

MCCSS Transfer Payment Recipient Reference Guide

How to Review and Approve a Contract in TP Ontario

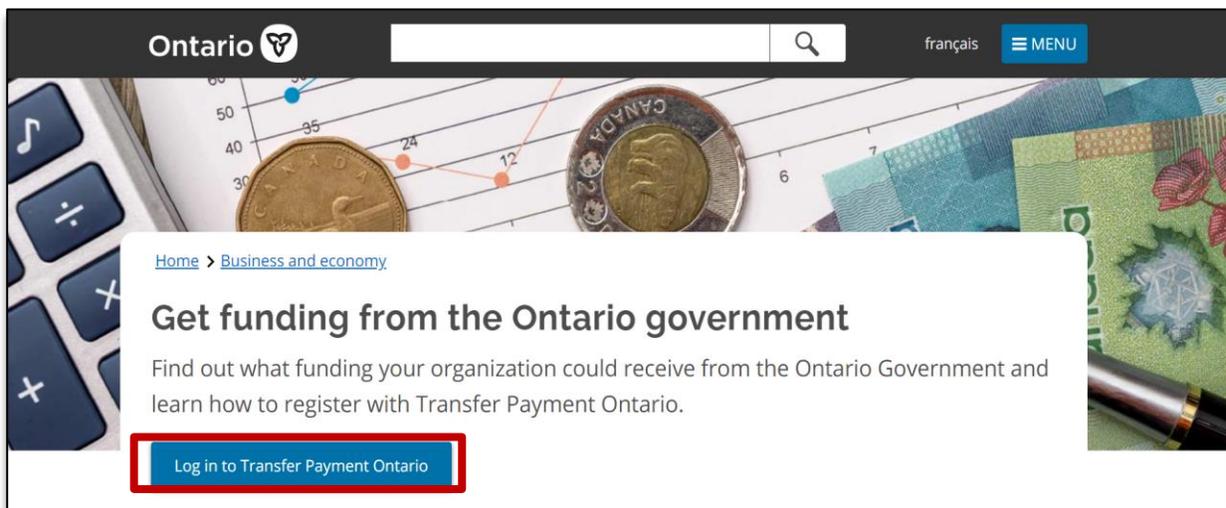
This Reference Guide will cover:

- ✓ Accessing Transfer Payment Ontario using One-Key [pg. 1]
- ✓ Reviewing and Approving a Contract [pg. 3]

Accessing Transfer Payment Ontario using ONE-key

Navigate to www.Ontario.ca/Getfunding page using a Google Chrome Browser version 7.5 or higher.

From the Transfer Payment Ontario (TPON) Homepage, select the **Log in to Transfer Payment Ontario** button.

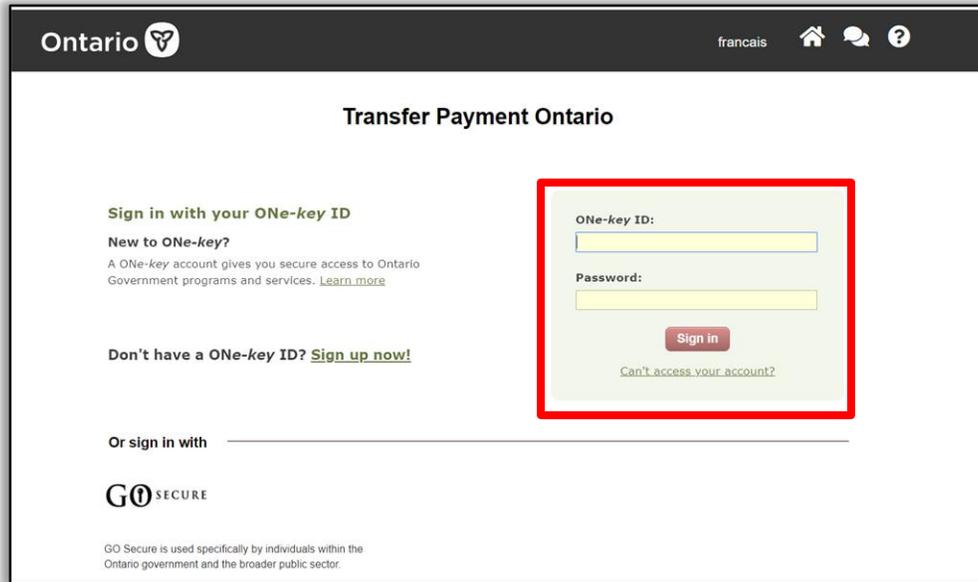


Transfer Payment Ontario Homepage

After selecting the Log In button, the *Transfer Payment Ontario* login page appears. Transfer Payment Ontario can be accessed by using either ONE-key, or, GO Secure.

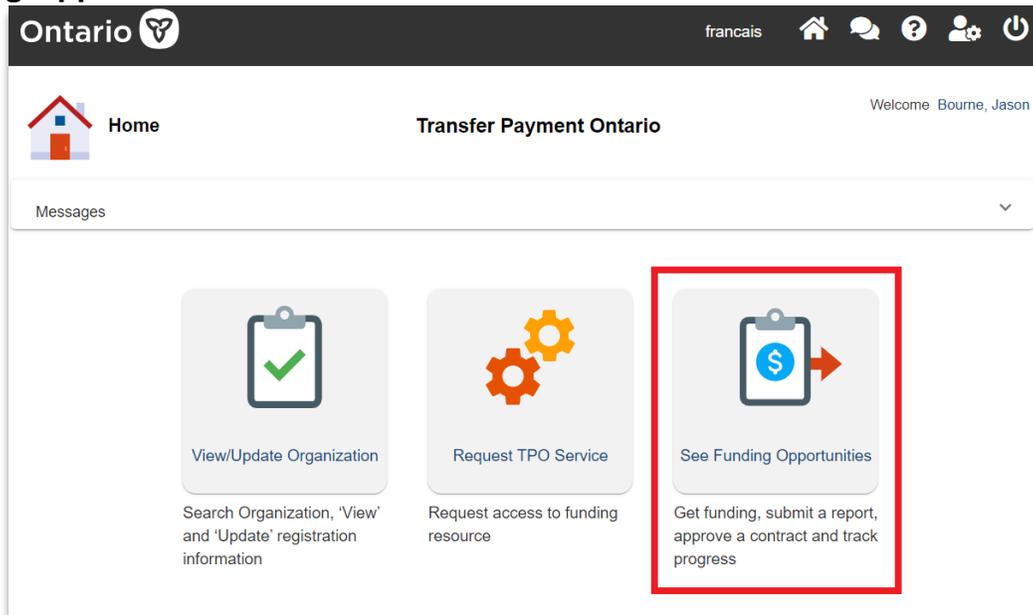
Note: Sign in with GO Secure only if you already have an existing GO Secure account. Do not create a new GO Secure account.

Enter your ONe-key ID and Password and select **Sign In**.



One-Key Sign-in Page

Once logged in, the *Transfer Payment Ontario* home page will appear. Select the **See Funding Opportunities** menu card.

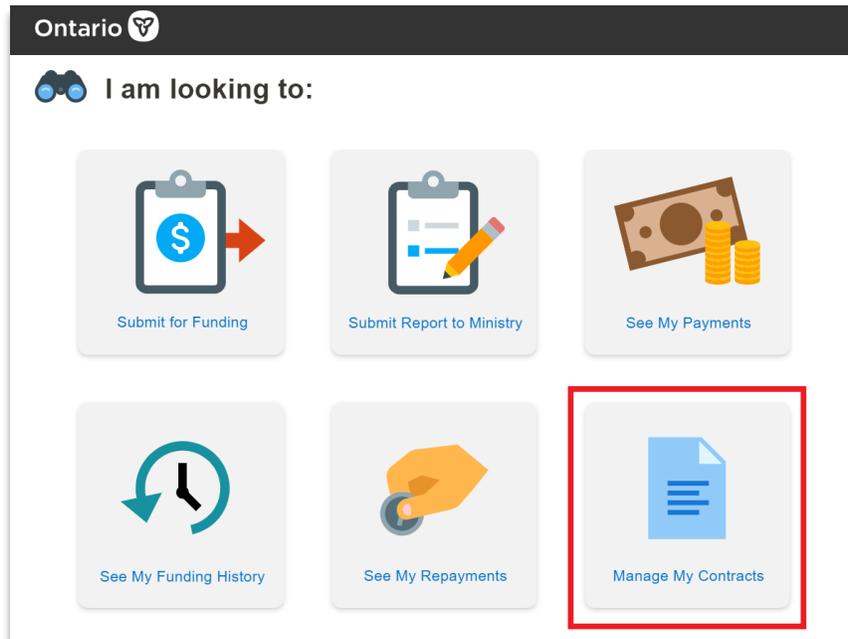


Transfer Payment Ontario Home Page

The system will redirect you to the *I am looking to* page.

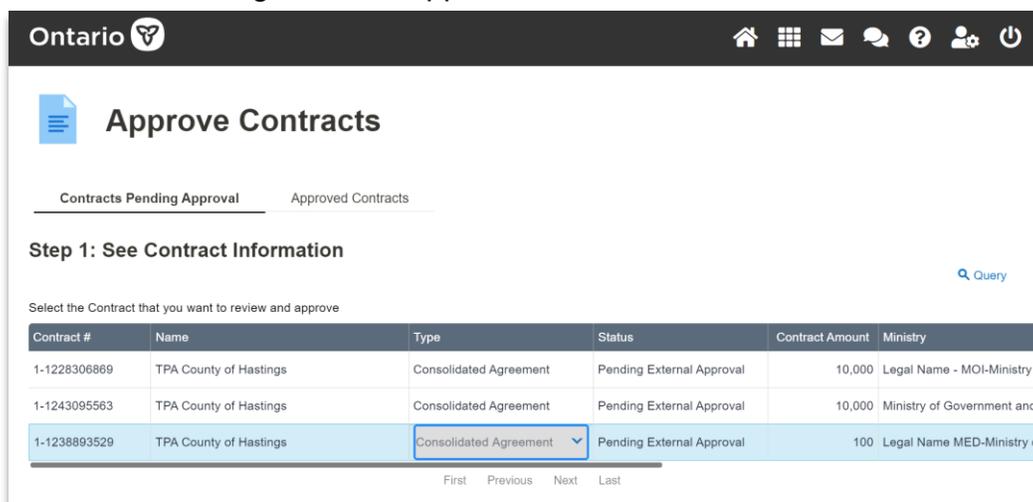
Reviewing and Approving a Contract

Once redirected to the *I am looking to* page, select **Manage My Contracts**.



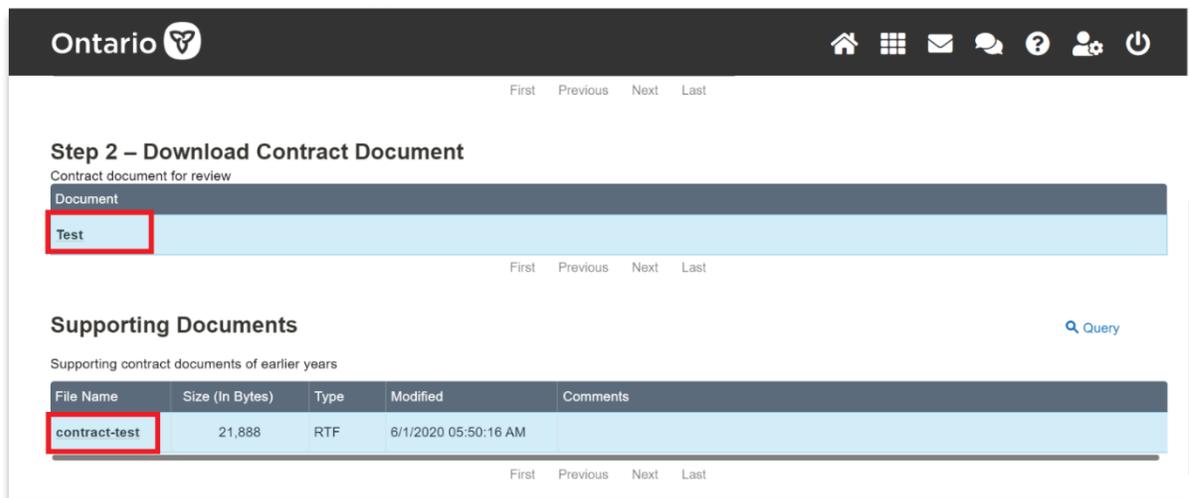
I am looking to Page

In *Step 1: See Contract Information*, select the contract to approve. The status of the contract must be “Pending External Approval”.



Scroll down to *Step 2 – Download Contract Document* to find the contract document. You may also find additional documents in the *Supporting Documents* section.

Select the **Document** name hyperlink to download the Contract.



Step 2 – Download Contract Document
Contract document for review

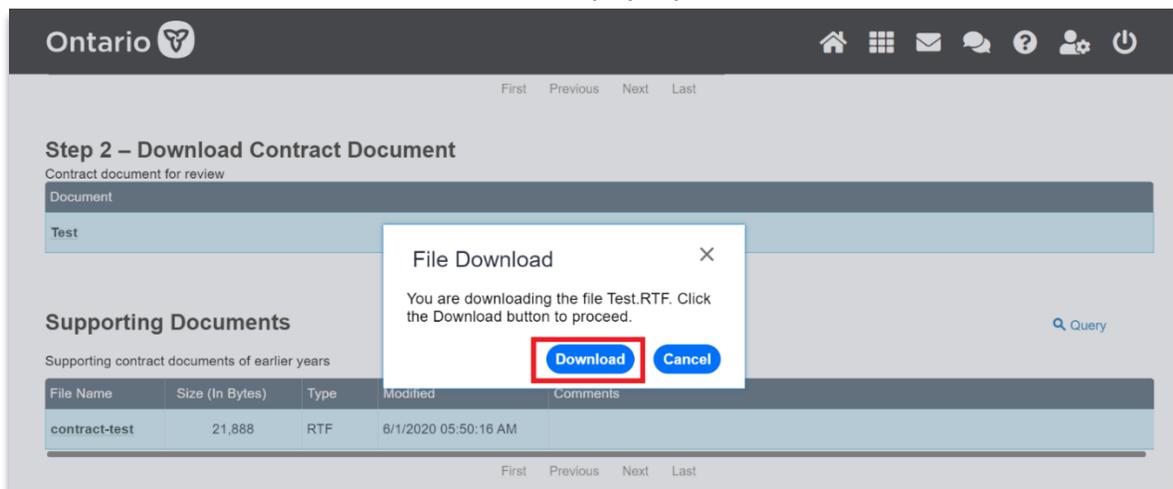
Document
Test

Supporting Documents
Supporting contract documents of earlier years

File Name	Size (In Bytes)	Type	Modified	Comments
contract-test	21,888	RTF	6/1/2020 05:50:16 AM	

Step 2 – Download Contract Document and Supporting Attachments

Select **Download** from the File Download pop-up window.



Step 2 – Download Contract Document
Contract document for review

Document
Test

Supporting Documents
Supporting contract documents of earlier years

File Name	Size (In Bytes)	Type	Modified	Comments
contract-test	21,888	RTF	6/1/2020 05:50:16 AM	

File Download [X]

You are downloading the file Test.RTF. Click the Download button to proceed.

[Download](#) [Cancel](#)

File Download Pop-up Window

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.

After reviewing the contract, scroll down to *Step 3 – Approve or Return the Contract*. Enter comments in the **Comments** field if required and check off the Declaration check box.

Step 3 – Approve or Return the Contract

Approve or Return 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 Return Contract 

Step 3 – Approve or Return the Contract

Select the **Approve** button to approve the contract. A pop-up window will appear asking you to verify whether you want to proceed with the approval.

Approve
Return Contract 

Step 3 – Approve button

Alternatively, select **Return Contract** to reject the contract and send it back to the Ministry. If you are returning the contract document to the Ministry, enter comments to provide explanations for the return.

If the contract is approved, it will appear in the **Approved Contracts** tab along with a list of other approved contracts.

Ontario 









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	Contract A...	Contract St...
▶ 1-1232066515	TPA County of Hastings	Consolidate...	Active	MCCS - Ministry of Children, Community and Social Services		8/14/2019

Approved Contracts