

Transfer Payment Ontario

Text-Only Format: How to Review and Approve a Contract

Welcome to Transfer Payment Ontario: How to Review and Approve a Contract

Description: There is a decorative compass on the title page.

For an optimal learning experience and best performance, turn your audio on. "The speaker icon is shown in a system tray. Note: There is a text-only version to meet AODA standards, however, if it is not suitable to meet your needs, do not hesitate to contact: TPONCC@ontario.ca.

As the system is occasionally updated, its look may change over time, but the instructions are still valid.

In this video, you will learn how to:

Log in to Transfer Payment Ontario,

and, Review and Approve your Contract

Description: Behind the items listed is an image of a decorative compass.

Transfer Payment Ontario provides you with one-window access to the Government of Ontario funding opportunities. You can use the system to apply for funding, track your funding submissions, view payments, manage your contracts and more.

Once a Contract is ready for your approval, you will receive an email notification.

The email will list the:

Contract Number

Contract Name

and, the Contract Created Date

To access our webpage, enter the URL [<http://ontario.ca/getfunding>] into your browser.

Please ensure to use Google Chrome. Navigate our webpage for instructions, resources and contact information. Select the log in button to access Transfer payment Ontario.

Description: A new browser window appears, the URL is entered into the first field and the webpage appears, called 'Get funding from the Ontario government.' It includes the words 'Find out what funding your organization could

receive from the Ontario Government and learn how to register with Transfer Payment Ontario, the 'Log in to Transfer Payment Ontario' button, then text indicating 'On this page, 1 Overview, 2 Register for Transfer Payment Ontario, 3 Available funding, 4 Get help, 5 Contact us,'

Use One-Key to log in to Transfer Payment Ontario, or if you have a Go Secure account, use it to access the system.

Description: Text on this page says Transfer Payment Ontario. Sign in with your ONE-key ID. New to ONE-key? A ONE-key account gives you secure access to Ontario Government programs and services. Learn more. Don't have a ONE-key ID? Sign up now! Or sign in with GO-secure. GO Secure is used specifically by individuals within the Ontario government and the broader public sector.

Once you have registered or joined an Organization, you can view or update its information, request access for additional sub-organizations, or see funding opportunities. To access your contracts, select See Funding Opportunities.

[the hand selects See Funding Opportunities.]

Description: Three different options appear with decorative images, and these words, 'View/Update Organization. Search Organization, View and Update registration information. Request TPO Service. Request access to funding resource. See Funding Opportunities. Get funding, submit a report, approve a contract and track progress.'

From the I am looking to page, here are the things you can do. There are navigational tools in the top right corner. Each has a tooltip that says what it does. Let's have a closer look. Return to this menu page, return to the home page, Communications a chatbot and where you can ask questions anytime, Contact information for more help, a user profile menu and a log out button.

Description: There are six menu icons displayed in the toolbar menu on the right-hand of the screen. A home icon, a menu icon, a communication icon, a question mark, a user profile icon and a logout button.

To view your contracts, select the Manage My Contracts menu card.

Description: This is the "I am looking to" page. When last visited we selected Submit for Funding. On the right it greets you, shows your name and the organization name, and below that, links to recently viewed cases by number. In the centre of the page are six options: Submit for Funding, Submit Report to Ministry, See My Payments, See My Funding History, See My Repayments, and Manage My Contracts.

The Approve Contracts page has two tabs - Contracts Pending Approval, and Approved Contracts. Contracts awaiting your approval are located in the Contracts Pending Approval tab

In Step 1: See Contract Information, select or highlight the contract you would like to review and approve. You can use the horizontal scroll bar to view additional fields of information.

In Step 2: Select the hyperlinked Contract Document to download the contract. If the contract has supporting documents, you can download them from the Supporting Documents section.

Description: There are two tabs, Contracts Pending Approval, and Approved Contracts. This page shows Step 1: See Contract Information; Step 2- Download Contract Document and Supporting Documents sections.

In the File Download pop-up window, select the Download button. The document will download onto your local drive. Ensure that your pop-up blocker is deactivated to enable the download.

Description: A popup confirms your action, showing Download and Cancel buttons.

Open and Review the contract. Once reviewed, return to the Manage My Contract menu in Transfer Payment Ontario, to approve or return the contract to the Ministry.

From the Approve Contracts page, scroll to the bottom of the page.

Description: A sample contract/ agreement is displayed in an Adobe PDF reader screen.

In Step 3 - Approve or Return the Contract, the information icon will have a list of approvers within your organization which were added by the Ministry. Select the information icon.

A pop-up window appears with the approver's name, level of approval, as well as the status of the approval. If the information displayed is incorrect, please contact your ministry representative. In this example the organization only has one approver. Select X to close the popup.

You can add comments in the Comments field. Then select the declarations checkbox.

Description: The declaration states: "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."

The Approve button becomes enabled once the declaration is checked.

Now you have the option to either - Approve the Contract - or - Return the contract to the Ministry.

If you select - Return the Contract, a pop-up alert will appear.

Description: A pop-up window appears and states: By clicking on return you are returning the Contract and it will no longer be available for approval. If you accept the terms, click 'OK' if you don't accept click 'Cancel'.

Select OK to return the contract or select Cancel to return to the previous page. To approve the contract, select the - Approve button. A message will appear informing you that "Your approval of the contract has been successfully completed". Select the OK button.

The system will automatically navigate you to the Approved Contracts tab.

Fully executed contracts that have been approved by both the organization and the Ministry, will be displayed here. In this tab, you can review details of the Approved Contract, or download a copy of the final contract"

Description: New tab "Approved Contracts" is displayed. In this page three sections appear; Step 1- See Approved Contract Information; Step 2 – Download Contract Document; Step 3 – Approvers for the Contract.

The Transfer Payment Ontario Branch offer technical support to its users. Help is available in both English and French via a number of channels. You can e-mail us at tponcc@ontario.ca. Our e-mail boxes are monitored Monday to Friday 8:30am to 5:00pm EST.

Our phone number is 416-325-6691 and the lines are open Monday to Friday 8:30 am to 5:00 pm EST.

Description: Decorative image of a customer service agent with contact information for Transfer Payment Ontario

Thank you for completing this video.

Description: An image of a decorative compass is behind the text.