

Submitting a report

Transfer Payment Ontario (TPON) is a web-based funding management system that provides transfer payment applicants and recipients with a self-service portal to apply for funding.

Many transfer payment programs require a recipient to report on deliverables as part of the transfer payment agreement. The specifics and timing of these deliverables are dependent upon the requirements of the transfer payment program and may vary from program to program.

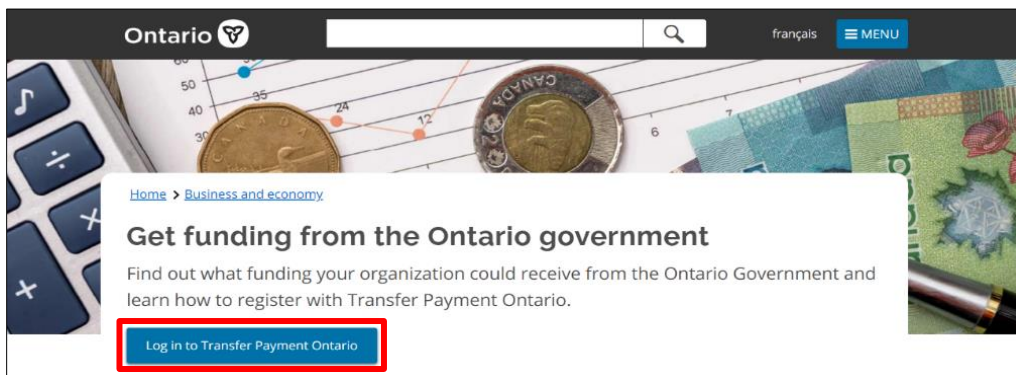
Transfer Payment Ontario provides an online report form to record the deliverables.

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Accessing Transfer Payment Ontario

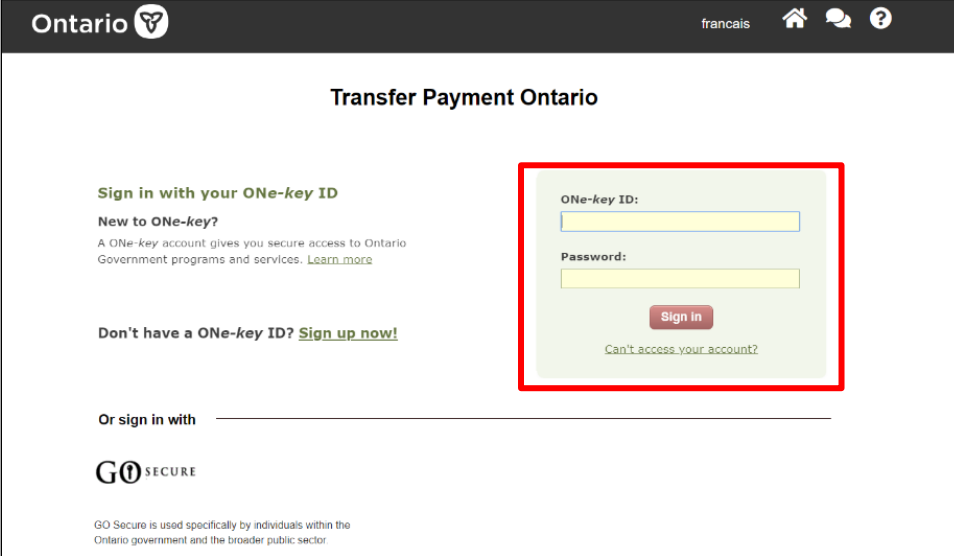
1. Navigate to the [Get funding from the Ontario government](#) page using a Google Chrome browser.
2. Select **LOG IN TO TRANSFER PAYMENT ONTARIO**.






1 Get funding from the Ontario government

Submitting a report

- From the ONE-key login page, enter your **ONE-KEY ID** and **PASSWORD** and select **SIGN IN**.



Ontario français   

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!](#)

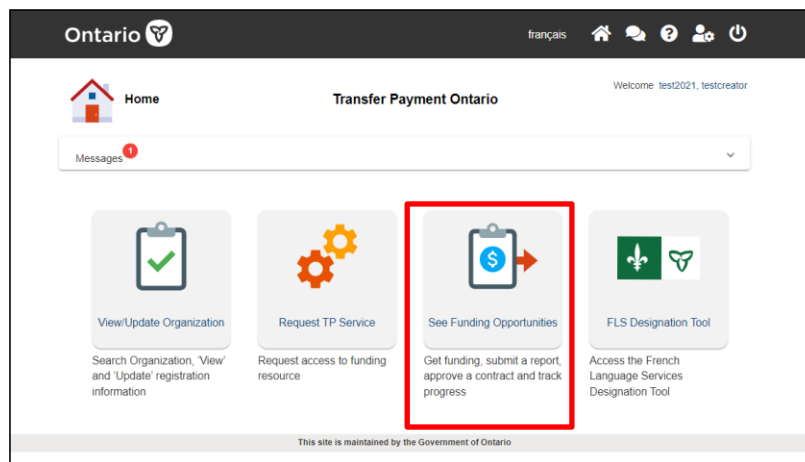
Or sign in with _____

GO SECURE

GO Secure is used specifically by individuals within the Ontario government and the broader public sector.

2 One-key Sign-In Page

- Select **SEE FUNDING OPPORTUNITIES**.



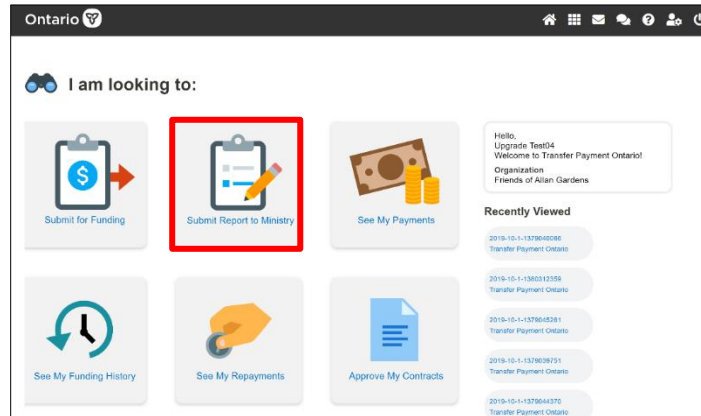
3 Transfer Payment Ontario Home Page

- If your account is associated with multiple organizations, a list of organizations associated with your account will be displayed. Select the organization name you wish to submit the report.

Submitting a report

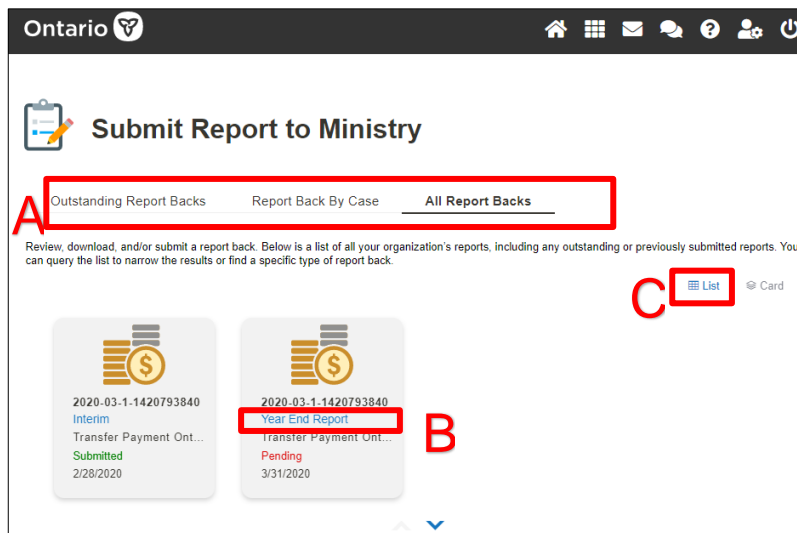
Submit a Report

1. From the **I AM LOOKING TO:** page, select the **SUBMIT REPORT TO MINISTRY** menu card.



4 I am looking to:

2. In the **SUBMIT REPORT TO MINISTRY** view, reports can be reviewed, downloaded, and submitted from the **OUTSTANDING REPORT BACKS, REPORT BACK BY CASE** and **ALL REPORT BACKS TABS (A)**.
3. To access a report, select the hyperlink for the report type name **(B)**. You can also view reports in **LIST (C)** view. Reports are only available for active transfer payments or funding agreements.



5 Submit Report to Ministry

Submitting a report

- In the **REPORT BACK BY CASE (A)** view, select the correct **CASE # (B)**. The corresponding report back will appear in the section below. Select the **REPORT TYPE (C)** hyperlink to initiate the report back submission.
- For ad hoc report backs, the funding Ministry may allow for reports to be created by your organization. In that case, the **+NEW (D)** button will be enabled, and you would select it to create a report back record.

Outstanding Report Backs **Report Back By Case** All Report Backs

Cases Q Query

Case #	Program	Status
2020-05-1-1421836307	Transfer Payment Ontario Training Category (TPTC) 2020	Active
2020-04-1-1421434548	Transfer Payment Ontario Training Category (TPTC) 2020	Active
2020-05-1-1421822900	Transfer Payment Ontario Training Category (TPTC) 2020	Active
2020-05-1-1421828119	Transfer Payment Ontario Training Category (TPTC) 2020	Active
2020-06-1-1422298969	Temporary Pandemic Pay	Active
2020-06-1-1422313033	Transfer Payment Ontario Training Category (TPTC) 2020	Active
2020-06-1-1422414089	MCCSS Temporary Pandemic Pay	Active

First Previous Next Last

Case #: 2020-05-1-1421836307 Q Query

Case #	Report Type	Due Date	Status	Report Period Start	Report Period End	Resubmission Required
2020-05-1-1421836307	Interim	8/8/2020	Pending			N
2020-05-1-1421836307	Final	3/30/2020	Pending			N

First Previous Next Last

6 Report Back By Case

- After selecting the hyperlink for the report type name, the first step of the report submission process page appears.

Submit Report to Ministry
Year End Report

Report Back Details **2** 3 4

Step 1 - Report Back Details

Download Program Documentation

Below you will find a list of documentation related to this program. You are strongly encouraged to review all of this information prior to beginning your report. Click on the name of the document to download the file to your computer.

Document	Comments

First Previous Next Last

Program
Transfer Payment Ontario Training Category (TPTC) 2020

Case #
2020-03-1-1420793840

Type
Year End Report

Status
Pending

Description

Due Date
3/31/2020

Report Start Period
3/1/2020

7 Submit Report to Ministry

Submitting a report

7. To submit a report, complete the four-step process:

STEP 1 - REPORT BACK DETAILS: Contains a list of program documentation to review prior to completing a report .

STEP 2 - COMPLETE REPORT BACK: Download/upload the report back form (if applicable).

STEP 3 - ATTACH SUPPORTING DOCUMENTS: Add documents requested as part of the report submission process.

STEP 4 - SUBMIT REPORT BACK: Confirm your report submission to the Ministry. For a successful submission, the report status will change from **PENDING** to **SUBMITTED**.

Report Statuses

There are three sequential statuses related to reports:

1. **PENDING:** You have not started a report.
2. **DRAFT:** You have a draft report in process.
3. **SUBMITTED:** Your report has been submitted to the Ministry.

Note: If the Ministry requires more information after you have submitted your report, the status will revert from **SUBMITTED** to **DRAFT**.