

Reviewing and approving a contract

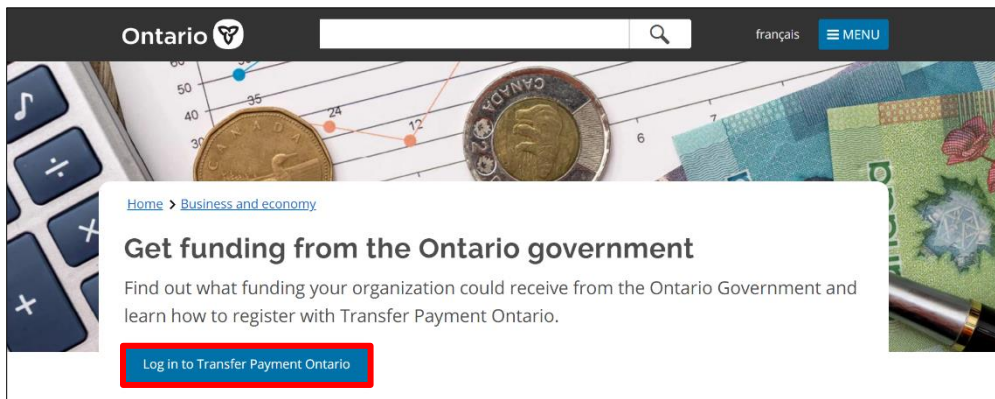
Transfer Payment Ontario (TPON) is a web-based funding management system that provides Transfer Payment applicants and recipients with a self-service portal to manage and approve contracts. Follow the steps below to access, review, download and approve a contract through Transfer Payment Ontario.

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Accessing Transfer Payment Ontario

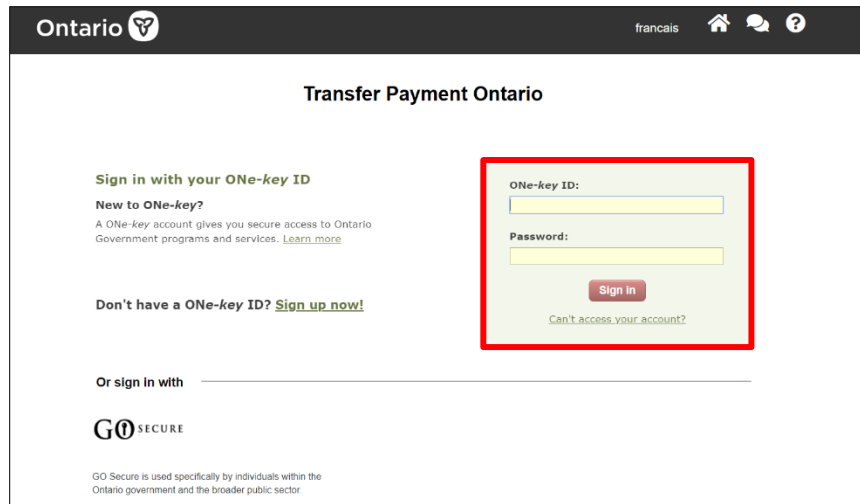
1. Navigate to the [Get funding from the Ontario government](#) page using a Google Chrome browser.
2. Select **LOG IN TO TRANSFER PAYMENT ONTARIO**.



1 Get funding from the Ontario government

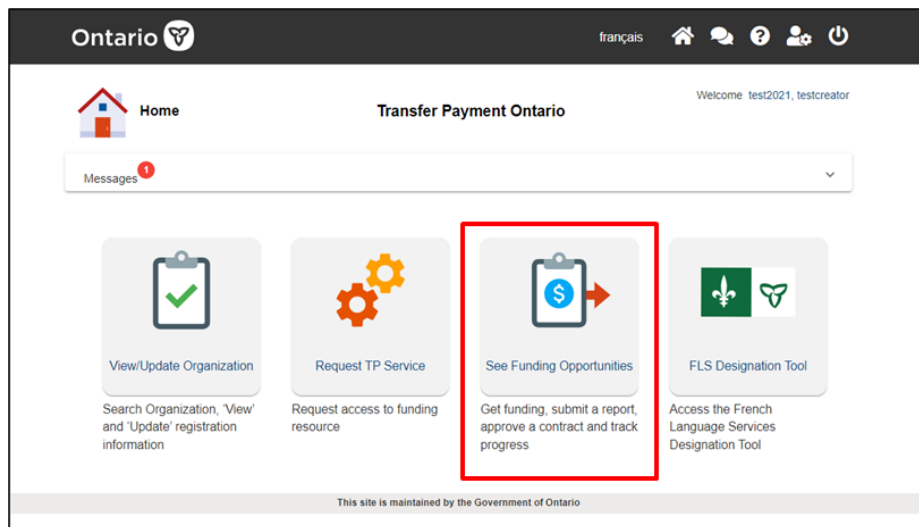
3. From the ONE-key login page, enter your **ONE-KEY ID** and **PASSWORD** and select **SIGN IN**.

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2 One-Key Sign-In Page

4. Select **SEE FUNDING OPPORTUNITIES**.



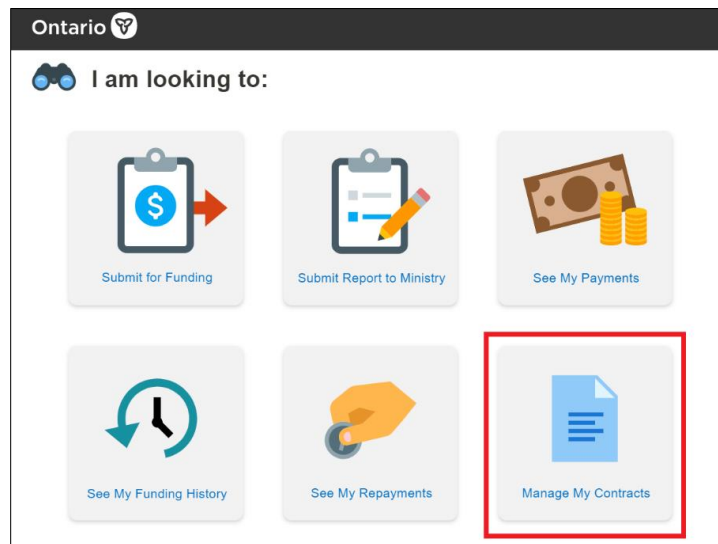
3 Transfer Payment Ontario Home Page

5. 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 review the contract.

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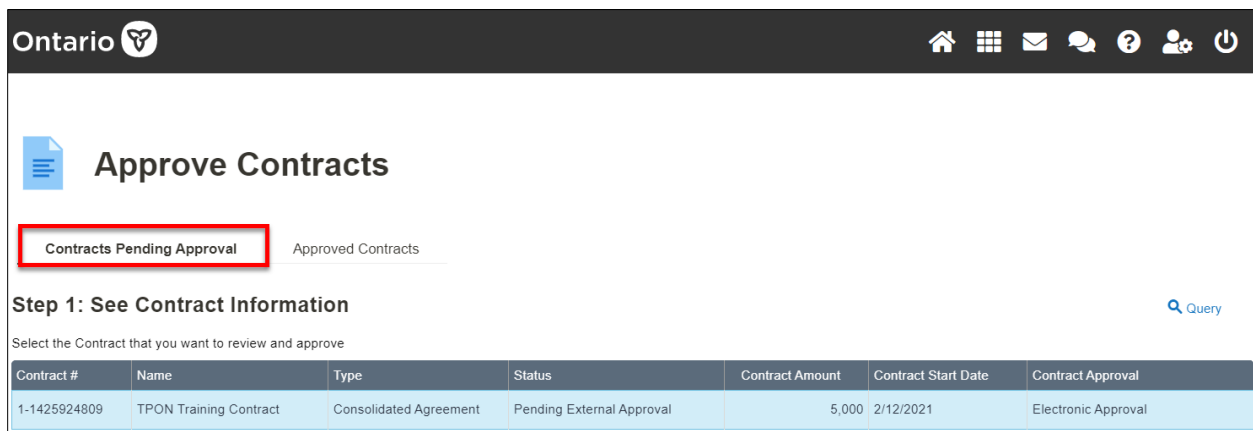
Reviewing and Approving a Contract

1. From the **I AM LOOKING TO:** page, select the **MANAGE MY CONTRACTS** menu card.



4 I am looking to: Page

2. Contracts that are available for your organization's approval will be displayed on the **APPROVE CONTRACTS** page in the **CONTRACTS PENDING APPROVAL** tab.
3. In **STEP 1: SEE CONTRACT INFORMATION**, select the contract you would like to review and approve.



5 Approve Contracts

Reviewing and approving a contract

- In **STEP 2 – DOWNLOAD CONTRACT DOCUMENT**, select the hyperlink in the **DOCUMENT** table to download the contract. You may also find and download additional documents in the **SUPPORTING DOCUMENTS** table.

Step 2 – Download Contract Document
Contract document for review

Document

Test Contract

First Previous Next Last

Supporting Documents Query

Supporting contract documents

File Name	Size (In Bytes)	Type	Modified	Comments
Supporting Contract Document	438,226	pdf	2/12/2021 02:13:38 PM	

First Previous Next Last

6 Step 2 – Download Contract Document

- If **STEP 2a – ATTACH CONTRACT** appears, the Ministry requires a signed copy of the contract. Once the contract is signed, select the **+NEW FILE** button to upload the signed version.

Step 2a – Attach Contract

Attach manually signed copy of the Contract

[+ New File](#)

File Name	Size (In Bytes)	Type	Modified
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First Previous Next Last

7 Step 2a – Attach 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.

- At **STEP 3 – APPROVE OR RETURN THE CONTRACT**. You can add comments, approve or return the contract to the Ministry.
- Review and check the declaration check box.

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Step 3 – Approve or Return the Contract

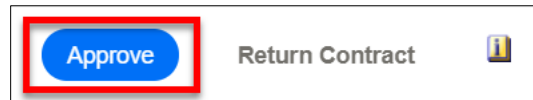
Approve or Return the Contract and add comments, if any

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.

8 Step 3 – Approve or Return the Contract

8. Select **APPROVE** to approve the contract. A window will appear asking you to verify whether you want to proceed with the approval.



9 Approve Button

Note: For more information regarding the approvers listed for your organization and the status of their approval on the contract, select the more information icon.

9. 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 details for the return.
10. The **APPROVED CONTRACTS** tab displays a list of your organization's approved contracts. You can view details and download a copy of the active contracts listed.

Contract #	Name	Type	Status	Contract Amount	Contract Approval
1-1425831709	TPON Training Contract	Consolidated Agreement	Active	5,000	Electronic Approval

10 Approved Contracts