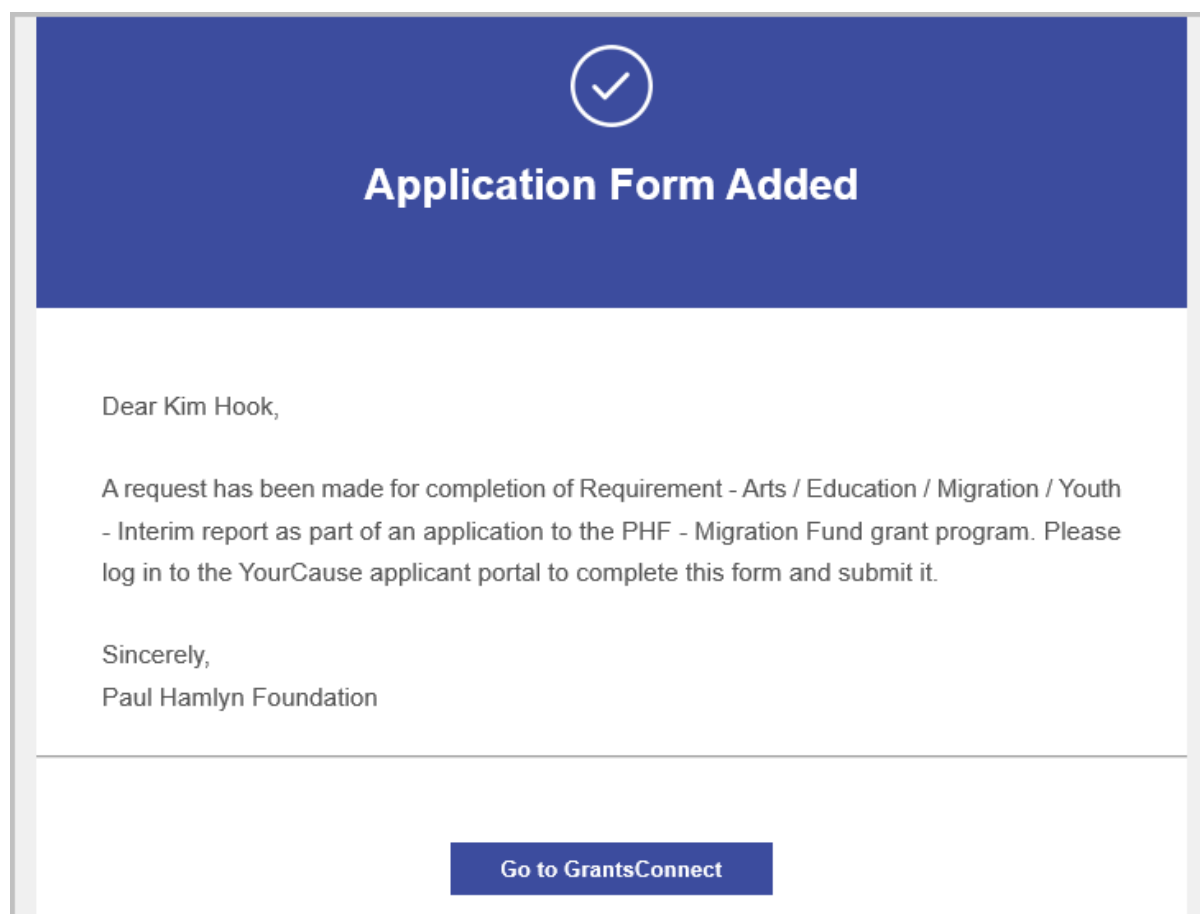# How to submit your report

phf

This guide explains how to submit your report and supporting information through your PHF online account.
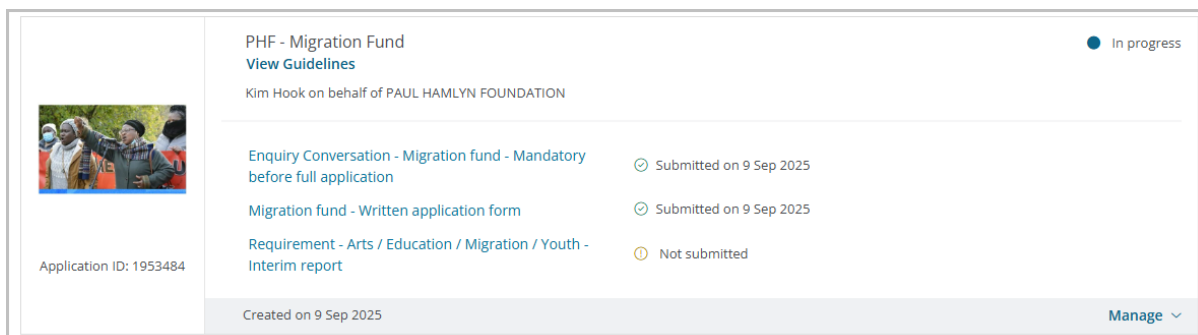
Option 1: Use the Email link

You will have received an email letting you know when the report form was published to the portal: that email has a button which links directly to the form, at the bottom.
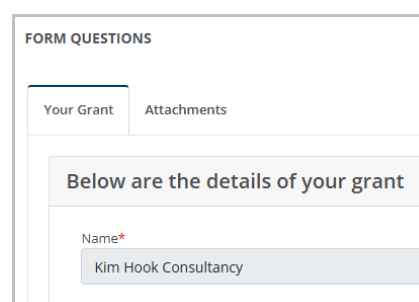

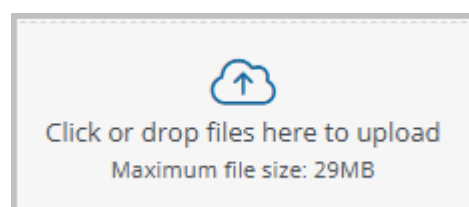**Option 2: Log in via the portal**

1. Go to https://apply.yourcausegrants.com/apply/applications or use the link on our website.

2. Scroll down to find the relevant grant. (You may see grants from other funders too – just look for the one from PHF).
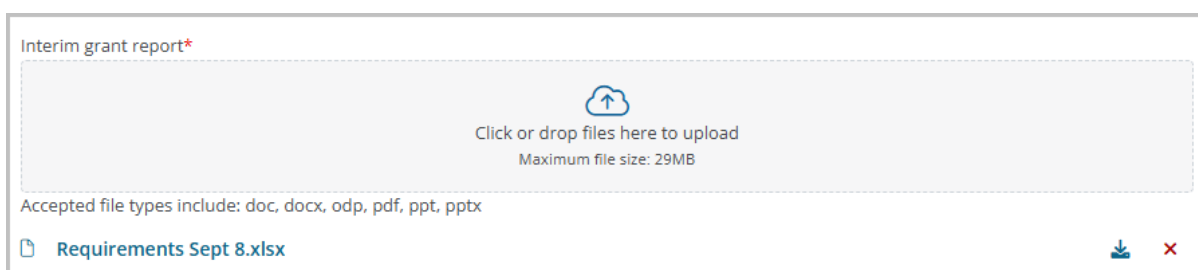
3. The grant will show reports which are ready to be completed. In the screen-shot above there is an Interim report with a status of Not submitted.

4. Click the Requirement name to open the report form.

5. The first page of the form (Your Grant) shows details about your grant. The fields are greyed out and not editable.
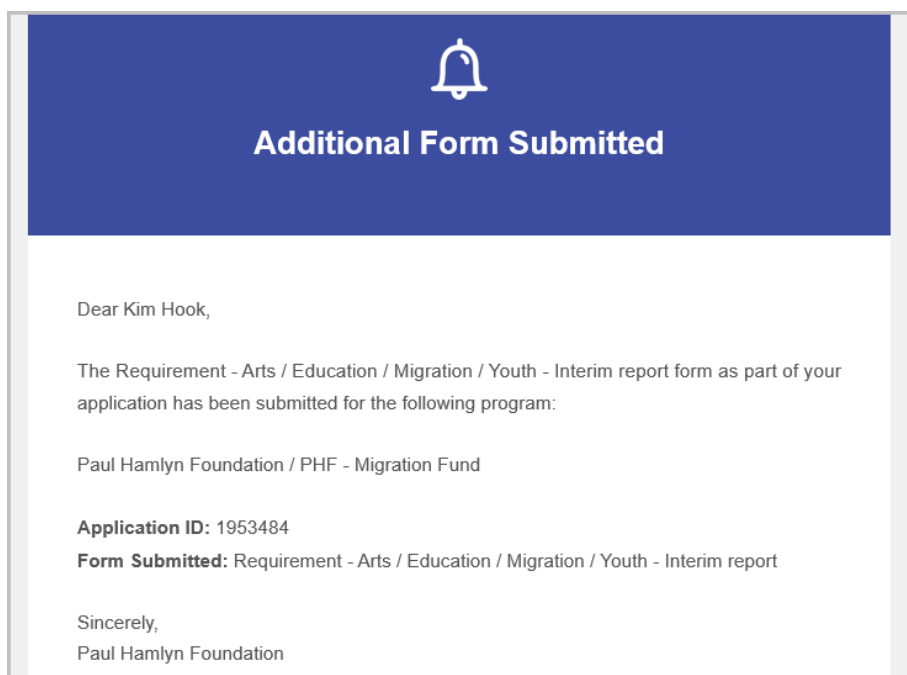

6. The second page (Attachments) has an upload area for each document we ask for. To upload a document either click on the link and locate the document, or drag and drop a file to the upload area.

Once complete, the filename will appear underneath the upload area. If you need to remove a file, click the red X to the far right of the filename.

7. Upload, or type in, the required information.

8. Ensure you have completed any fields and have uploaded any documents which are 'Required' marked with a red star *

9. Once you are happy with the information press the blue button at the bottom right of the screen '**Submit'**.

10. The screen will briefly display a green bar at the top right showing the report has been submitted. Also, the Requirement will now show the date it was submitted, replacing the previous ''Not submitted' text.

11. You may now exit the portal by either closing the tab on your browser or clicking your name in the top right hand of the screen and choosing the Log out option.

12. Within a few minutes you will receive an email confirming the report has been submitted.

13. If you have submitted a final report, your grant manager will be in touch in due course to arrange a conversation to discuss your report and reflect on what you have learnt.

Need to share Access?

Use the '**Manage applicants**' link towards the top of the report form to give access to this report to someone else in your organisation. Just enter their email address and select appropriate permissions.