

Approving a contract

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Document summary

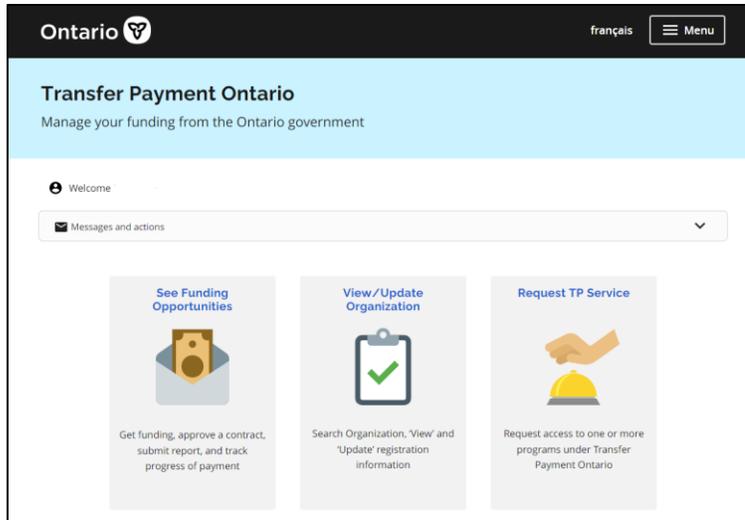
This document outlines how to access, review, download and approve a contract using Transfer Payment Ontario.

Before you begin

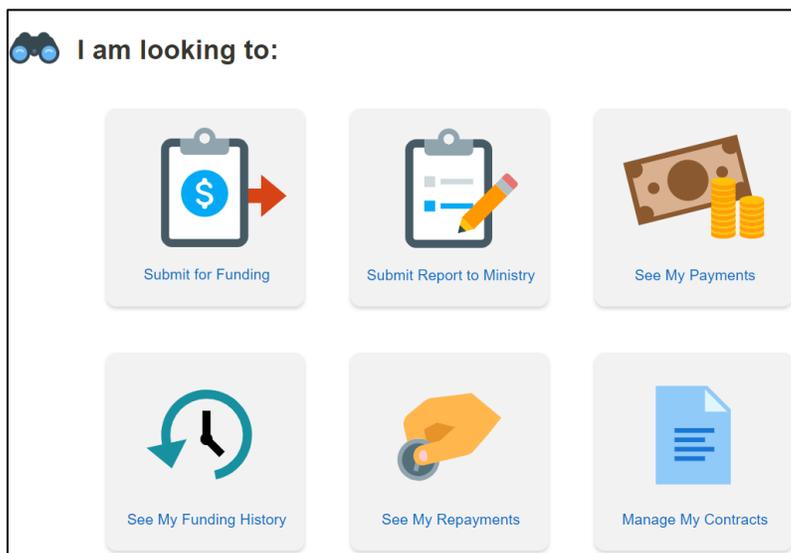
Since Transfer Payment Ontario is used by all Ontario ministries, the reference guides and videos found on the Transfer Payment Ontario website are generic. As you work on reviewing and approving your contract, you may see screens, fields or information not presented in this guide. Be sure to reference any supporting documentation provided by the funding ministry.

Reviewing the contract

1. Sign in to Transfer Payment Ontario using a Google Chrome web browser.



2. Select **See Funding Opportunities**.
3. If you are registered with more than one organization, select the organization for which you want to review the contract.
4. The **I am looking to:** page appears.



5. Select **Manage My Contracts**.



6. Select **Contracts Pending Approval**. Contracts that are available for your organization’s approval appear.

Approve Contracts

Contracts Pending Approval Approved Contracts

Step 1: See Contract Information Query

Select the Contract that you want to review and approve

| Contract # | Name | Type | Status | Minis... | Contract Amo... | Contract Start Date | Contract End |
|--------------|------------------------|------------------------|---------------------------|----------|-----------------|---------------------|--------------|
| 1-1449632582 | Demo Contract 1 | Consolidated Agreement | Pending External Approval | | 7,000 | 7/27/2022 | 9/27/2022 |
| 1-1441127619 | Kraft Dinner Agreement | Consolidated Agreement | Pending External Approval | | 8,000 | 4/28/2022 | 3/31/2023 |
| 1-1462952539 | Demo Contract | Consolidated Agreement | Pending External Approval | | 6,500 | 12/1/2022 | 12/31/2022 |
| 1-1443682289 | Demo Contract | Consolidated Agreement | Pending External Approval | | 8,000 | 6/1/2022 | 6/30/2022 |
| 1-1429965633 | TPA 21-22S | Consolidated Agreement | Pending External Approval | | 568 | 11/18/2021 | |
| 1-1469024362 | Deb's contract | Consolidated Agreement | Pending External Approval | | 2,000 | 1/19/2023 | 6/30/2023 |

7. Select the contract. The contract document will be found below in **Step 2 – Download Contract Document**.

Step 2 – Download Contract Document ...

Contract document for review

Document

Demo Contract 1

First Previous Next Last

Supporting Documents Query + New

Supporting contract documentsNew

| File ... | Size... | T. | Modified | Comments |
|-----------|---------|-----|----------------|----------|
| Demo C... | 20,845 | RTF | 2/3/2023 12... | |

Note: Step 2 displays two sections. The top section includes a link to the contract document. The **Supporting Documents** section contains links to supporting documents if applicable.

8. Select the document link in the **Contract document for review** section. The **File Download** message appears.

File Download ✕

You are downloading the file Demo Contract 1.RTF. Click the Download button to proceed.

Download
Cancel

9. Select **Download**. The contract is downloaded to your device’s default folder.

10. Open and review the downloaded contract.

Note: While reviewing the contract offline, you may be automatically logged out of your session. The session will expire if you have been idle for more than 15 minutes.

Signing the contract

The program ministry may request the contract to be signed, either manually or digitally.

Manual signature

If you have been asked to manually sign the contract:

1. Print and manually sign the document.
2. Scan the signed contract and upload to your device. Make note of the file name.
3. Return to Transfer Payment Ontario and attach under **Step 2a – Attach Contract**.
4. Select **+ New File**.
5. Select the file name then upload the signed contract.

Digital signature

If you have been asked to digitally sign the contract:

1. Open the contract file on your device.
2. Locate the signature box and provide your digital signature.
3. Save the file.
4. Return to Transfer Payment Ontario and upload the signed contract.

Approving or rejecting the contract

1. Scroll down to **Step 3 – Approve or Reject the Contract**.

Step 3 – Approve or Reject the Contract ...

Approve or Reject the Contract and add comments, if any

Comments

I have read, understand and agree to the terms and conditions of this Transfer Payment Agreement (including the Schedules) in the step 2 above and have authority to bind the Recipient.

Approve Reject Contract

Note: To see a list of the approvers for your organization and the status of their approval of the contract, select the information icon.

Approving the contract

1. Add comments if required.
2. Select the declaration checkbox.
3. Select **Approve**. A message appears.

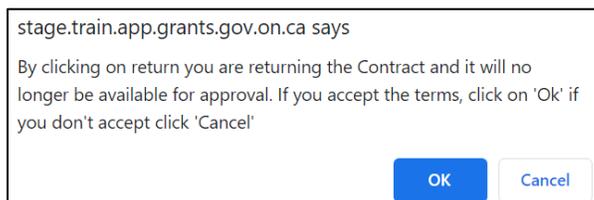


4. Select **OK**.

Note: Only the designated signing authority will have access to approve the contract.

Rejecting the contract

1. Provide details for the rejection in the **Comments** section.
2. Select **Reject Contract**. A confirmation message appears.



3. Select **OK** to continue. The contract is sent back to the ministry.

Viewing approved contracts

The **Approved Contracts** table displays a list of your organization's approved contracts. You can view details and download a copy of the active contracts listed.

1. From the home page select **See Funding Opportunities**.
2. Select **Manage My Contracts**.
3. Select the **Approved Contracts** tab. A list of approved contracts appears.

Approve Contracts

Contracts Pending Approval Approved Contracts

Step 1: See Approved Contract Information Query

Select the Contract that you want to view

| Contract #▲▼ | Name | Type | Status | Ministry |
|----------------|---------------|------------------------|---------|---|
| ○ 1-1425853500 | TPA Kraft inc | Consolidated Agreement | Active | MGCS-Ministry of Government and Conh... |
| ▶ 1-1426268518 | TPA Kraft inc | Consolidated Agreement | Amended | MGCS-Ministry of Government and Conh... |

First Previous Next Last

Step 2 – Download Contract Document ...

Approved Contract Document

Document

Contract Upload

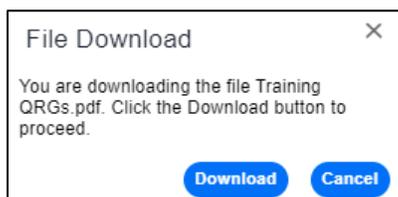
First Previous Next Last

Supporting Documents Query + New

Supporting contract documentsNew

| File Name | Size... | T. | Modified | Comments |
|-----------|---------|----|----------|----------|
|-----------|---------|----|----------|----------|

- Under **Step 1**, select the contract you want to review.
- Under **Step 2**, select the contract hyperlink in the **Document** field. A message appears.



- Select **Download**.
- The contract document is now downloaded to your device.

Attaching supporting documents

You can attach supporting documents or attachments to approved contracts.

- Select the **Approved Contracts** tab. A list of approved contracts appears.

Approve Contracts

Contracts Pending Approval Approved Contracts

- Under **Step 1**, select the contract you want to add a supporting document.

Step 1: See Approved Contract Information Query

Find Starting with Go

| Contract #▲▼ | Name | Type | Status |
|--------------|------------------|------------------------|--------|
| 1-1427228745 | Contract 2021-22 | Consolidated Agreement | Active |

First Previous Next Last

3. Go to the **Supporting Documents** table.

Supporting Documents Query + New

Supporting contract documentsNew

| File Name | Size (In Bytes) | Type | Modified | Comments |
|-----------|-----------------|------|----------|----------|
|-----------|-----------------|------|----------|----------|

First Previous Next Last

4. Select **+New** to add a new document.
5. Locate the file from your device and select **Open**.
6. Add related notes in the **Comments** field for reference.

Supporting Documents Query + New

Supporting contract documentsNew

| File Name | Size (In Bytes) | Type | Modified | Comments |
|-----------|-----------------|------|----------------|----------|
| Document | 1,071,637 | pdf | 3/13/2024 1... | Comments |

First Previous Next Last

7. Select **Ctrl+S** to save.
8. Repeat for each additional document.

Note: Once the record has been saved it becomes read-only.

Contact us

If you need assistance, please contact Transfer Payment Ontario Client Care from Monday to Friday 8:30 a.m. to 5:00 p.m. except for government and statutory holidays, at:

Toll-free: 1-855-216-3090

TTY: 416-325-3408

Toll-free TTY: 1-800-268-7095

Email: TPONCC@ontario.ca

There are a variety of Transfer Payment Ontario reference guides and videos available online. Visit ontario.ca/GetFunding to learn more.