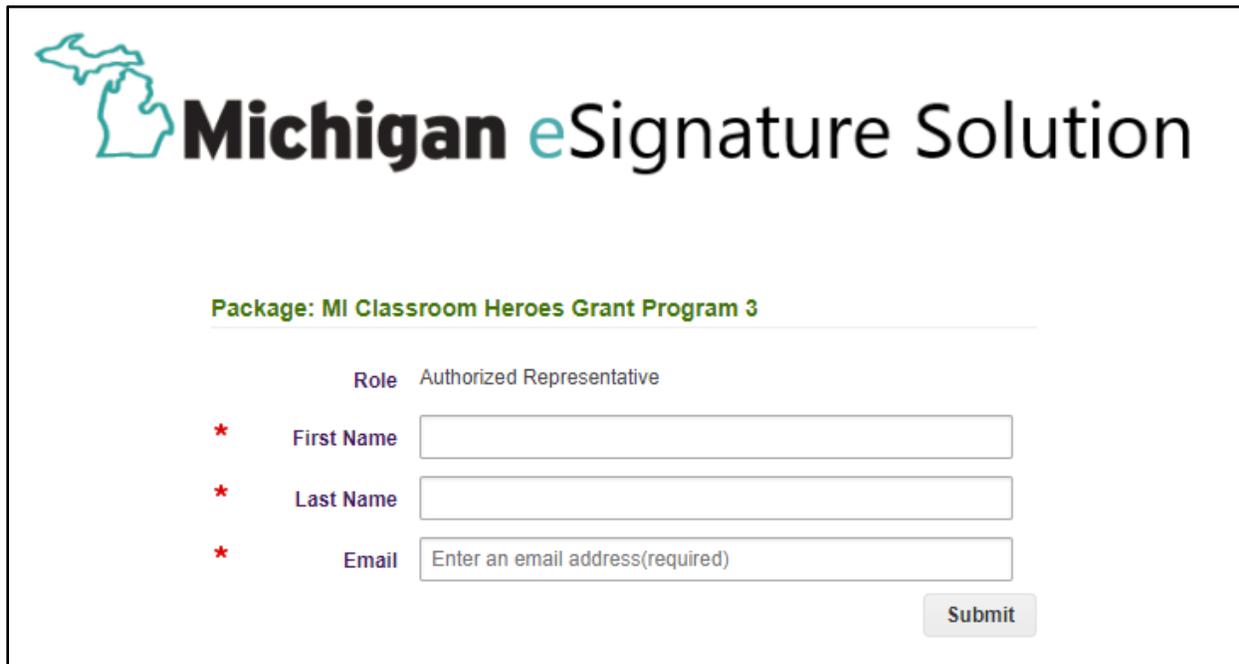


MI Classroom Heroes Grants Excel Submission Instructions

1. Click on Link.
2. Complete the First Name, Last Name and Email address of the authorized representative completing the submission. Then click the Submit button.



The screenshot shows the Michigan eSignature Solution interface. At the top left is a teal outline of the state of Michigan. To its right is the text "Michigan eSignature Solution" in a bold, black sans-serif font. Below this, a green message reads "Package: MI Classroom Heroes Grant Program 3". Underneath, the role is set to "Authorized Representative". There are three required input fields, each marked with a red asterisk: "First Name", "Last Name", and "Email". The "Email" field has a placeholder text "Enter an email address(required)". A grey "Submit" button is located at the bottom right of the form area.



The screenshot shows the Michigan eSignature Solution interface after a successful submission. At the top left is a teal outline of the state of Michigan. To its right is the text "Michigan eSignature Solution" in a bold, black sans-serif font. Below this, a green message reads "Package created successfully!". Underneath, a blue message reads "An invitation email will be sent to all participants shortly."

3. A submission package will be sent to the email address entered above. This will be used to verify the identity. Click on "Go To Documents"

Hi Mary Trufant,

Department of Treasury has added you as a Signer to "MI Classroom Heroes Grant Program 3".

Please review and complete "MI Classroom Heroes Grant Program 3".

[GO TO DOCUMENTS](#)

Thank you,
Department of Treasury eSignature Pilot Team
email: Treas-eSignature@Michigan.gov

4. Check that you agree to submit data using the Electronic Signature Tool and click Accept

Read & accept this document

2 Page(s)

I have read and agree to the terms of the eSign Disclosure Document.

[ACCEPT](#)

Agreement to Electronically Sign State of Michigan Documents

Some State of Michigan agencies have decided to offer you the ability to view and sign documents electronically, giving you the option to immediately view and save important documentation. The electronic documents are largely identical to the hard copy documents that you may receive from the agency (you may notice some slight formatting differences, but the content should be the same). You do not have to electronically sign documents to do business with any State of Michigan agency that offers you this opportunity – however, if you choose to, you can still do business with the State of Michigan and its agencies via paper documents, but it may take longer to do so.

If you do elect to sign documents electronically, to the extent permitted by applicable law, it will be treated just like a signature on a hard copy document. This signature and consent will only be applicable to this specific transaction.

Please read this notice carefully and thoroughly, ensuring you have the capability to

5. Complete the form. Do not sign until you have uploaded the MI Classroom Heroes Program 3 Grant Submission Template Excel file.

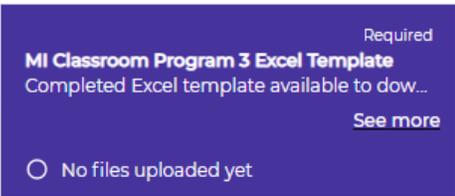
The screenshot shows the Michigan eSignature Solution interface. At the top, there is a navigation bar with the Michigan logo and the text "Michigan eSignature Solution". A search bar with "100%" and a magnifying glass icon is visible. On the right, there is a "MORE ACTIONS" dropdown menu. Below the navigation bar, there is a document icon and a "NEXT" button. The main content area is titled "Signatures required" and includes a progress indicator for "Required Actions 0 of 1". The form title is "MI Classroom Heroes Grants Programs" and the subtitle is "GSRP, Head Start, Adult Education and Young Adult Special Education Teacher COVID-19 Grant Program Submission Form". The instructions state that districts and nonprofit nonpublic schools must identify eligible teachers and submit a list of recipients to the Michigan Department of Treasury. The instructions list two key points: obtaining the template from www.michigan.gov/MiClassroomHeroes and ensuring the template structure is correct, and entering the requested information for each data field, including a selection for "Entity Type".

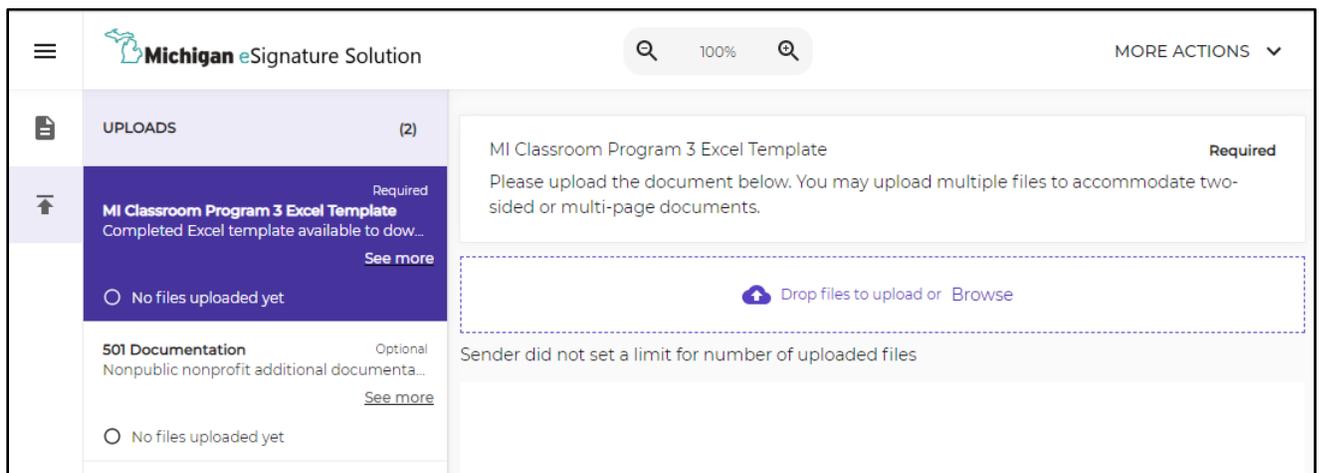
District: If you select District, the form fields will be available to complete

The screenshot shows the form fields for selecting the entity type and providing district information. Under the heading "Check Entity Type:", there are two radio button options: "District" (which is selected) and "Nonpublic Nonprofit School". Below this, under the heading "District Information", there are six text input fields, each with a red asterisk on the right side, indicating they are required. The fields are labeled: "Name of District", "District Code", "Superintendent / Lead Administrator Name", "Authorized Representative Name", "Authorized Representative Email Address", and "Authorized Representative Phone Number". Each field contains the placeholder text "Enter Text".

Nonpublic Nonprofit: If you select Nonpublic Nonprofit, the form fields will be available to complete

Check Entity Type:	
District	<input type="radio"/>
Nonpublic Nonprofit School	<input checked="" type="radio"/>
District Information	
Name of District	<input type="text" value="Enter Text"/>
District Code	<input type="text" value="Enter Text"/>
Superintendent / Lead Administrator Name	<input type="text" value="Enter Text"/>
Authorized Representative Name	<input type="text" value="Enter Text"/>
Authorized Representative Email Address	<input type="text" value="Enter Text"/>
Authorized Representative Phone Number	<input type="text" value="Enter Text"/>
Nonpublic Nonprofit School Information	
Nonpublic Nonprofit Name	<input type="text" value="Enter Text"/>
Nonpublic Nonprofit Contact Name	<input type="text" value="Enter Text"/>
Nonpublic Nonprofit Contact Title	<input type="text" value="Enter Text"/>
Nonpublic Nonprofit Contact Email Address	<input type="text" value="Enter Text"/>
Nonpublic Nonprofit Contact Phone Number	<input type="text" value="Enter Text"/>
Entity Code (If applicable)	<input type="text" value="Enter Text"/>
Federal Employer Identification Number - FEIN (If applicable)	<input type="text" value="Enter Text"/>

6. Click , select  and upload the MI Classroom Heroes Program 3 Grant Submission Template Excel file.



The screenshot shows the Michigan eSignature Solution interface. On the left, there is a sidebar with a menu icon and a search bar. The main area displays a list of uploads. The first upload is "MI Classroom Program 3 Excel Template" (Required), which is highlighted in blue. Below it, there is a "501 Documentation" (Optional) section. The main content area shows a message: "MI Classroom Program 3 Excel Template (Required) Please upload the document below. You may upload multiple files to accommodate two-sided or multi-page documents." Below this message is a dashed box containing a "Drop files to upload or Browse" button. At the bottom, there is a message: "Sender did not set a limit for number of uploaded files".

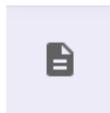
7. Nonpublic nonprofits will also need to upload 501c3 document by clicking on this option on the left and uploading the document.



8. After the Excel (and 501 documentation if needed) is uploaded click the

Go to documents

button



9. Click the button to confirm documents have been accepted.

10. Click **SIGN** to complete the signature section.

11. Click **CONFIRM** to complete the process.