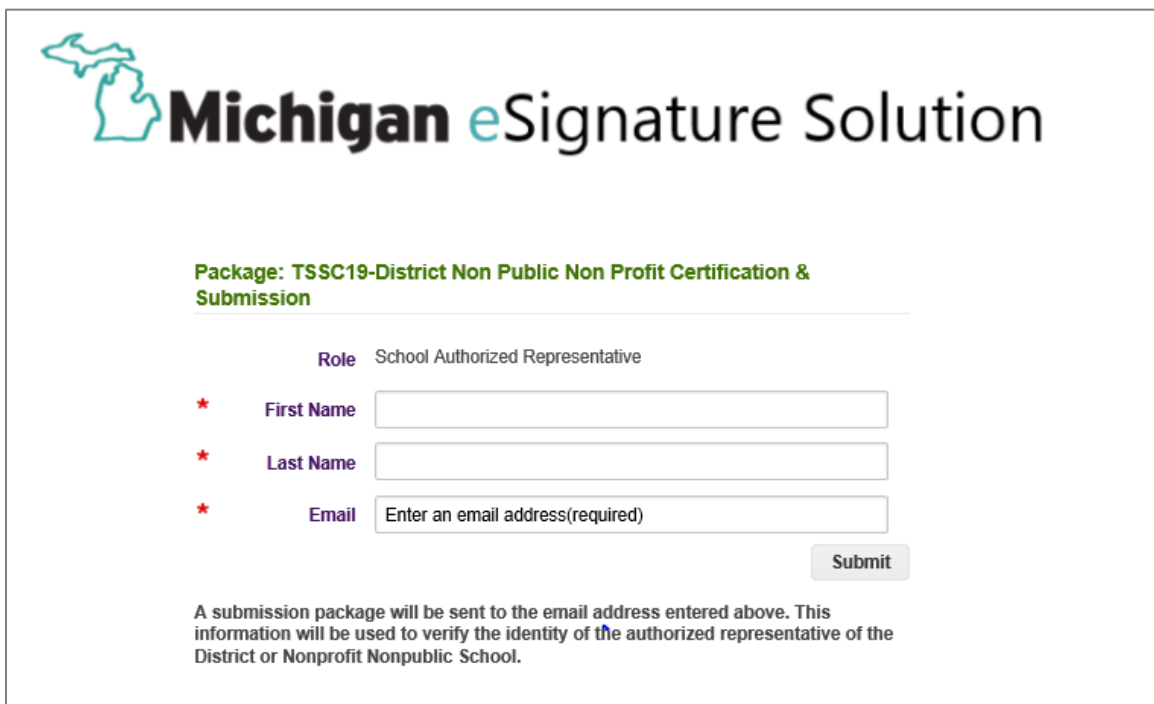


Teacher and School Support COVID-19 Grant Excel Submission Instructions

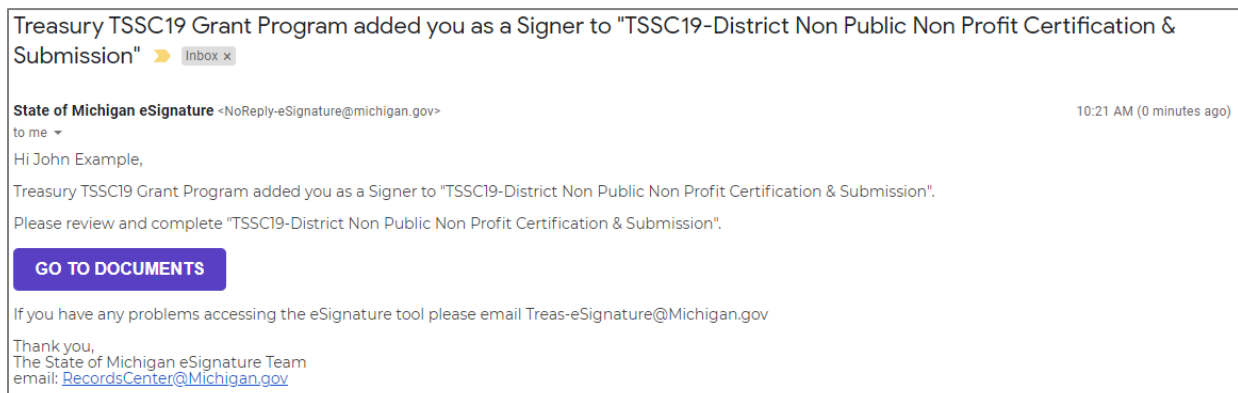
The following are instructions for uploading the final list of eligible teachers and support staff to the Department of Treasury. If you have questions about the Excel submission system, please email TSSC19-Technical-Support@Michigan.gov.

1. Click on “*TSSC19 Grant Excel Submission System (Michigan eSignature Solution)*” link that can be found at www.michigan.gov/TSSC19Grants
2. Complete the First Name, Last Name and Email address of the authorized representative of the District or Nonprofit Nonpublic School.



The screenshot shows the Michigan eSignature Solution interface. At the top left is the Michigan state outline logo. The main heading is "Michigan eSignature Solution". Below this, the package name is "Package: TSSC19-District Non Public Non Profit Certification & Submission". The role is set to "School Authorized Representative". There are three required fields: "First Name", "Last Name", and "Email" (with the placeholder "Enter an email address(required)"). A "Submit" button is located at the bottom right of the form. Below the form, a note states: "A submission package will be sent to the email address entered above. This information will be used to verify the identity of the authorized representative of the District or Nonprofit Nonpublic School."

3. Click on “GO TO DOCUMENTS” in the email you have received from No-Reply-eSignature@Michigan.gov. This will direct you to the Electronic Signature server.



4. Check that you agree to submit eligibility 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

- Complete the necessary fields that are applicable to your school type. Do not sign until you have uploaded the final list of all eligible teachers and school support staff utilizing the TSSC19 – District Template Excel file.

classroom teachers and school support staff.

 **NEXT**

ISD/Authorizer Information

Name of Intermediate School District

Name of Authorizing Body (if applicable)

Other

District Information

Name of District

District Code

District Contact Name

District Contact Title

District Contact Email Address

District Contact Phone Number

Nonpublic Nonprofit School Information

Name of Nonpublic Nonprofit School

Entity Number

Nonpublic Nonprofit Contact Name

Nonpublic Nonprofit Contact Title


Nonpublic Nonprofit Contact Email Address

Nonpublic Nonprofit Contact Phone Number

Federal Employer Identification Number (FEIN)

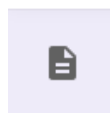
Please check box to confirm nonprofit status and that you have attached a copy of your 501(c) (3) determination letter from the Internal Revenue Service (IRS).

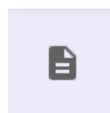



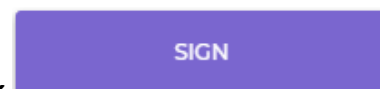
- Click  and upload the final list of all eligible teachers and school support staff utilizing the TSSC19 – District Template Excel file.
- Nonprofit nonpublic schools will be required to also provide their Federal Employer Identification Number (FEIN) and a copy of their 501(c)(3) determination letters from the Internal Revenue Service (IRS) in the Upload Section.

501 C3(If Required) Optional

No files uploaded yet



- After all required files are uploaded, click  and then click  to complete the eSignature form.



- The Superintendent or Authorized Representative shall click  to complete to the submission process.