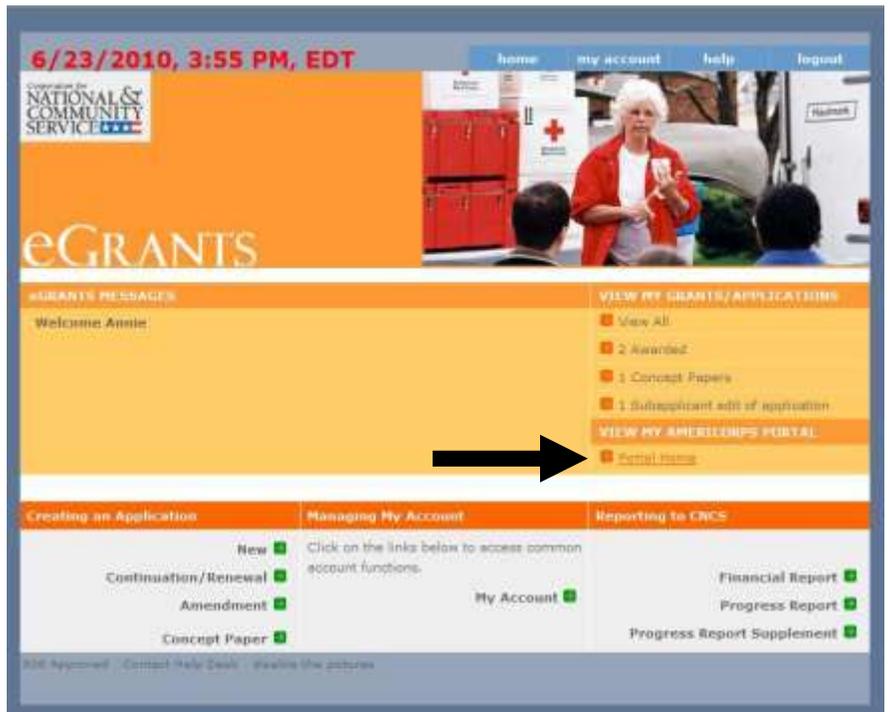


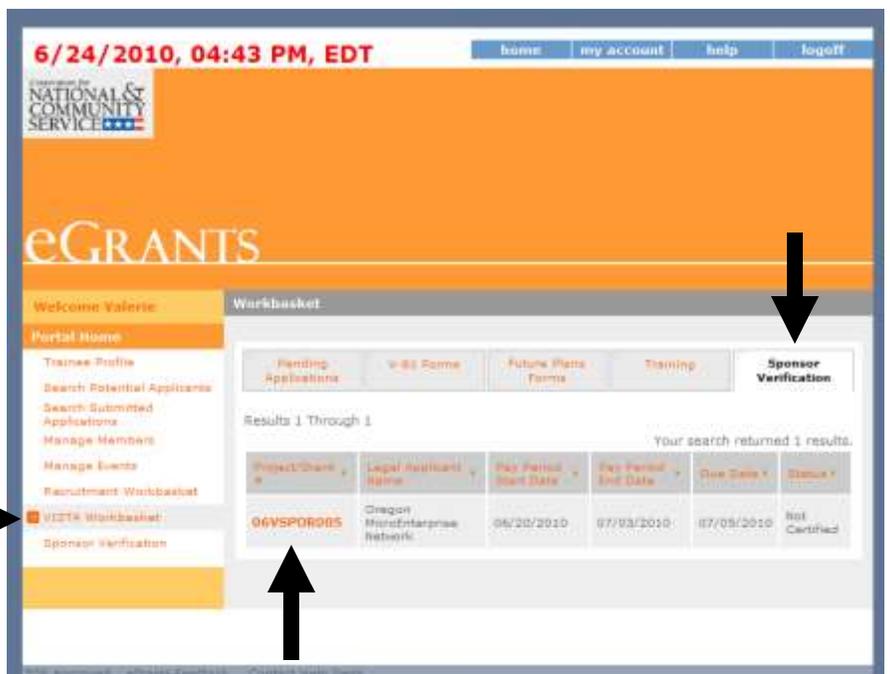


## Completing Sponsor Verification Online

1. Login to eGrants.
2. Navigate to the MyAmeriCorps Portal home.



3. Navigate to the VISTA Workbasket and click on the "Sponsor Verification" tab.
4. Click on the project number to pull up that pay period's verification roster.



5. Review the list of VISTAs. The drop down menu defaults to “no action,” which indicates the VISTA member is still serving.

6. If a VISTA has left the project since the last report, select the reason by using the drop-down menu.

The screenshot shows the 'VISTA Sponsor Verification' form. The 'Member Details' section contains a table with columns: ID, Name, Service Start, Service End, and Action Required/Reason. A dropdown menu is open for the first row, showing options like 'No Action', 'AWOL', 'Accepted other employment', etc. An arrow points to the dropdown menu.

ID	Name	Service Start	Service End	Action Required/Reason
645439	Andrew Mueller	06/21/2009	08/20/2010	No Action
645440	Caitlin Horaley	06/21/2009	08/20/2010	No Action
645436	Charles Thompson	06/21/2009	08/20/2010	AWOL
647347	Christina Taddy	06/21/2009	08/20/2010	Accepted other employment
645445	Dick Paul	06/21/2009	08/20/2010	Called for military or jury (long term) duty
645452	Drew Dillon	06/21/2009	08/20/2010	Death of qualifying family member
645448	Eric Pars	06/21/2009	08/20/2010	Death of the VISTA (ad-award)
594465	Joell Smithmore	06/26/2009	08/25/2010	Death of the VISTA (stipend-only)
645451	Katherine Gibson	06/21/2009	08/20/2010	Enrollment in AmeriCorps national service term
645456	Lee	06/21/2009	08/20/2010	Failure to adhere to program rules
				Financial hardship
				Health issues
				Health issues of qualifying family member
				Other
				Participant dissatisfied with CMCS
				Participant dissatisfied with program
				Returning to school
				Unanticipated program end, e.g. no further funding

7. When all VISTAs are accounted for, click on the Certify button.

The screenshot shows the bottom of the 'VISTA Sponsor Verification' form. It includes a message: 'Your electronic submission of this form certifies that these members are currently active on your project and/or that you have contacted the State Office to provide any updates.' Below the message are three buttons: 'print', 'save', and 'certify'. An arrow points to the 'certify' button.

8. A message indicating successful submission will appear and the current pay period’s verification will appear in the list.

9. If a report is delinquent, it must be completed before a new report can be certified.

The screenshot shows the 'eGrants VISTA Sponsor Verification' page. A message states: 'Please note: The sponsor verification form was certified successfully.' Below this is a table titled 'All Verification Forms' showing a list of verification forms with columns: Project/Grant #, Legal Applicant Name, Pay Period Start Date, Pay Period End Date, Due Date, and Status. An arrow points to the message.

Project/Grant #	Legal Applicant Name	Pay Period Start Date	Pay Period End Date	Due Date	Status
06YSP0805	Oregon MicroEnterprise Network	06/06/2010	06/19/2010	06/21/2010	Certified Late
06YSP0805	Oregon MicroEnterprise Network	06/20/2010	07/03/2010	07/05/2010	Certified

If you have questions, please contact your AmeriCorps Regional Office.

For help with technical issues, please contact the eGrants Help Desk via the AmeriCorps Hotline at 800-942-2677.

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