

Medica Online Status Report Instructions

- Login to your online account

MEDICA®
FOUNDATION

Please Sign In

Welcome to your *MEDICA FOUNDATION ACCOUNT* login page. Below are some helpful tips:

- Your organization should create only *ONE* account and password to be shared by all people in your organization.
- The password must contain between 5 - 25 characters
- If you believe your organization has a login account, but you're not sure what it is please [Contact Us](#)

E-mail Password

- Click the link for Requirements
- Be sure the drop down on the right is showing “In Progress Requirements”

Account: heather.craig@medica.com | Change E-mail/Password

Applications Requirements

Requirements

New
To begin your requirement(s), click on one of the links below:
[Final Report](#)

Show In Progress Requirements

Form Name	Project Title	Type	ID	Due	Updated
Interim Status Report	Project to do good	Progress Report	36757	02/01/2013	01/19/2012

- Select the appropriate status report from the links on the left. (The due dates are no longer shown. They should be in order by due date from top to bottom of the list.)

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(FYI – this is a test account and therefore not a perfect representation of what your Requirements section will look like.)

- Your online status report will open up and can be completed the same way our online applications are completed. The project title and grant id will pre-fill.

Page 1 Page 2 Page 3 Attachments Review My Requirement

Overall Status and Financial Information

* Required before final submission

Project Title
Project to do good ←

Grant ID
2011-101864 ←

* Provide a brief overall summary of the grant activity, preliminary outcomes, and any additional information you would like us to know

You can “Save and Finish Later” if needed. **It is not a bad idea to choose this option once in awhile so that you save the information you have completed up to that point.** (You will be brought back to your account page and will need to select “Requirements” again to get back to your online status report. –Also be sure you have “In-Progress Requirements” selected in the drop down.)

- Make sure to attach the required documentation or you will not be able to submit your report:
 - Original Approved Budget/Expenses-to-date
 - Project Measurement Plan

- Once you have submitted your status report you will see that report listed under the “Submitted Requirements” section of the Requirements page. You will just need to select the appropriate option in the drop down.

The screenshot shows the MEDICA FOUNDATION website interface. At the top left is the logo. Below it, there are navigation tabs for 'Applications' and 'Requirements'. The 'Applications' section is active, showing a 'New' section with a link to 'Final Report'. Below this is a table of applications. A red arrow points to a dropdown menu labeled 'Show Submitted Applications'.

Application Name	Project Title	Requested	ID	Submitted
Test Form	My project title	30,000	20015	01/14/2012 12:53:54 PM
ER Utilization Letter of Inquiry	Project to do good	40,000	20019	01/14/2012 1:52:08 PM
ER Utilization Letter of Inquiry	Doing Good in Minneapolis	50,000	20024	01/16/2012 1:30:09 PM
ER Utilization Full Proposal Form	Project to do good	40,000	20025	01/17/2012 8:54:34 AM

You have successfully submitted you status report! Thank you!