Grantee Profile
Uploading Attachments
MI E-Grants
GRANTEE INSTRUCTIONS

MI E-Grants Training

❑ Review Fiscal Questionnaire

❑ Grantee Profile Maintenance

❑ Accessing the Grantee Profile

❑ Navigating the Agency Attachment Window

❑ Upload your Document

❑ Verify your Attachment is Viewable

Document Fiscal Questionnaire

- From the Left Menu option, Under the "Current Grants" section, select a Grant Program for additional general information about a specific Grant Program.

- Open your internet explorer browser window.
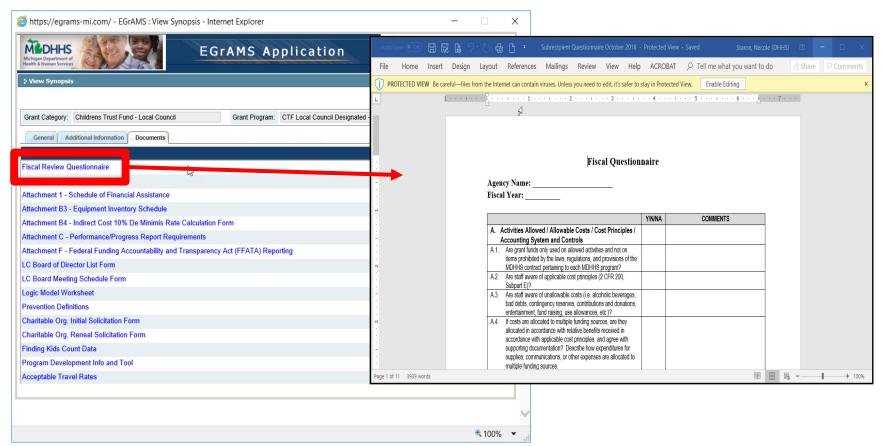- Type in the URL in the address label. (**http://egrams-mi.com/mdhhs**)

- Under Current Grants, locate any FY2022 grant program, hyperlink to open the grant information.

- The example here shows the **HAPIS agreements**.

- **CO agreements**- click on "Current grants" drop down menu, -> Comprehensive Agreement -> Local Health Department – 2022.

- **Master agreements**- click on "Current grants" drop down menu, -> Master Agreement Program -> Master Agreement Program-2022.

Click the 'Program' hyperlink to access program specific information and related documentation .
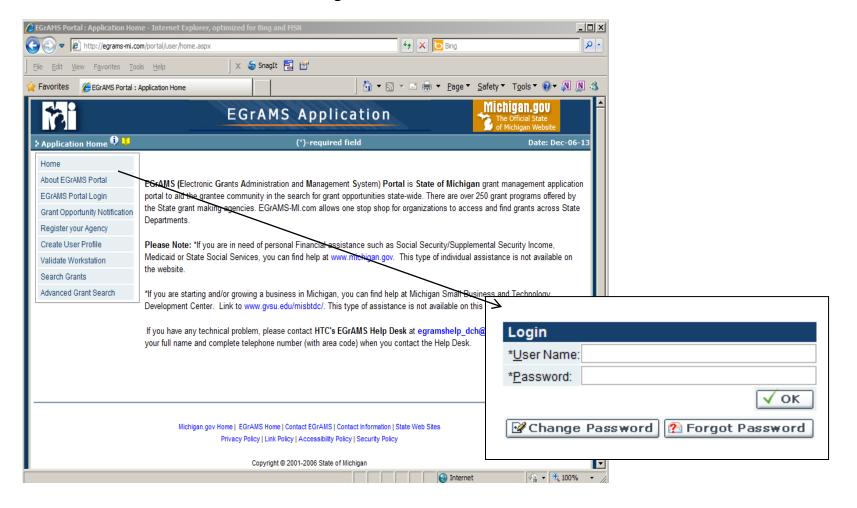
Document Fiscal Questionnaire

- Under the Documents tab locate the Fiscal Review Questionnaire. To download the document, click the hyperlink Fiscal Review Questionnaire.

- Complete the Fiscal Questionnaire and save the information to attach to your agency profile. See page 5.
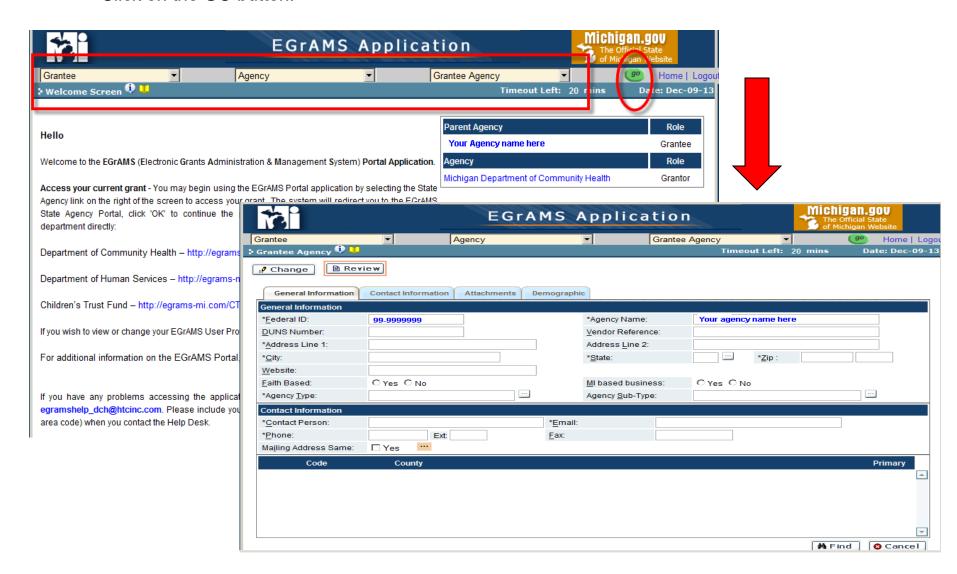
❑ **Grantee Profile Maintenance**
- Open your internet explorer browser window.
- Type in the URL in the address label.
  (**http://egrams-mi.com/Portal**)
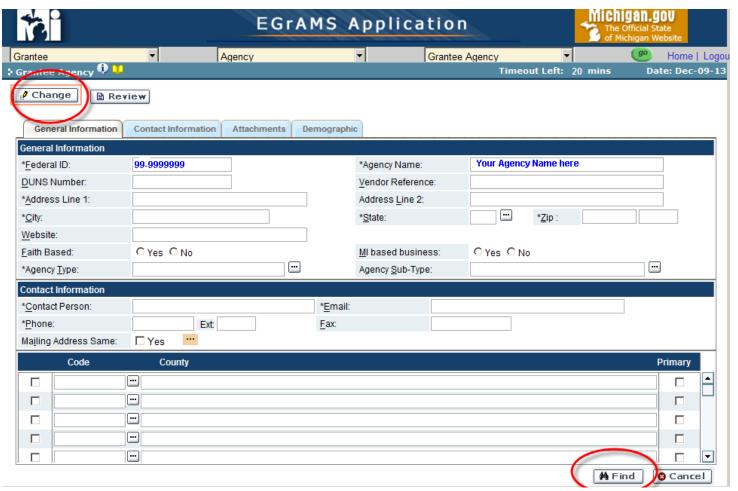- Click on "EGrAMS Portal Login".

❑ **Accessing the Grantee Profile**

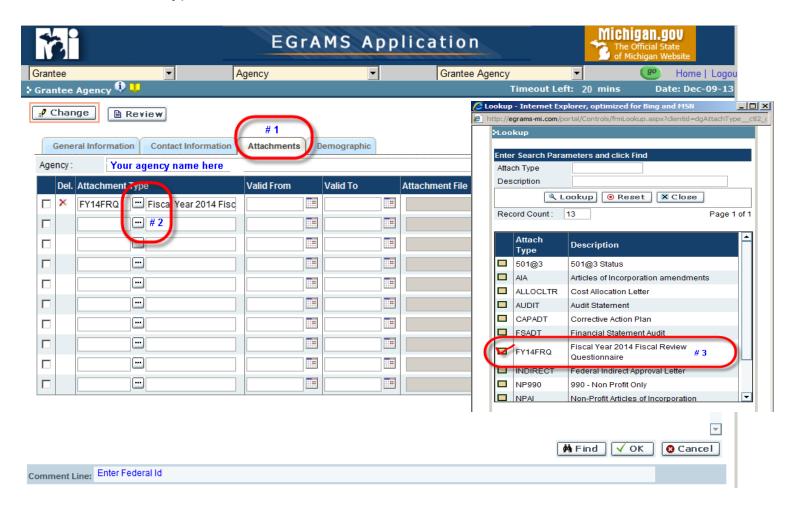- Select **Grantee> Agency>Grantee Agency.**
- Click on the GO button.

❑ Navigating the Agency Attachment Window

- Change the mode from "Review" to "Change".
- Click on the "FIND" button.
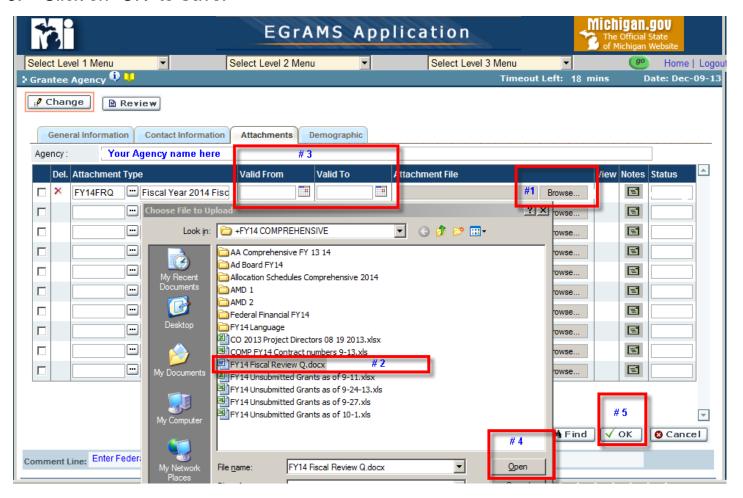
❑ **Navigating the Agency Attachment Window**

1. Click on the "Attachments" tab.
2. Click on the "Type" lookup icon.
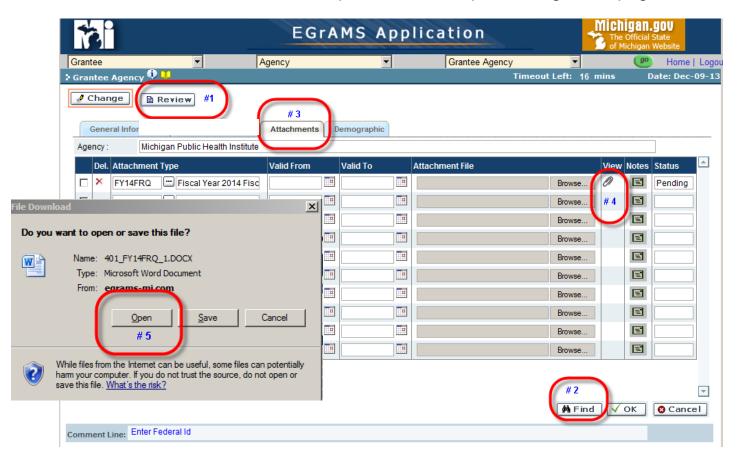3. Select Attachment type: FYXXFRQ-Fiscal Year 20XX Fiscal Review Questionnaire.

Upload your Document

1. Click on the "Browse" button, the pop up window will open.
2. Find your saved document. (I.E. FY14 Fiscal Review Q.docx)
3. Tab past the Valid from and Valid To date fields.
4. Click on "Open" to load the document.
5. Click on "OK" to Save.

❑ **Verify your attachment is viewable**

1. Change the mode from "Change" to "Review".
2. Click on the "FIND" button.
3. Click on the "Attachments" tab.
4. Click on the paper clip icon under the View column.
5. The document should open and the completed form should appear.
6. If the document is not viewable, please start the process again on page 6.

Technical Support Contacts:

- **EGRAMS Help Desk**
  Email : MDHHS-EGRAMS-HELP@Michigan.gov