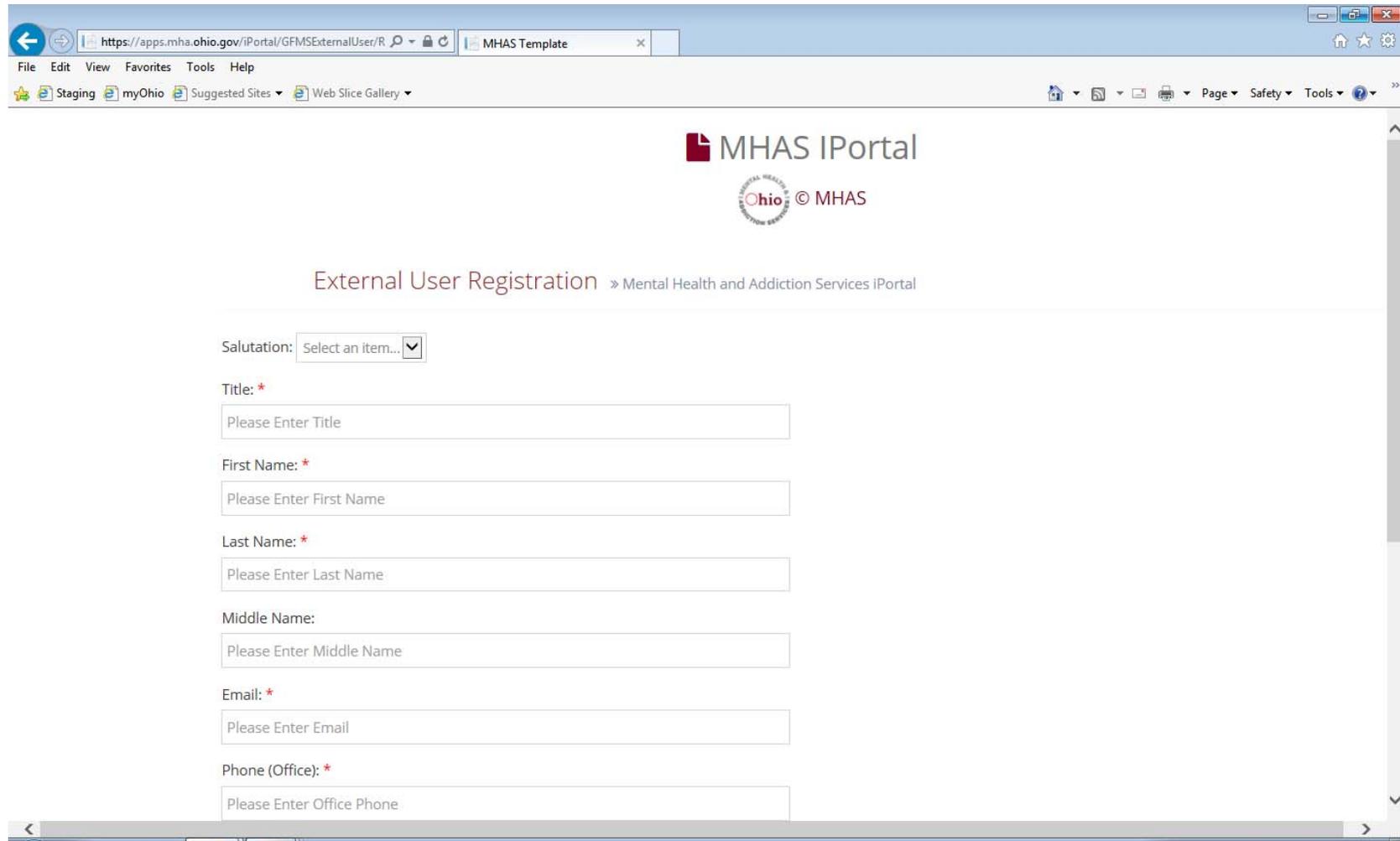
# How to Obtain a New User Account

Open your web browser to:

<https://apps.mha.ohio.gov/GFMSWelcome/Welcome.html>



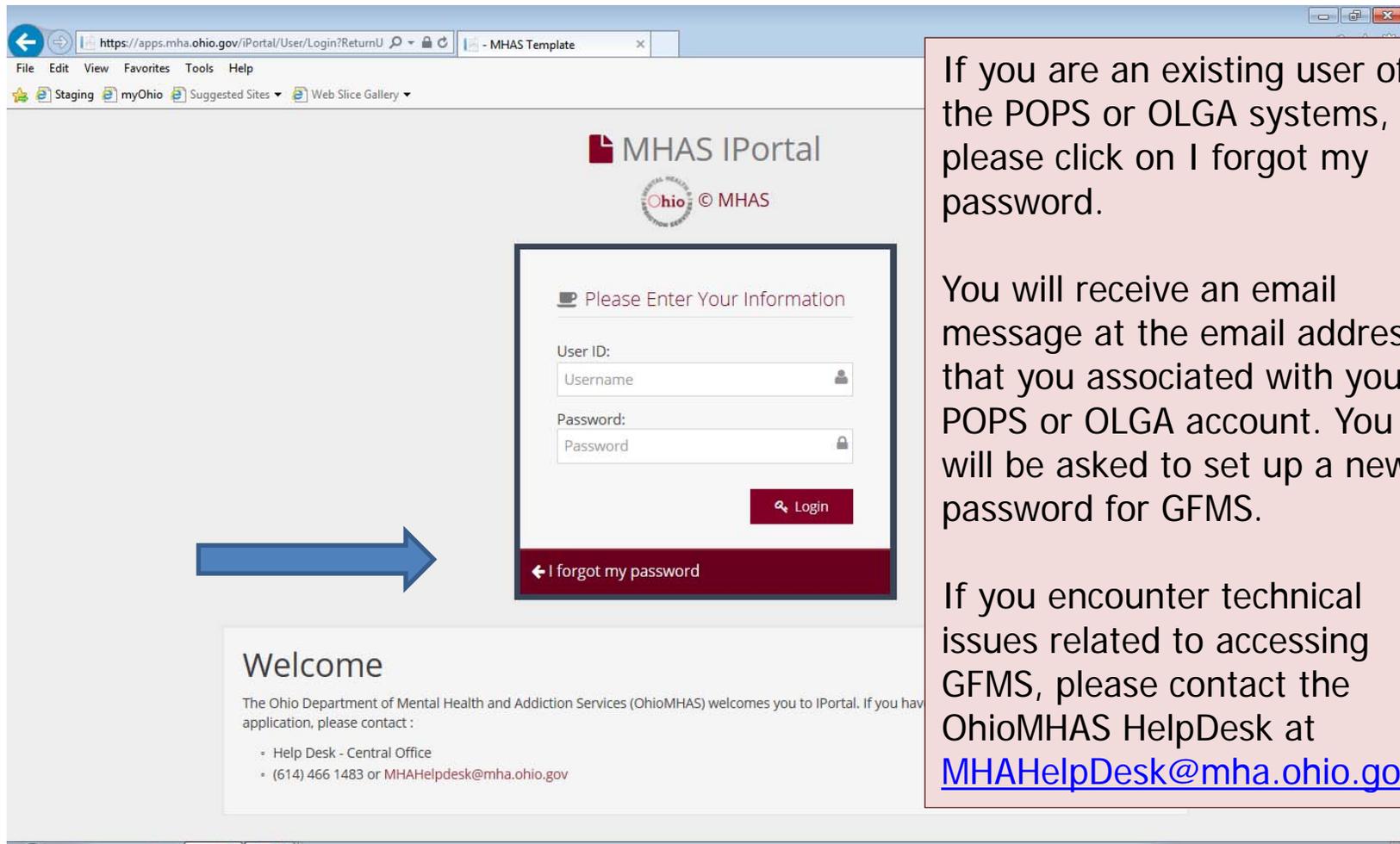
# New User Registration in IPortal



The screenshot shows a web browser window with the URL <https://apps.mha.ohio.gov/iPortal/GFMSExternalUser/R>. The page title is "MHAS IPortal" and the logo for "Ohio MHAS" is visible. The main heading is "External User Registration » Mental Health and Addiction Services iPortal". The registration form includes the following fields:

- Salutation: Select an item... (dropdown menu)
- Title: \* (text input field with placeholder "Please Enter Title")
- First Name: \* (text input field with placeholder "Please Enter First Name")
- Last Name: \* (text input field with placeholder "Please Enter Last Name")
- Middle Name: (text input field with placeholder "Please Enter Middle Name")
- Email: \* (text input field with placeholder "Please Enter Email")
- Phone (Office): \* (text input field with placeholder "Please Enter Office Phone")

# Current User Log-In to IPortal

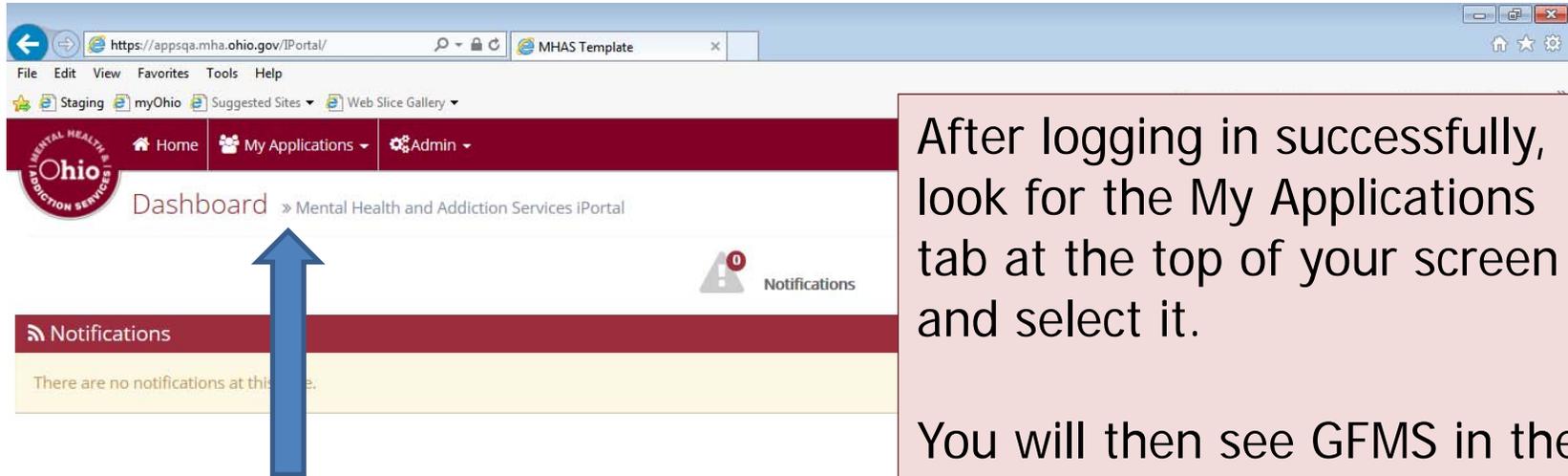


If you are an existing user of the POPS or OLGA systems, please click on I forgot my password.

You will receive an email message at the email address that you associated with your POPS or OLGA account. You will be asked to set up a new password for GFMS.

If you encounter technical issues related to accessing GFMS, please contact the OhioMHAS HelpDesk at [MHAHelpDesk@mha.ohio.gov](mailto:MHAHelpDesk@mha.ohio.gov).

# Accessing GFMS



The screenshot shows a web browser window with the URL <https://appsqa.mha.ohio.gov/IPortal/>. The browser's address bar shows 'MHAS Template'. The page header includes a navigation menu with 'Home', 'My Applications', and 'Admin'. Below the header, the breadcrumb trail reads 'Dashboard > Mental Health and Addiction Services iPortal'. A blue arrow points upwards from the bottom of the page towards the 'My Applications' tab. A notification banner at the top of the main content area states 'There are no notifications at this time.'

After logging in successfully, look for the My Applications tab at the top of your screen and select it.

You will then see GFMS in the options menu. Select GFMS.

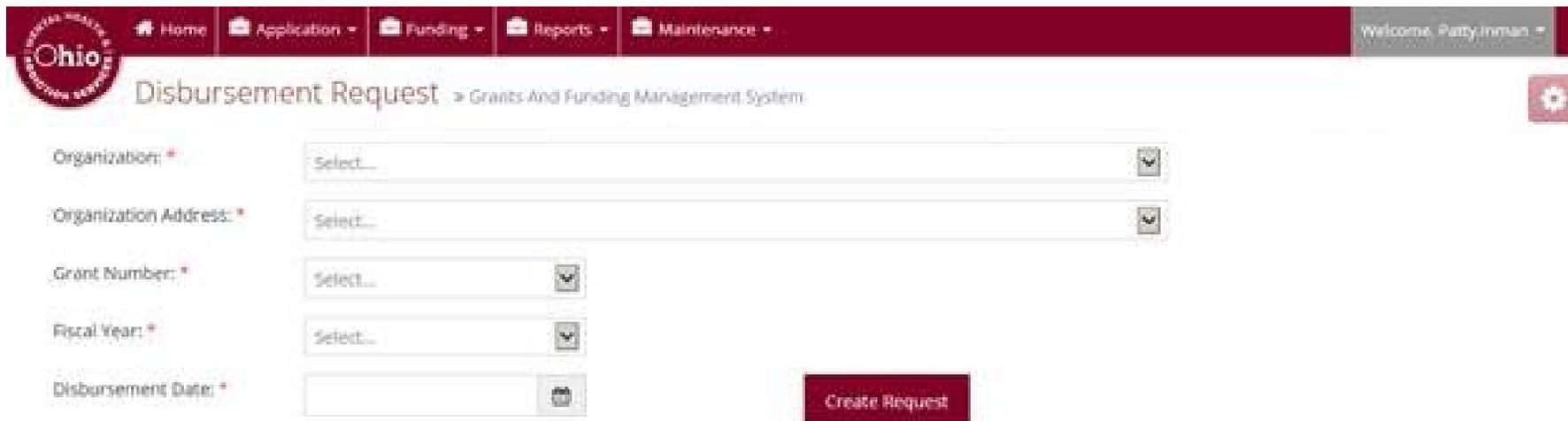
# Disbursement Request

The screenshot shows a web browser window with the URL <https://appsqa.mha.ohio.gov/GFMS-Demo/Home/Dashboard>. The application's navigation menu is visible, with the 'Funding' tab selected. A blue arrow points to the 'Disbursement Request' link in the dropdown menu. A callout box on the right contains the text: 'To initiate a Disbursement Request, select the Funding tab, then click on Disbursement Request.' Below the main content area, a smaller browser window shows the URL <https://appsqa.mha.ohio.gov/GFMS-Demo/Funding/DisbursementRequest>.

# Disbursement Request

The Disbursement Request screen is where the Grantee will request for the funds to be disbursed.

1. Fields with **red asterisks \*** are required fields.
2. On the Disbursement Request screen, select the information as indicated per field.
3. Select the Create Request button.



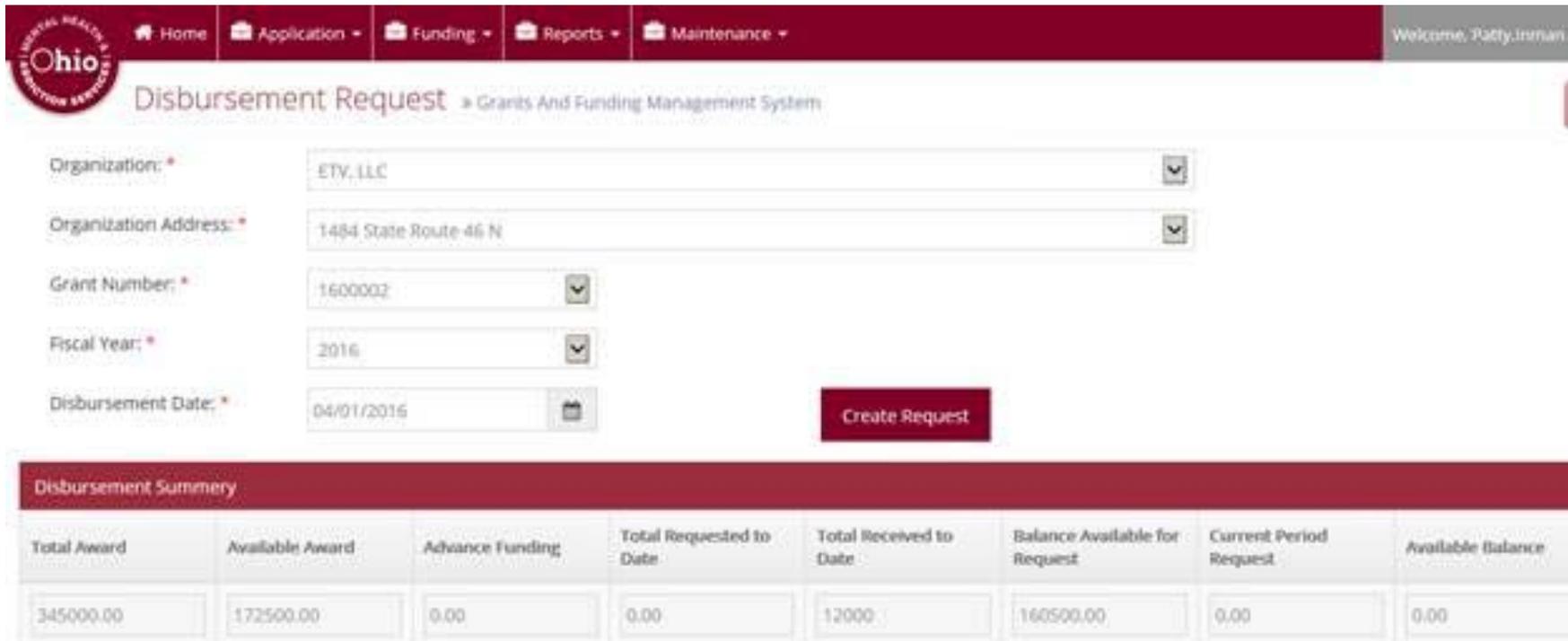
The screenshot shows the 'Disbursement Request' form within the 'Grants And Funding Management System'. The form includes the following fields:

- Organization: \* (Dropdown menu with 'Select...' and a dropdown arrow)
- Organization Address: \* (Dropdown menu with 'Select...' and a dropdown arrow)
- Grant Number: \* (Dropdown menu with 'Select...' and a dropdown arrow)
- Fiscal Year: \* (Dropdown menu with 'Select...' and a dropdown arrow)
- Disbursement Date: \* (Date picker with a calendar icon)

A red 'Create Request' button is located at the bottom right of the form area. The top navigation bar includes links for Home, Application, Funding, Reports, and Maintenance, along with a user greeting 'Welcome, Patty Inman' and a settings gear icon.

# Disbursement Request

4. Disbursement Summary table is read-only and is calculated using information from other screens.



Organization: \* ETV, LLC

Organization Address: \* 1484 State Route 46 N

Grant Number: \* 1600002

Fiscal Year: \* 2016

Disbursement Date: \* 04/01/2016

[Create Request](#)

Disbursement Summary							
Total Award	Available Award	Advance Funding	Total Requested to Date	Total Received to Date	Balance Available for Request	Current Period Request	Available Balance
345000.00	172500.00	0.00	0.00	12000	160500.00	0.00	0.00

# Disbursement Request

5. In the Line Item Budget table, enter the amounts to be disbursed in the Requested Amount column.
6. Select the Submit Disbursement Request button.

The screenshot displays a web-based form for submitting a disbursement request. At the top, there is a 'Disbursement Summary' section with several input fields:

Total Award	Available Award	Advance Funding	Total Requested to Date	Balance Available for Request	Current Period Request	Available Balance
100.00	0.00	0.00	0.00	0.00	0.00	0.00

Below the summary is the 'Line Item Budget' table, which is divided into two main sections: 'Direct Costs' and 'Indirect Costs'. Each section has a sub-header 'MHAS Approved Budget' and a column for 'Requested Amount'.

Category	MHAS Approved Budget	Requested Amount
<b>Direct Costs</b>		
Personnel	Personnel	
Fringe Benefits	Fringe Benefits	
Travel	Travel	
	Meals	
	Per Diem	
Equipment	Equipment	
Supplies	Supplies	
Contractual	Contractual	
Construction	Construction	
Other	Other	
<b>Indirect Costs</b>		
Rent/Lease	Rent/Lease	
Phone	Phone	
Maintenance/Repair	Maintenance/Repair	
Insurance	Insurance	
Phone Expenses	Phone Expenses	

At the bottom of the form, there is a red button labeled 'Submit Disbursement Request'.