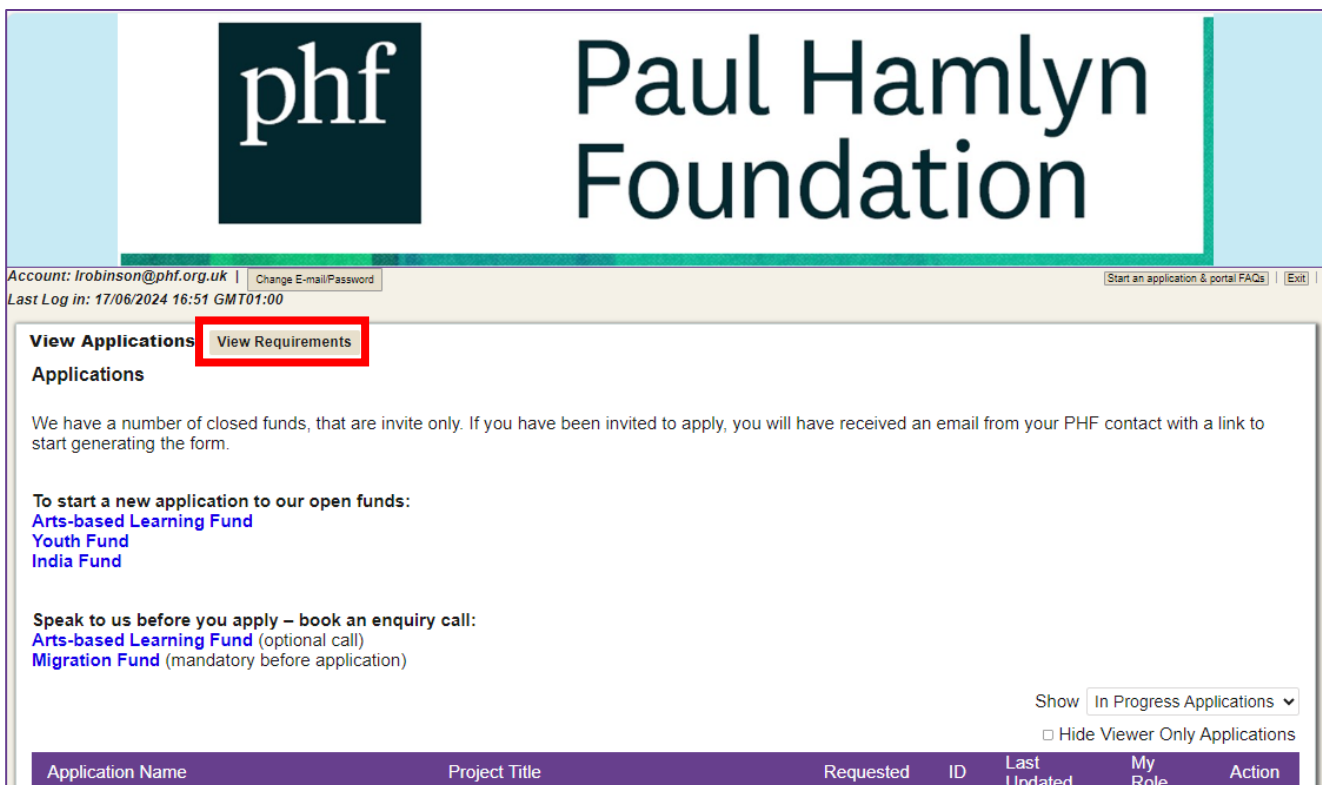


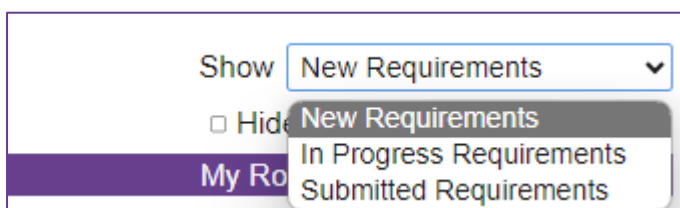
How to submit your report and supporting information through your PHF account

1. Log in to your PHF account using the web link: <https://tinyurl.com/PHF-Portal-Account> or via the link on our website.
2. Click on the word ‘**View Requirements**’ near the top left-hand side of the screen:









The screenshot shows the Paul Hamlyn Foundation (PHF) account dashboard. At the top left, the PHF logo is displayed. To its right, the text 'Paul Hamlyn Foundation' is shown. Below the header, the user's account information is visible: 'Account: irobison@phf.org.uk | Change E-mail/Password' and 'Last Log in: 17/06/2024 16:51 GMT01:00'. On the right side of the header, there are links for 'Start an application & portal FAQs' and 'Exit'. The main content area is titled 'View Applications' and contains a button labeled 'View Requirements' which is highlighted with a red box. Below this, there is a section for 'Applications' with a paragraph of text: 'We have a number of closed funds, that are invite only. If you have been invited to apply, you will have received an email from your PHF contact with a link to start generating the form.' This is followed by a section 'To start a new application to our open funds:' with links for 'Arts-based Learning Fund', 'Youth Fund', and 'India Fund'. Another section 'Speak to us before you apply – book an enquiry call:' includes links for 'Arts-based Learning Fund (optional call)' and 'Migration Fund (mandatory before application)'. At the bottom right of the main content area, there is a 'Show' dropdown menu currently set to 'In Progress Applications' and a checkbox for 'Hide Viewer Only Applications'. Below this is a table header with columns: 'Application Name', 'Project Title', 'Requested', 'ID', 'Last Updated', 'My Role', and 'Action'.

3. Once in the Requirements area: You can use the drop-down filter to change the list from ‘New Requirements’, to ‘In Progress Requirements’ or ‘Submitted Requirements’:



This close-up screenshot shows the 'Show' dropdown menu from the previous image. The menu is open, displaying three options: 'New Requirements', 'In Progress Requirements', and 'Submitted Requirements'. The 'New Requirements' option is currently selected and highlighted. The 'Hide Viewer Only Applications' checkbox is also visible in the background.

- Select the open requirement that needs completing – reporting requirements will display "Report" within its title (It could be 1st interim report, 2nd interim report, interim report, update report, final report etc), by clicking on the relevant hyperlink under the 'Form name':

Form Name	Project Title	Type	ID	Due	Updated	My Role	Action
Arts/Education/Migration - interim report		1st Interim Report (Grant)	441921	01/07/2024	18/06/2024	Owner	  
Arts/Education/Migration - Final report		Final Report	441922	01/10/2024	18/06/2024	Owner	  

- Upload, or type in, the required information asked for on the form (Note: some fields are automatically showing with some read-only information, from your grant details)
- This form will include a page to upload attachments, such as a written report, expenditure & accounts etc – as asked for as part of that report contingency.

When uploading document attachments, you will need to select the appropriate document type from the 'Title' drop-down box, click 'Choose file' to locate your document in your drives, and then click 'Upload' to attach.

Upload
The maximum size for all attachments combined is 200 MB. Please note that files with certain extensions cannot be uploaded.

Title:

File Name:

Title:

File Name:

- Ensure you have completed any fields that are 'Required' marked with a * and have uploaded any documents that are 'Required' indicated by the word in brackets.
- If you upload the wrong document, you can remove it by selecting the box on the right-hand side of the uploaded file and clicking 'Remove':

Interim report **Attachments** Review My Requirement

Attachments

Printer Friendly Version | E-mail Draft

Uploaded Files

Title	File Name	Uploaded	Size	Remove?
Interim report	File to send with Functional testing sheets - Paul Hamlyn - Paul Hamlyn Foundation.pdf	18/06/2024	66 KB	<input type="checkbox"/>
Total size of uploaded files			66 KB	
Available			204,734 KB	<input type="button" value="Remove"/>

9. Once you are happy with the information press the grey button at the bottom of the screen 'Review and Submit'.
10. The system will show you a version of what you are about to submit, check that you are content and then press the grey button near the bottom of the screen 'Submit'.
11. You should receive an onscreen message that your requirement has been submitted. You may now exit or close your PHF account.
12. Within a few minutes you should receive an email with a copy of the information you have supplied.
13. If you have submitted a final report, your grant manager may contact you to arrange a conversation to discuss your report and reflect on what you have learnt.

