

Grant Portal – Vendor Guide

Registration

To register on the portal, if you have an invitation email, click the link inside and create a new account. “Redeem Invitation” should be highlighted, with a very long text code in the “Invitation code” box. Do not edit this code. Click “Register”.

The screenshot shows the Oklahoma Human Services logo at the top left. On the right, there are links for 'Home', a search icon, and 'Sign in'. Below the logo, there are two buttons: 'Sign in' and 'Redeem invitation', with 'Redeem invitation' being the active one. The main heading is 'Sign up with an invitation code'. Below this is a form with a label '* Invitation code' and a text input field containing a long alphanumeric string: 'XpBGMnTvqTeLaLul7gltTyOLD04p7yr7Qwu92RCUxVCFZN32--i2Zcga1wspsz8A68O3WZOSzIkEvgT0WYbLpvhzY2hIAB9CILV2OJ2PNHJgOc1'. Below the input field is a checkbox labeled 'I have an existing account' and a blue 'Register' button. At the bottom, there is a copyright notice: 'Copyright © 2021. All rights reserved.'

If you have already used (or have not been sent) an invitation email, go directly to else go to <https://okdhsgrants.powerappsportals.us/Account/Login/Register?returnUrl=%2F> and create a new account.

Enter a user name and password. Then click “Register”

The screenshot shows the Oklahoma Human Services logo at the top left. On the right, there are links for 'Home', a search icon, and 'Sign in'. Below the logo, there are two buttons: 'Sign in' and 'Redeem invitation', with 'Redeem invitation' being the active one. A light blue banner displays the redeeming code: 'Redeeming code: XpBGMnTvqTeLaLul7gltTyOLD04p7yr7Qwu92RCUxVCFZN32--i2Zcga1wspsz8A68O3WZOSzIkEvgT0WYbLpvhzY2hIAB9CILV2OJ2PNHJgOc1iZEgIKd0pHH57bQNN6uwGn-Y9RkRor0uWQTCzcsFbYX9tfrlow3w0IP0WCg-'. Below the banner, there are two options: 'Register for a new local account' and 'Register using an external account'. The 'Register for a new local account' option is selected. It includes a form with fields for '* Email' (cannonconsultingok@gmail.com), '* Username' (newhire), '* Password' (masked with dots), and '* Confirm password' (masked with dots). There is also a blue 'Azure AD' button and a blue 'Register' button. At the bottom, there is a copyright notice: 'Copyright © 2021. All rights reserved.'

You will be directed to the Account Edit page at <https://okdhsgrants.powerappsportals.us/contact-update/>

Enter your personal / Business information. **This page will affect where payment is sent, so make sure it is accurate!**

Summary

CONTACT INFORMATION

First Name

Last Name *

Email

SSN-FEIN

Vendor Type

Company Name

Address 1: Street 1

Address 1: City

Address 1: State/Province

Address 1: ZIP/Postal Code

Once complete. Click "Submit".

You will be redirected to the Request Review page at <https://okdhsgrants.powerappsportals.us/requestreview/>

To submit a request click "Create"

Company Information			
Company Name	SSN-FEIN	Address	Total Requested
Grant TestVendor 3	ssnfein	123 Address City, OK 73000	22,650.00

If the above information is not correct please [click here](#) to update your information.

Select Create to add a new grant request location.

ID	Service Street Address	Internet Amount	Total Cost of Purchase	Reimbursable Amount	Amount Claimed	Invoice Status	
1084	123 Address	900.00	540.00	500.00	1,400.00	Denied	▼
1093	123 Address	900.00	540.00	500.00	1,400.00	Received	▼

[+ Create](#)

Verify Vendor Address

You will need to verify your Vendor Address and information prior to entry. Click the "Check this box..." if the information displayed at the top of the page is correct.

Full Name	Company Name	SSN-FEIN	Address 1	Total Requested	
Erin GrantTest	Grant TestVendor 3	ssnfein	123 Address City, OK 73000	22,650.00	▼

[+ Create](#)

Verify Vendor Address

Check this box if the Name, Tax ID and Address listed above are correct.

If it is not correct, Select the dropdown next to the address information and choose Edit.

Address 1	Total Requested	
123 Address City, OK 73000	22,650.00	▼

[Edit](#)

Choose the Grant Programs you want to apply for

Grant Program

Check which Grant Programs you want to apply for.

Internet Service *

Internet Service grant is paid upfront at \$75 per month for 12 months totaling \$900.

No Yes

Tech Device Reimbursement *

Reimbursement for Tech Devices is capped at \$500 and requires you to attach a copy of the receipt.

No Yes

Add an address for the location where the device and/or internet service will be used. This can be different from the vendor address. Choose the best answer for Type of Provider for and enter the number of persons served at this at this location.

Address of Location of Device and / or Internet Service

Location Description

Street Address

City

State

Zip

Type of Provider

Number of Persons Served

Add your service provider. The period covered by this reimbursement starts the month after your request and ends 12 months after.

Internet Service Information

Internet Provider

Service Start

02/01/2022

Service End

01/31/2023

Add Device information. **To be eligible for reimbursement, devices must meet the technical standards required to access and work with the Therap application. Specifications can be found [HERE](#)**

Device Information

To be eligible for reimbursement, devices must meet the technical standards required to access and work with the Therap application. Specifications can be found [HERE](#).

Date of Purchase

 

Total Cost of Purchase

Click the Choose Files button to attach a copy of your receipt. This is required for reimbursement of devices.

Attach a file *

No file chosen

Click Submit.

Request Review

After submitting a request you will be returned to the Request Review page where you can view the requests that have been submitted and their statuses. It can take up to 15 minutes for the statuses to update to Received and the Total Requested field to update to the requested amount.

Company Information			
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1094	123 Address	900.00	540.00	500.00	1,400.00	Received	▼
1095	123 Address	900.00	540.00	500.00	1,400.00	Received	▼

When the requests are approved or denied, you will receive an email with the expected pay date or the explanation for denial as appropriate.