Instructions for Receiving COVID-19 Relief for Governmental Entities and Hospitals

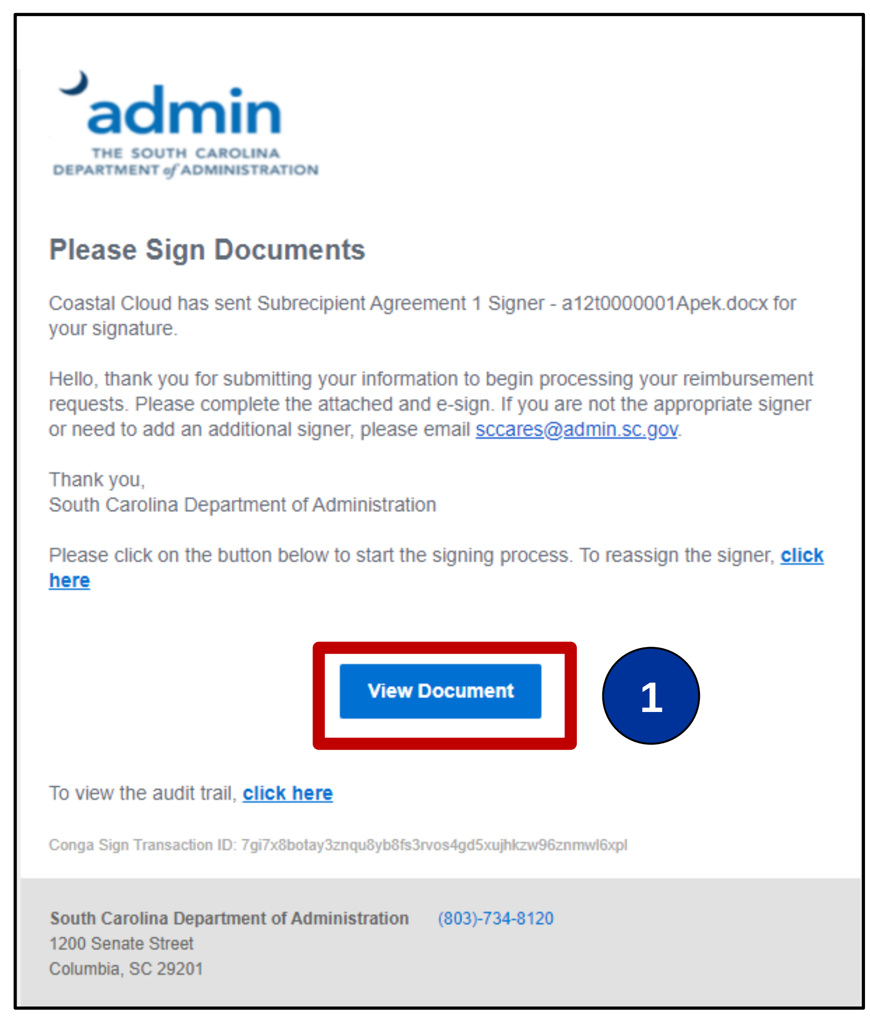
Receiving COVID-19 Relief Funds from the State of South Carolina is a simple three step process. This document will help guide you through these steps.

And, you can ask questions via email at: sccares@admin.sc.gov or contact our call center (starting July 20 at 803-670-5170).

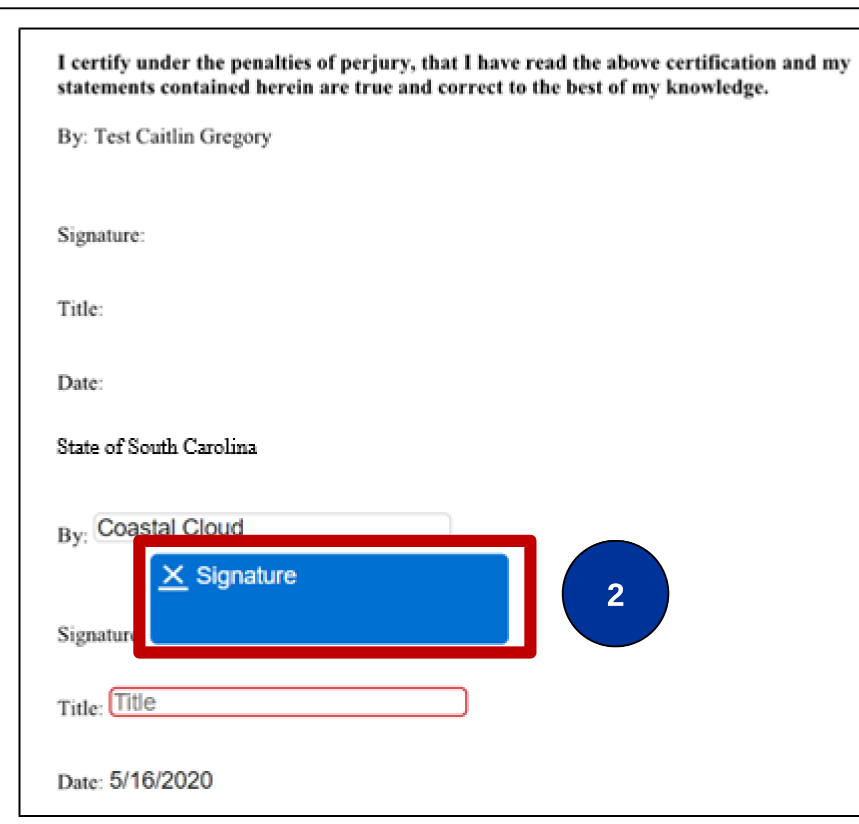
1. Sign the Agreement
2. Set up your Account on the SCCares Portal
3. Request reimbursement for your COVID-19 related expenses

STEP 1

1. Once the State has approved and generated the Grant Agreement, you will receive an email asking you to View and Sign the document. Click the **View Document** button.



2. The document will generate, and you will be asked to accept an electronic signature. You can review the document and when ready sign, move to the last page with the signature block. You will click **Signature.**



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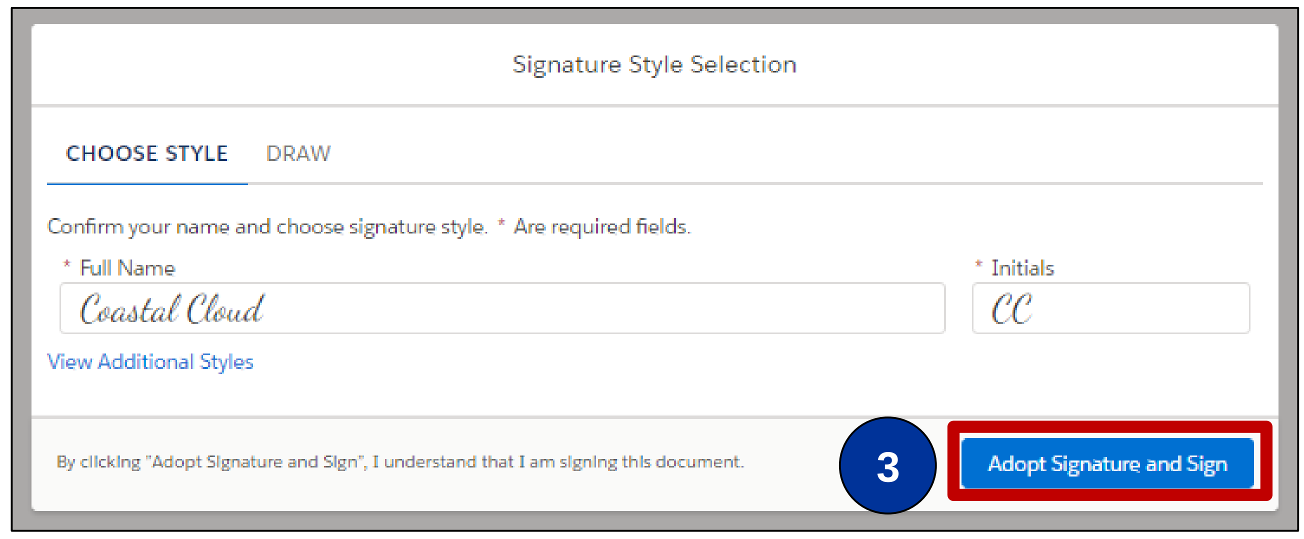
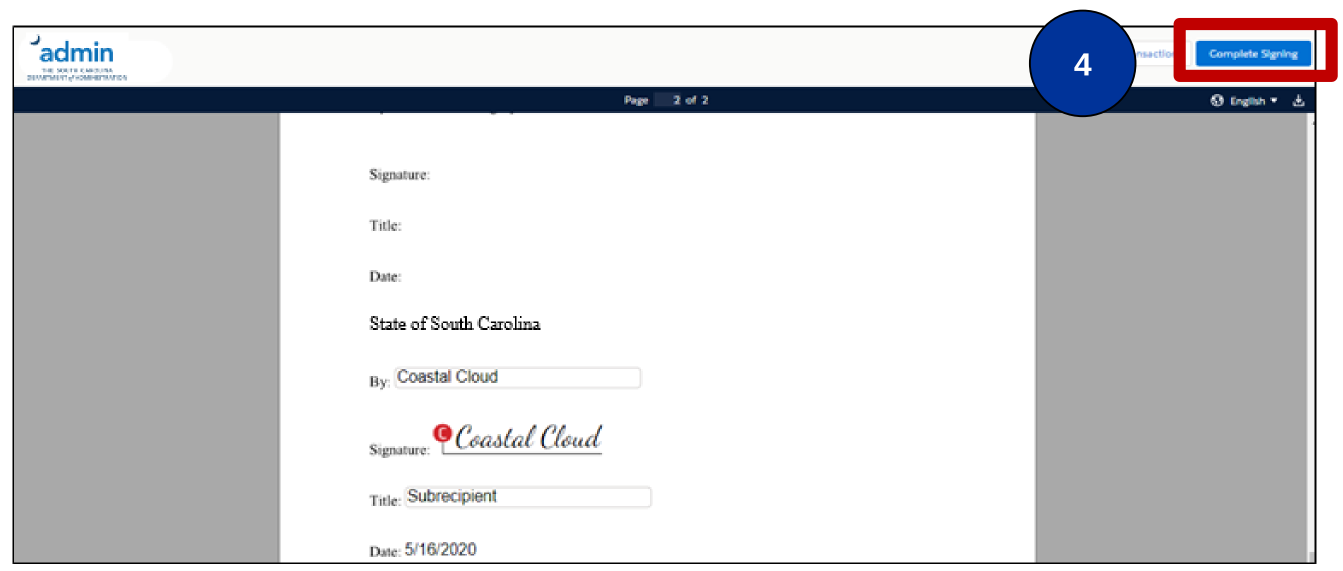
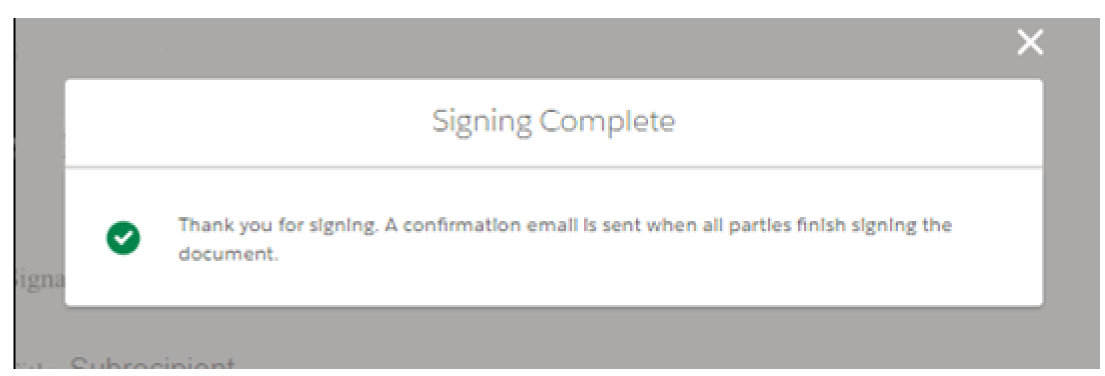
3. Next, click **Adopt Signature and Sign**. You also have the option to select a different font or draw your signature if desired.



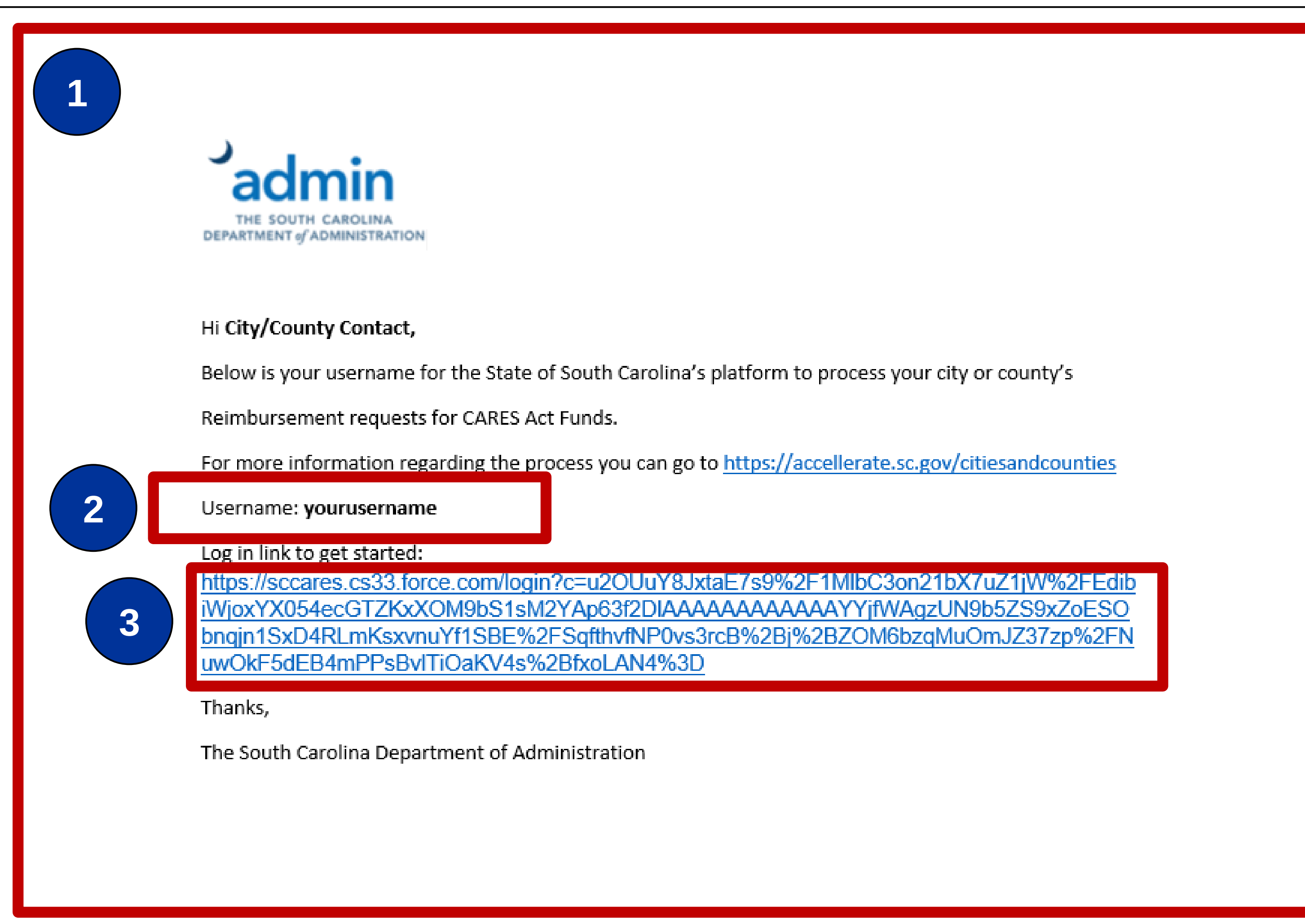
4. After selecting your signature, you will click **Complete Signing**. You will see a confirmation dialog box on you screen. The agreement is then sent to the State to complete the signing process. Once completed, an executed copy will be emailed to the signer.





STEP 2

1. Once the Grant Agreement is signed by all parties, you will receive an email **welcoming you to the SC CARES Portal**. The email will contain the link you will use to log in to the Portal.
2. Please note your username is also contained in the email.
3. Click on the **link in the email**.



Hi **City/County Contact,**

Below is your username for the State of South Carolina's platform to process your city or county's Reimbursement requests for CARES Act Funds.

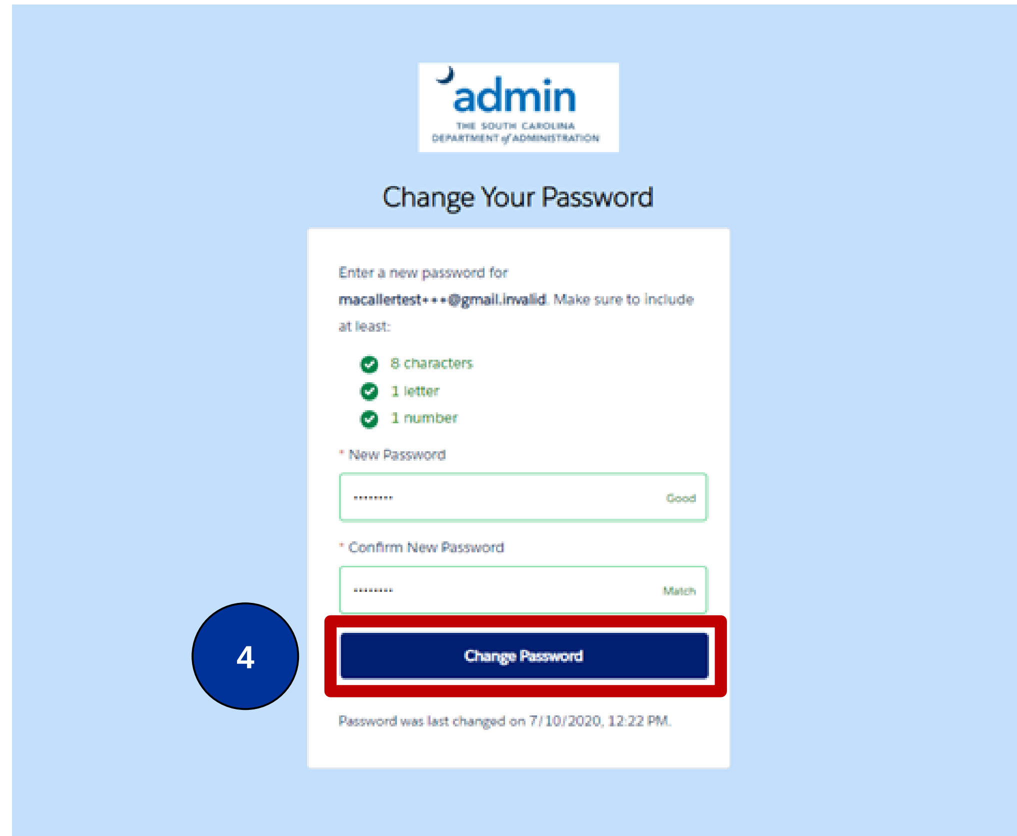
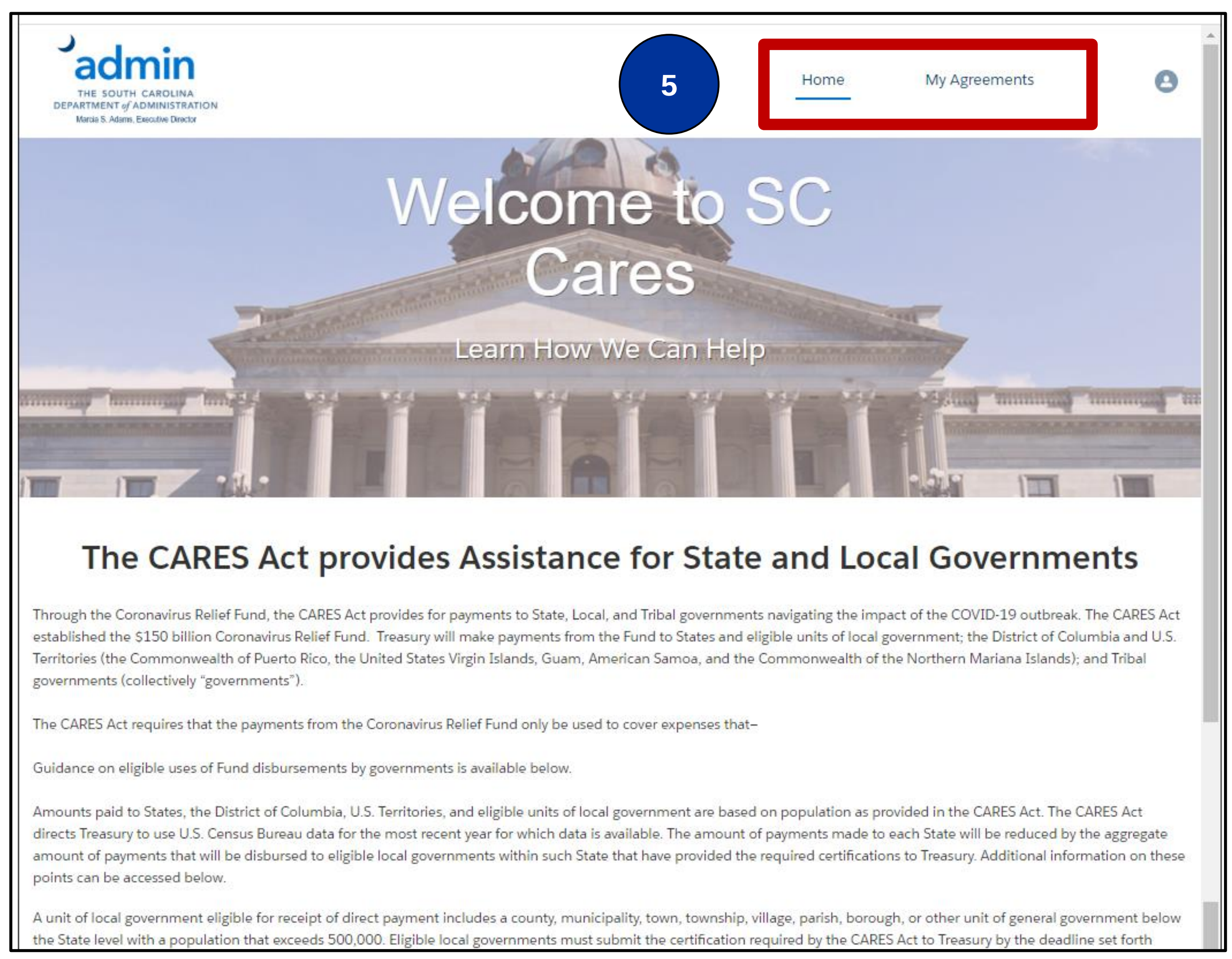
For more information regarding the process you can go to https://accellerate.sc.gov/citiesandcounties

Username: **yourusername**

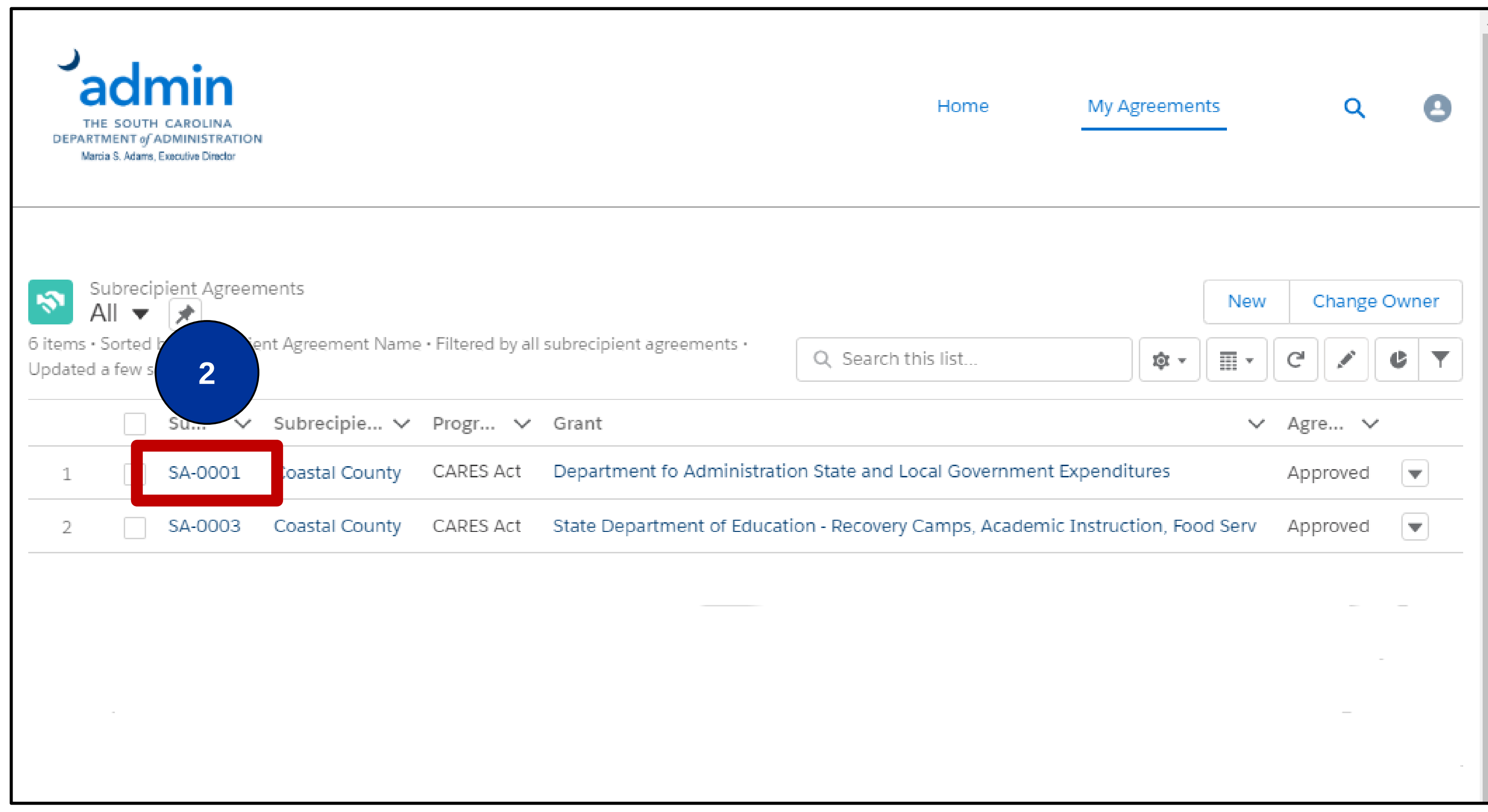
Log in link to get started:
https://sccares.cs33.force.com/login?c=u2OUuY8JxtaE7s9%2F1MlbC3on21bX7uZ1jW%2FEdibiWjoxYX054ecGTZKxXOM9bS1sM2YAp63f2DlAAAAAAAAAAAAYYjfWAgzUN9b5ZS9xZoESObnqjn1SxD4RLmKsxvnuYf1SBE%2FSqfthvfNP0vs3rcB%2Bj%2BZOM6bzqMuOmJZ37zp%2FNuwOkF5dEB4mPPsBvlTiOaKV4s%2BfxoLAN4%3D

Thanks,

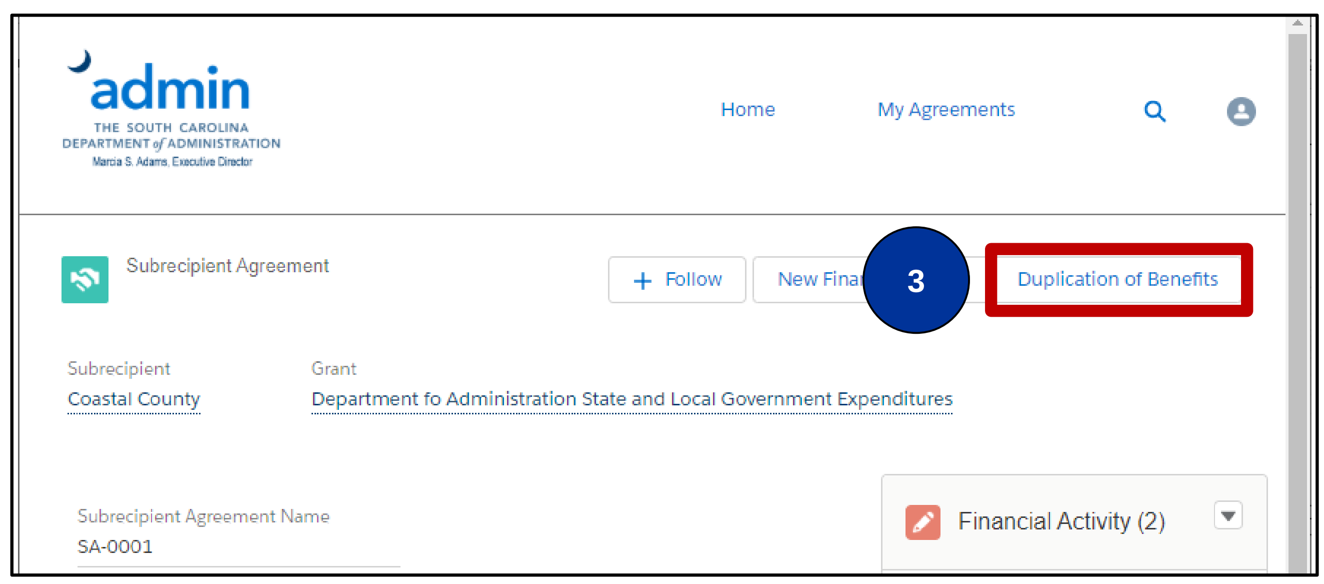
The South Carolina Department of Administration

4. You will be prompted immediately to change your password. Follow password guidelines and confirm you password. Click **Change Password.**	
5. You will be directed to the SC Cares Homepage. Navigation elements include the Home tab and My Agreements.	
STEP 3 1. To begin your request for reimbursement, from the SC Cares homepage click on the **My Agreements** link on the navigation bar.	

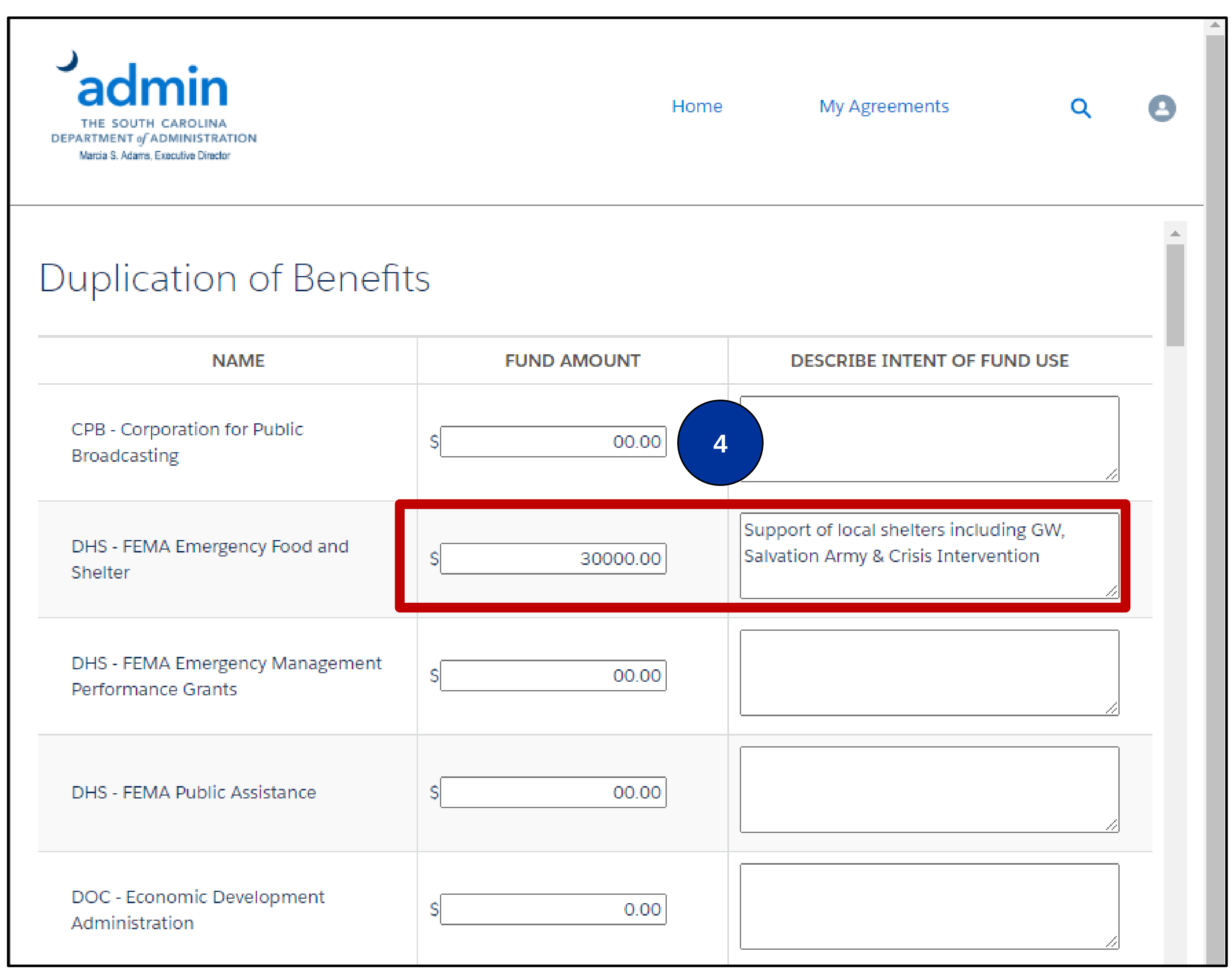
2. Click on your **Subrecipient Agreement** (the number on the left of the page with a prefix SA and a four digit number). If you have multiple grants, make sure to select the correct Agreement for your submission.

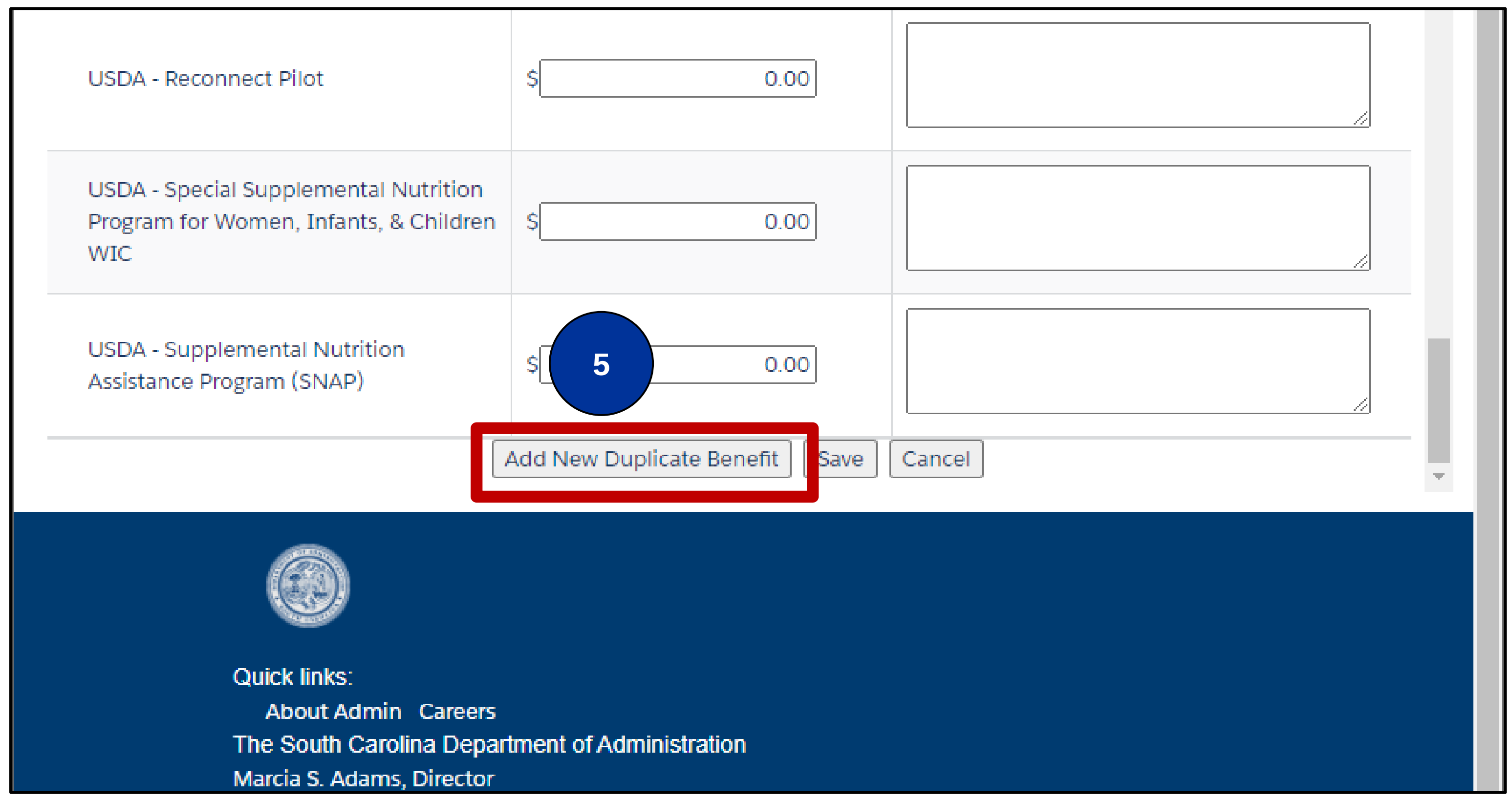


3. Click on **Duplication of Benefits** button.



4. You will be presented with a list of other COVID-19 Grant programs. Please review the list carefully and add the amount and detailed description for any other grants you have applied for or received funds from. Receiving funds from other sources does not disqualify you from this program.



<table>
<tr><td>5. If you have applied for or received funds from a program not listed on the page you may add them by clicking on the Add New Duplicate Benefit button at the bottom of the page.</td><td>
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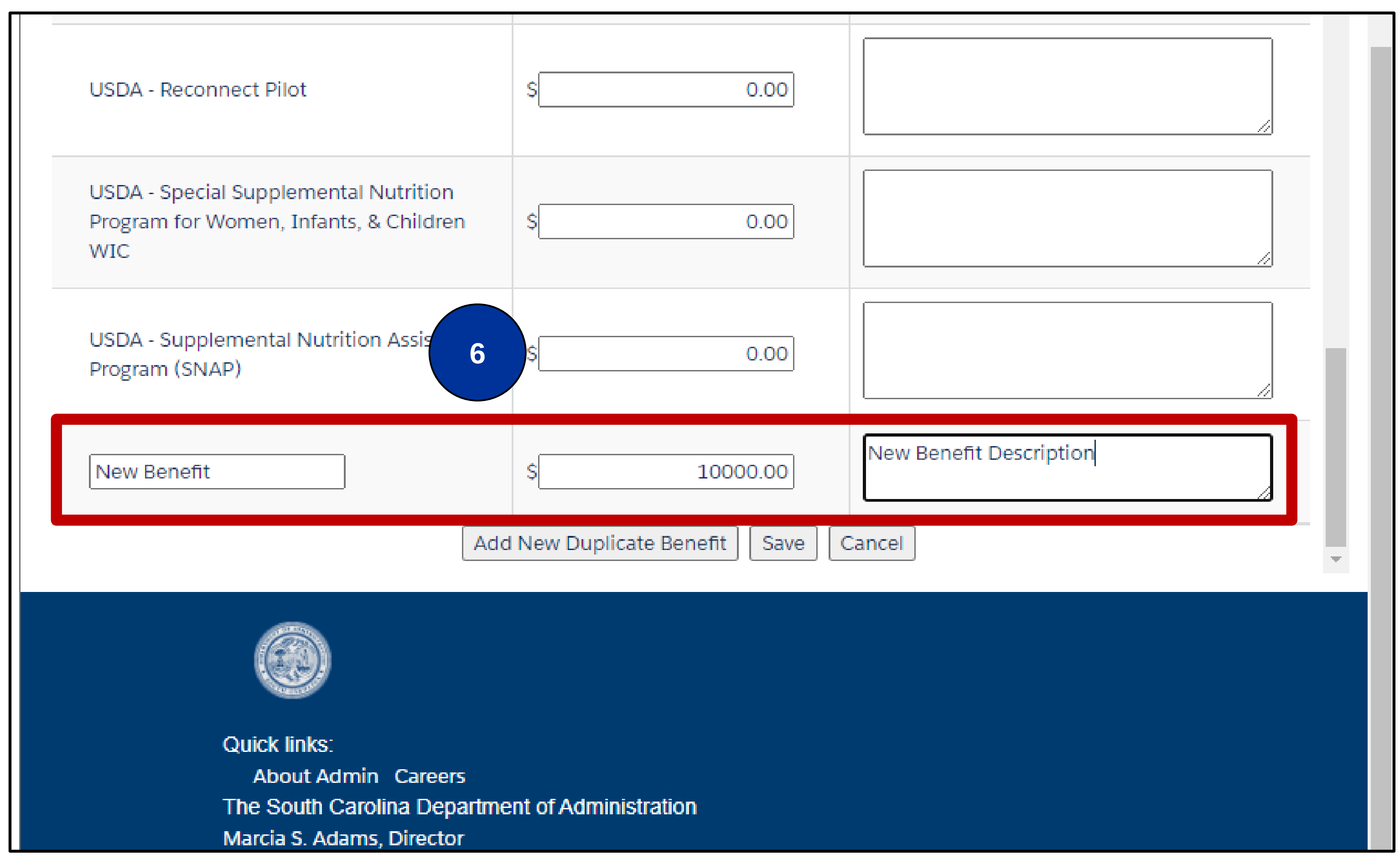
<tr><td>6. New fields will be presented at the bottom of the list. Add the name of the program, the amount applied for/received and a complete description.</td><td>
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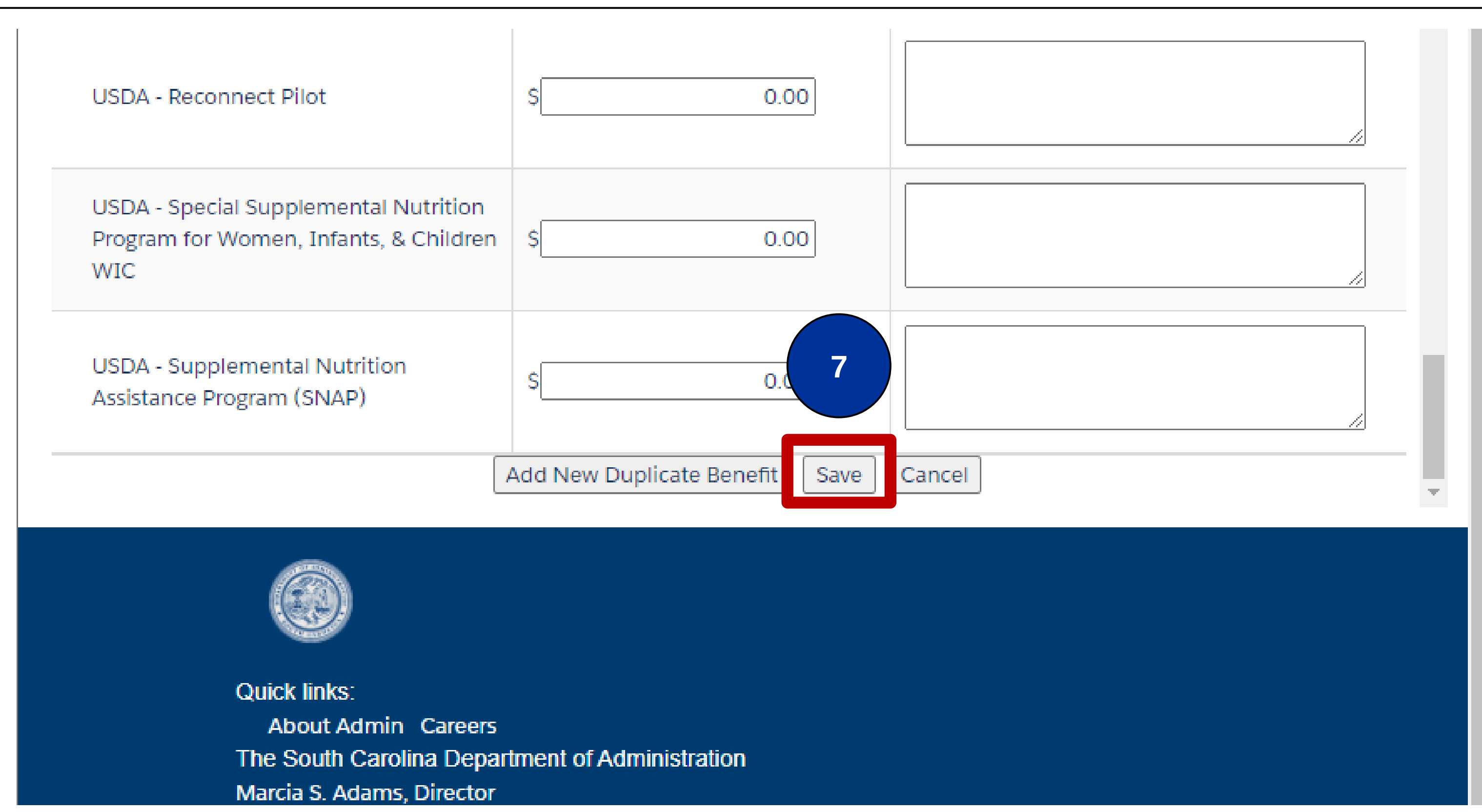
<tr><td>7. When you completed the list make sure to click Save. You should update this list anytime you request or receive funds from other sources.</td><td>
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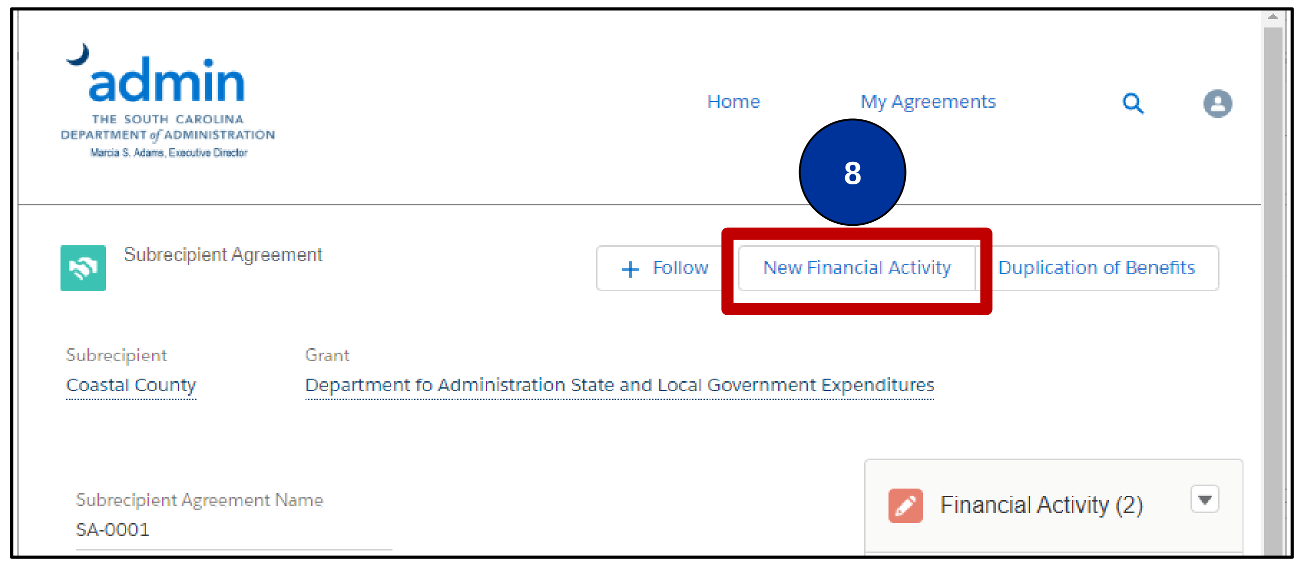
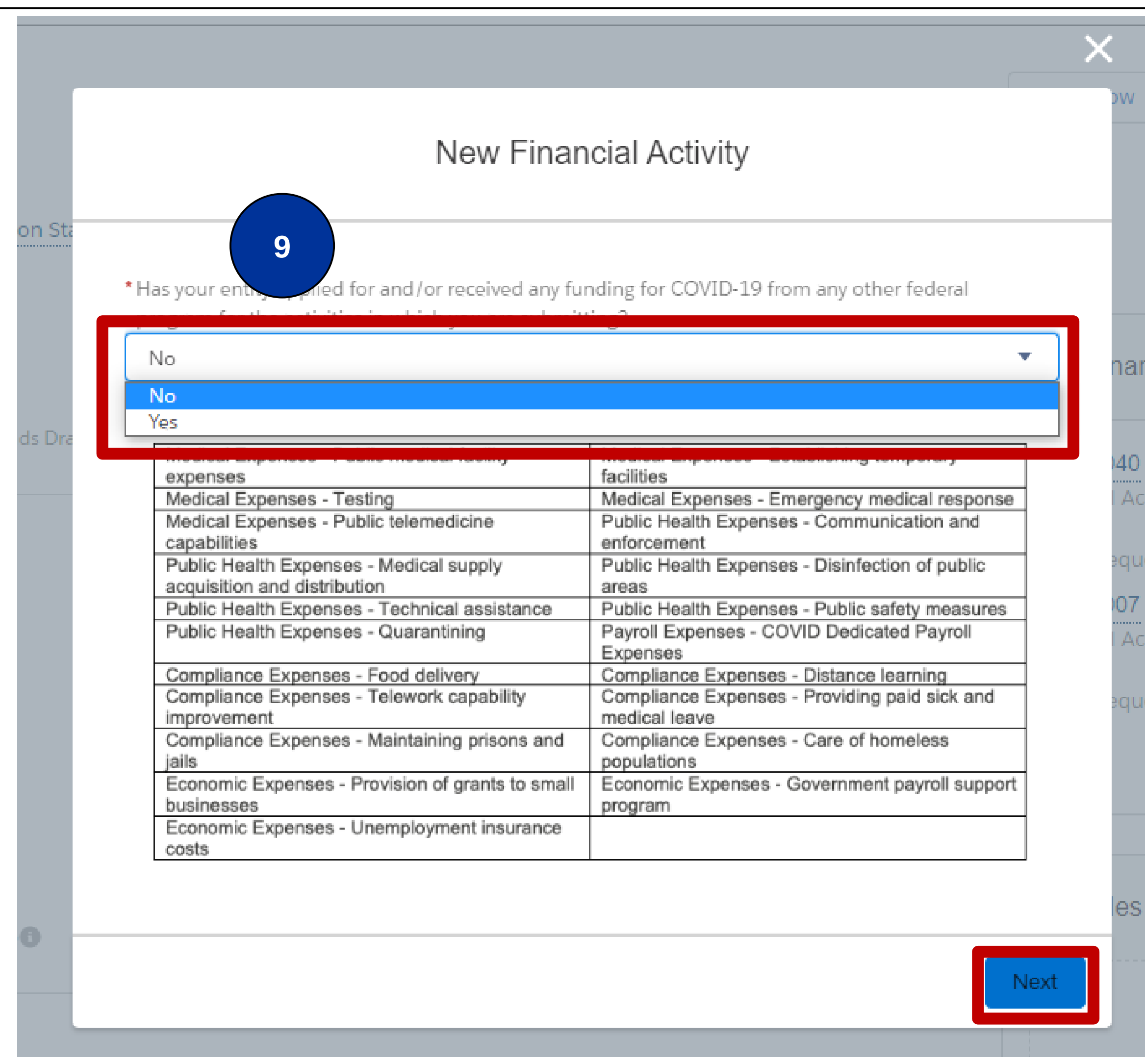
8. To submit a new request for reimbursement click on **New Financial Activity**

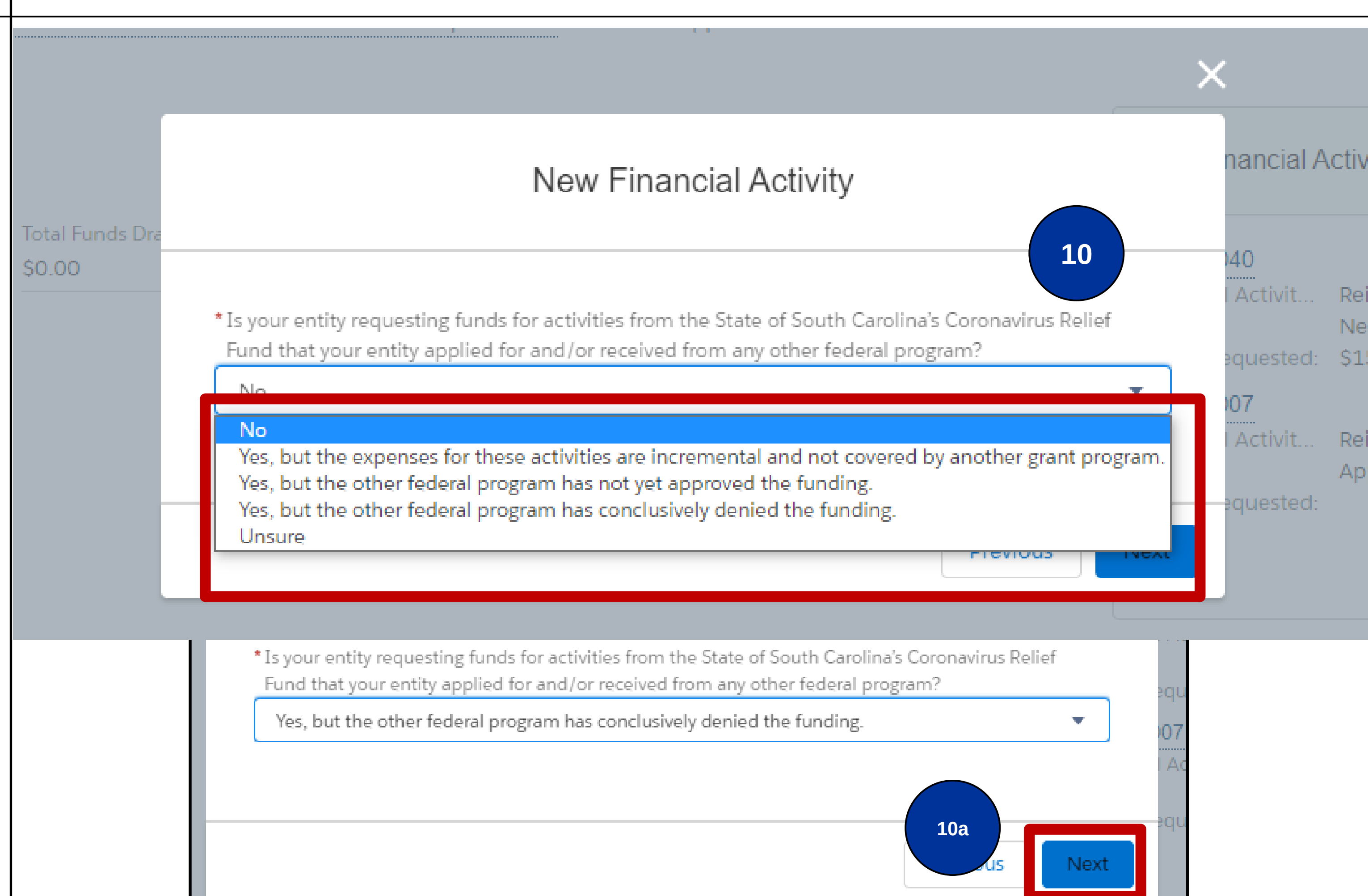


9. You will be asked if your organization has received funds for COVID-19 from any other Federal program for the activities you are submitting. If **No,** select and click **Next.**

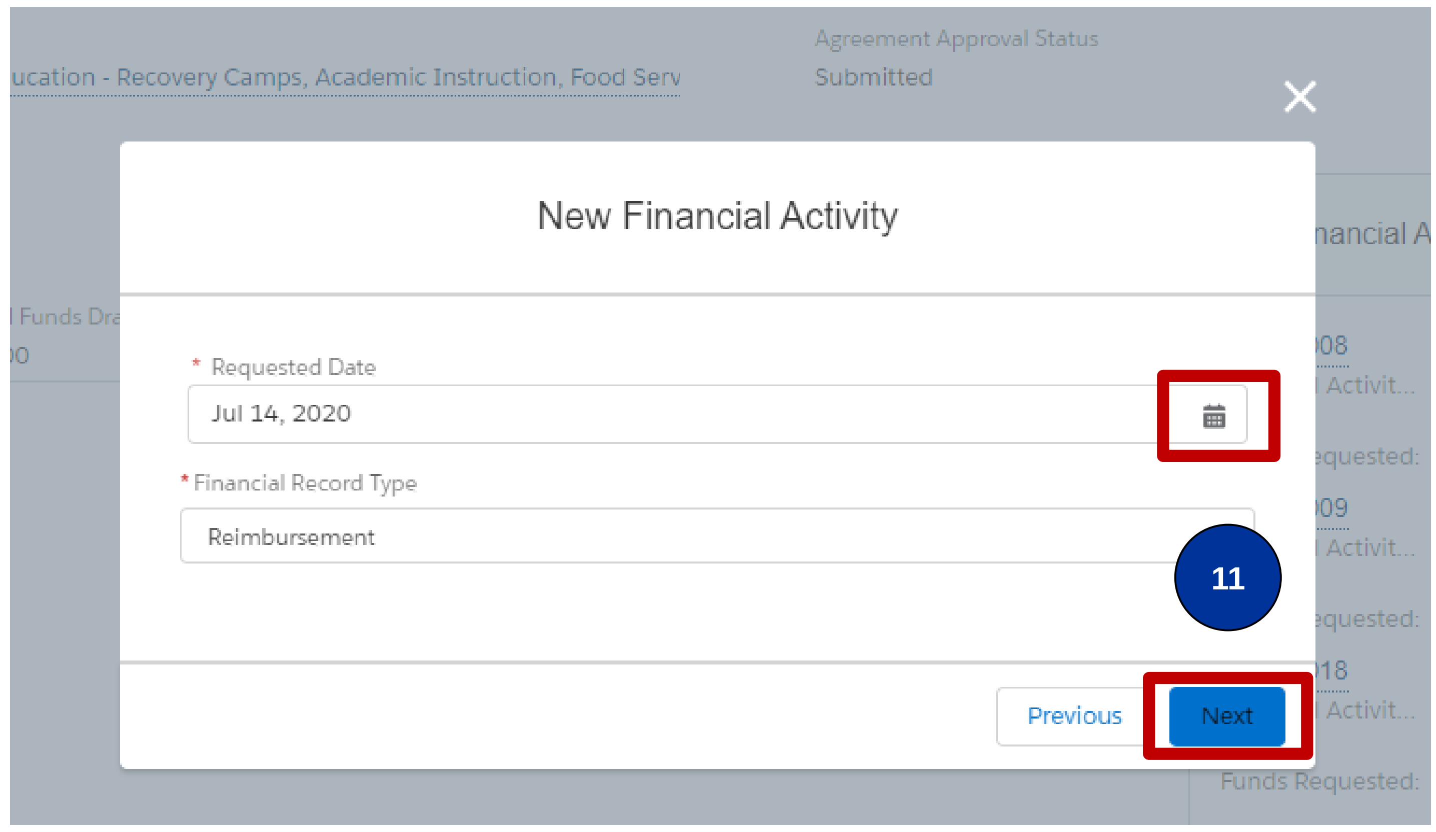


10. If **Yes**, select the response that best describes your submission.

10a. Click **Next**.

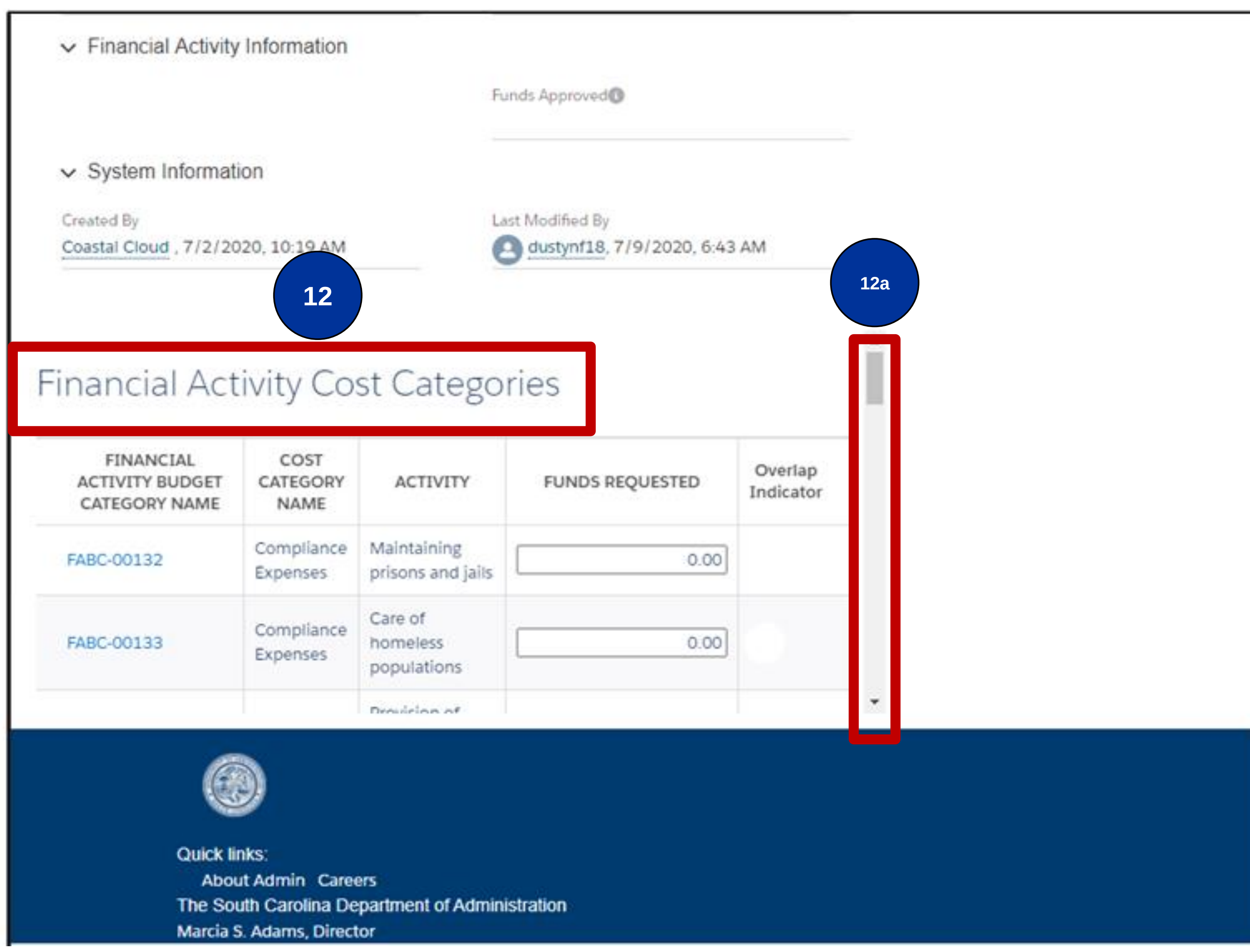


11. The dialog box will populate with today's date. You may change the date with the calendar icon if needed. Leave the Financial Record Type at the default Reimbursement. Click **Next.**

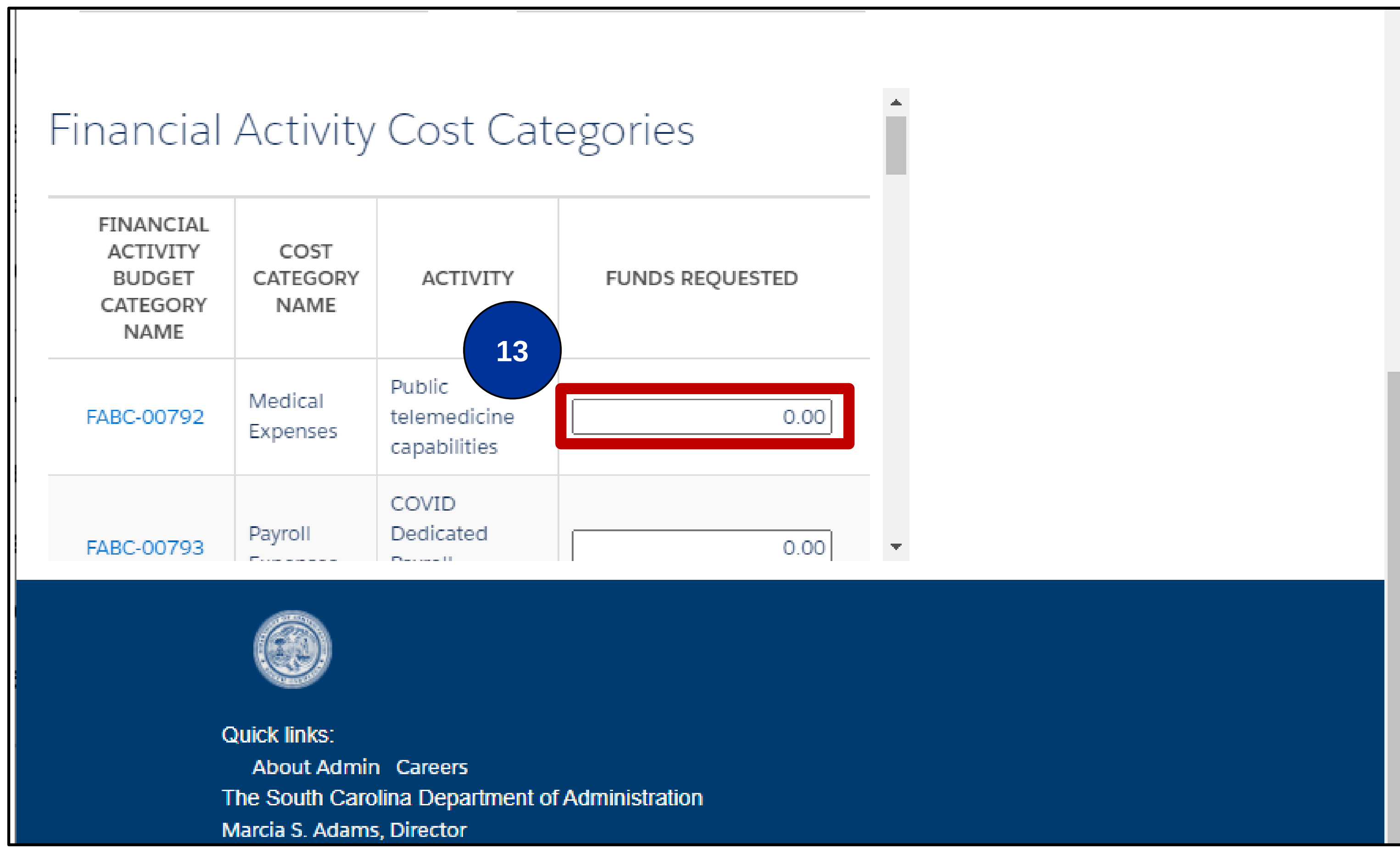


12. Now on the Financial Activities record page, navigate to Financial Activities Cost Categories table near the bottom of the page to make your request for reimbursement.

12a. A scroll bar on the right will help move you through the various categories.

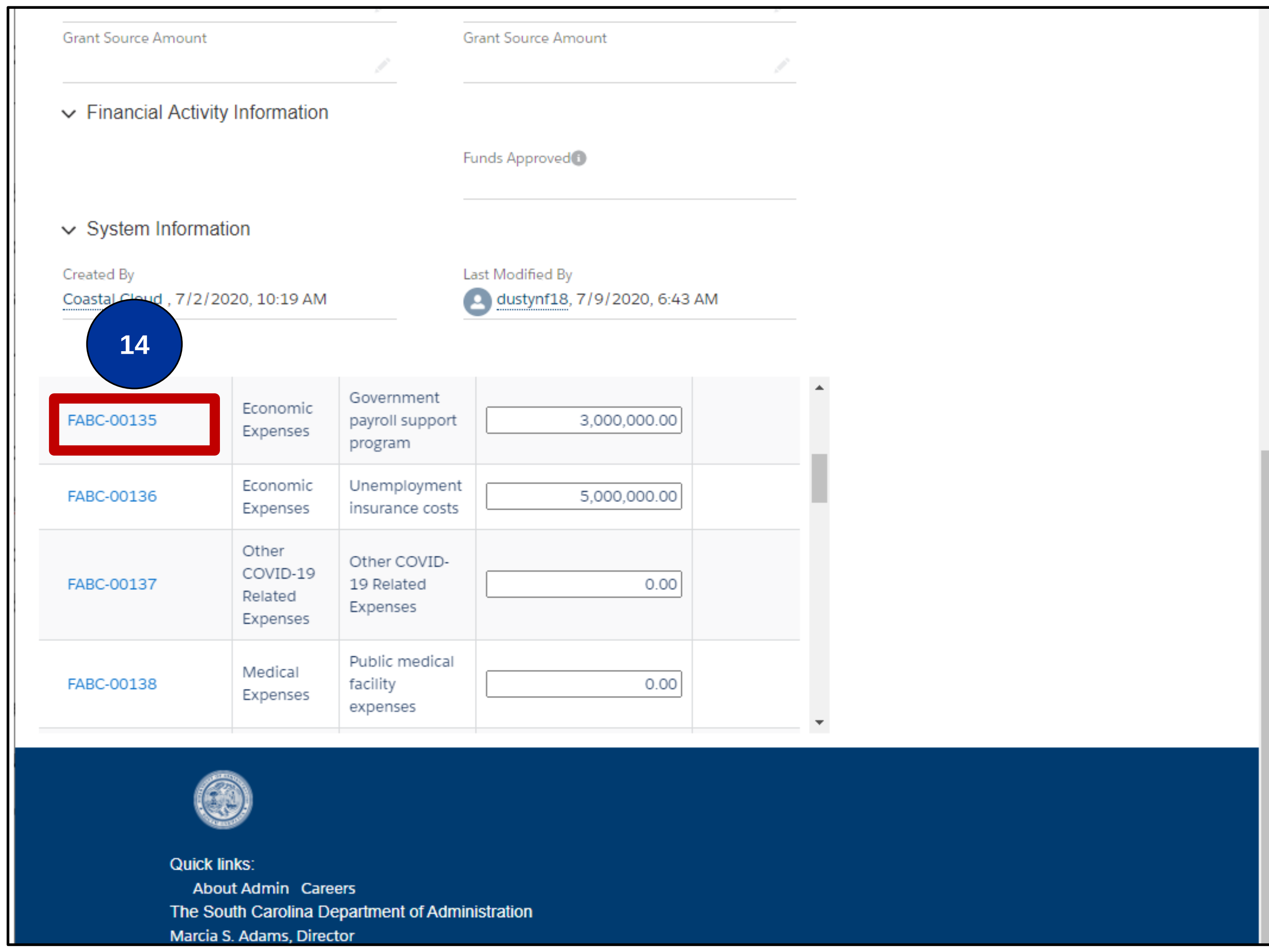


13. Make your request for reimbursement by entering your requested amount for each category in the column titled Funds Requested. Your expenses must be categorized and you can determine which category by reviewing the Activity column. **[NOTE: if you do not have your expenses or backup information separated in appropriate Cost Categories, you can save your work and return later.]** You will need you're your request organized in these Cost Categories to continue.

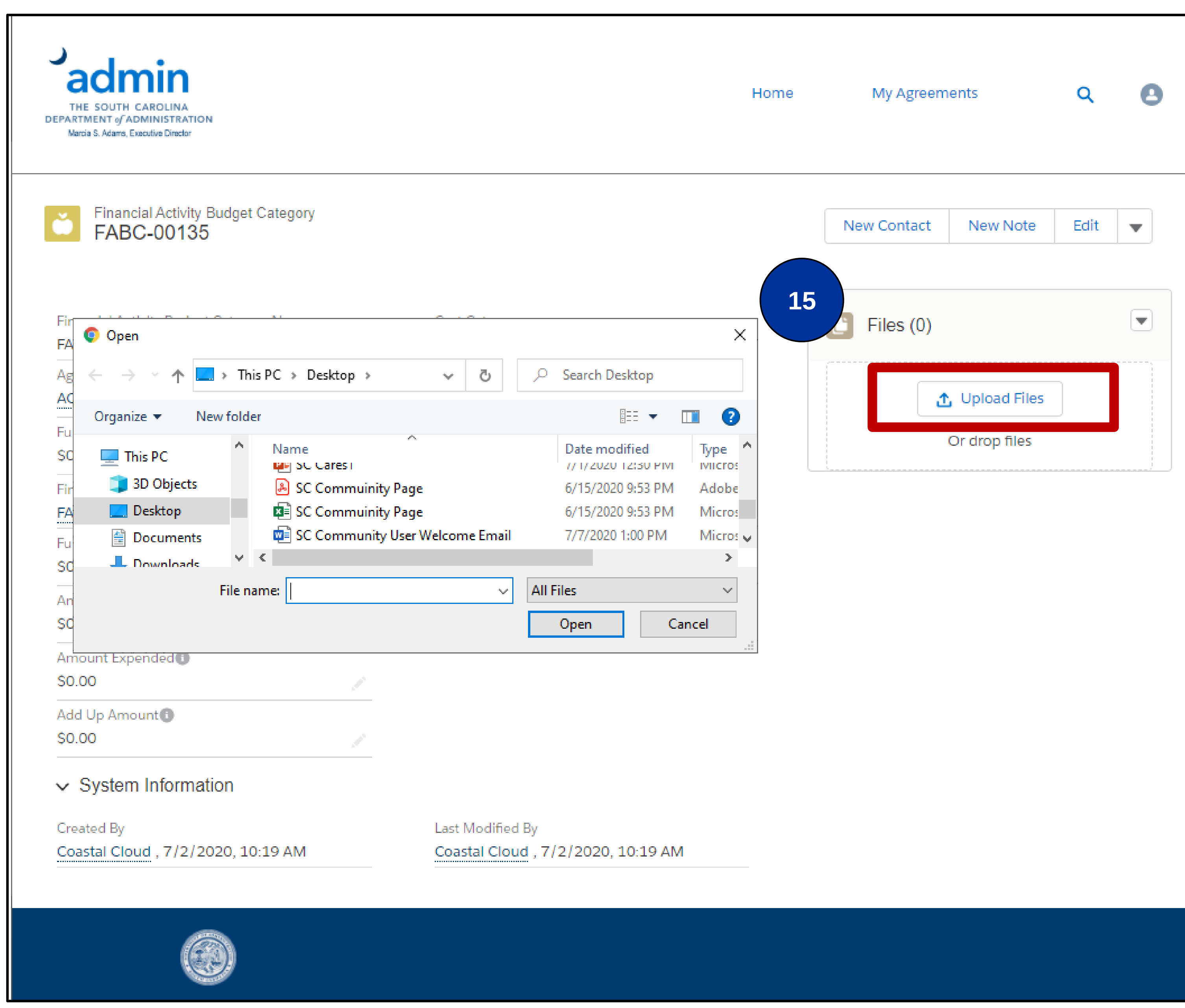


14. For each Cost Category where you request reimbursement, you must supply appropriate back up documentation. Backup can include payroll records, paid invoices, paid statements or anything you think may be applicable to your specific situation.

For each Cost Category entry click on the "**FINANCIAL ACTIVITY BUDGET CATEGORY NAME**" the link with the FABC prefix and a five digit number. To the left of your requested amount.

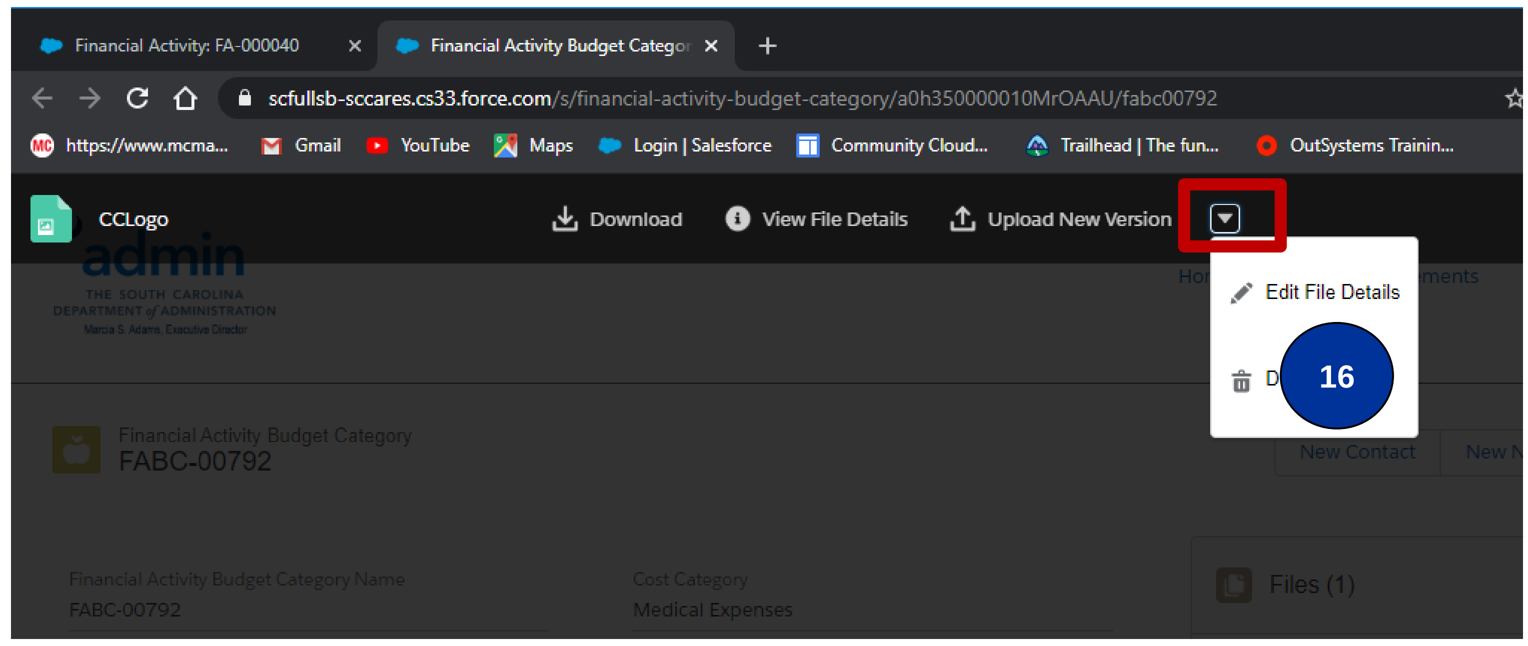


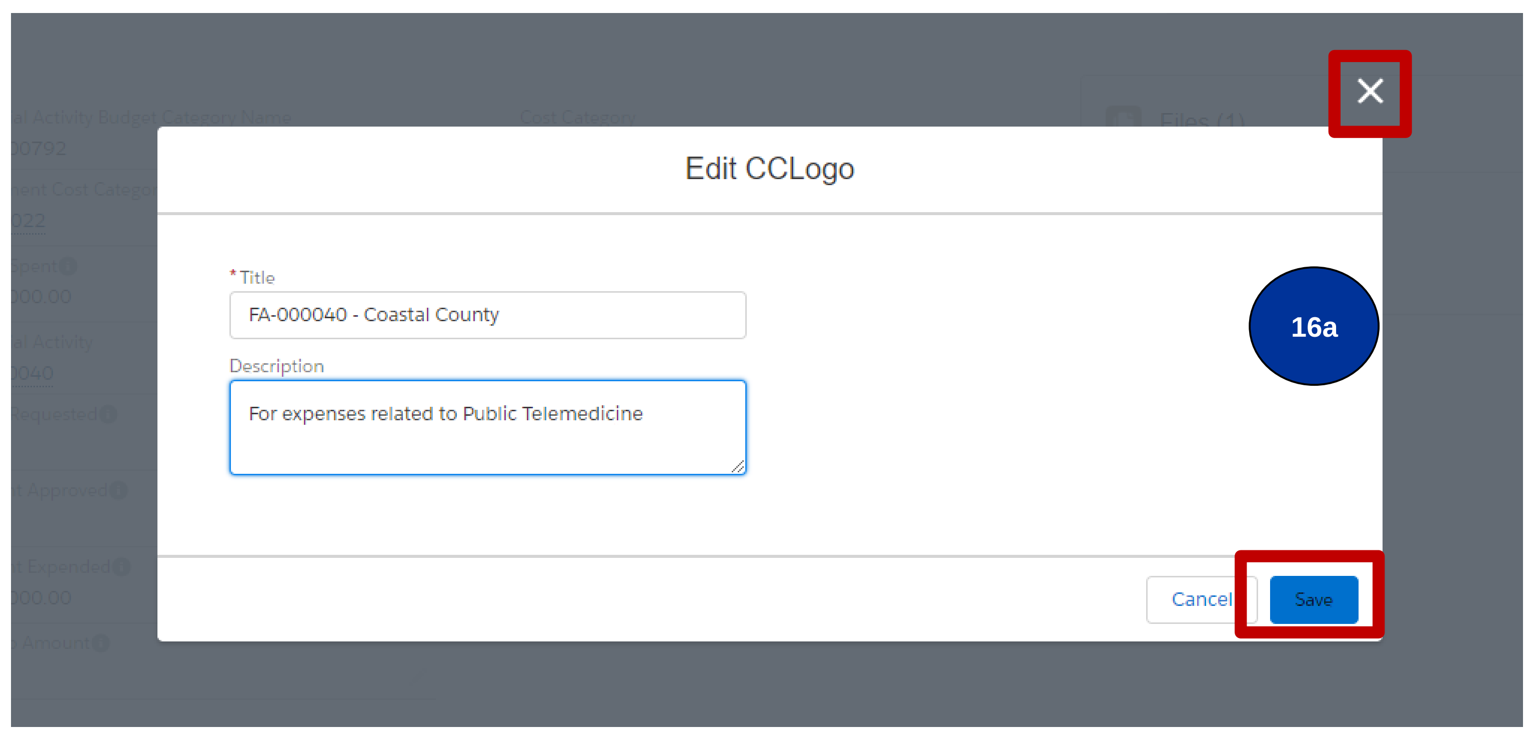
15. You will see an Upload area on the record page. You can drag files to the upload area or select **Upload Files** and select files from your computer.



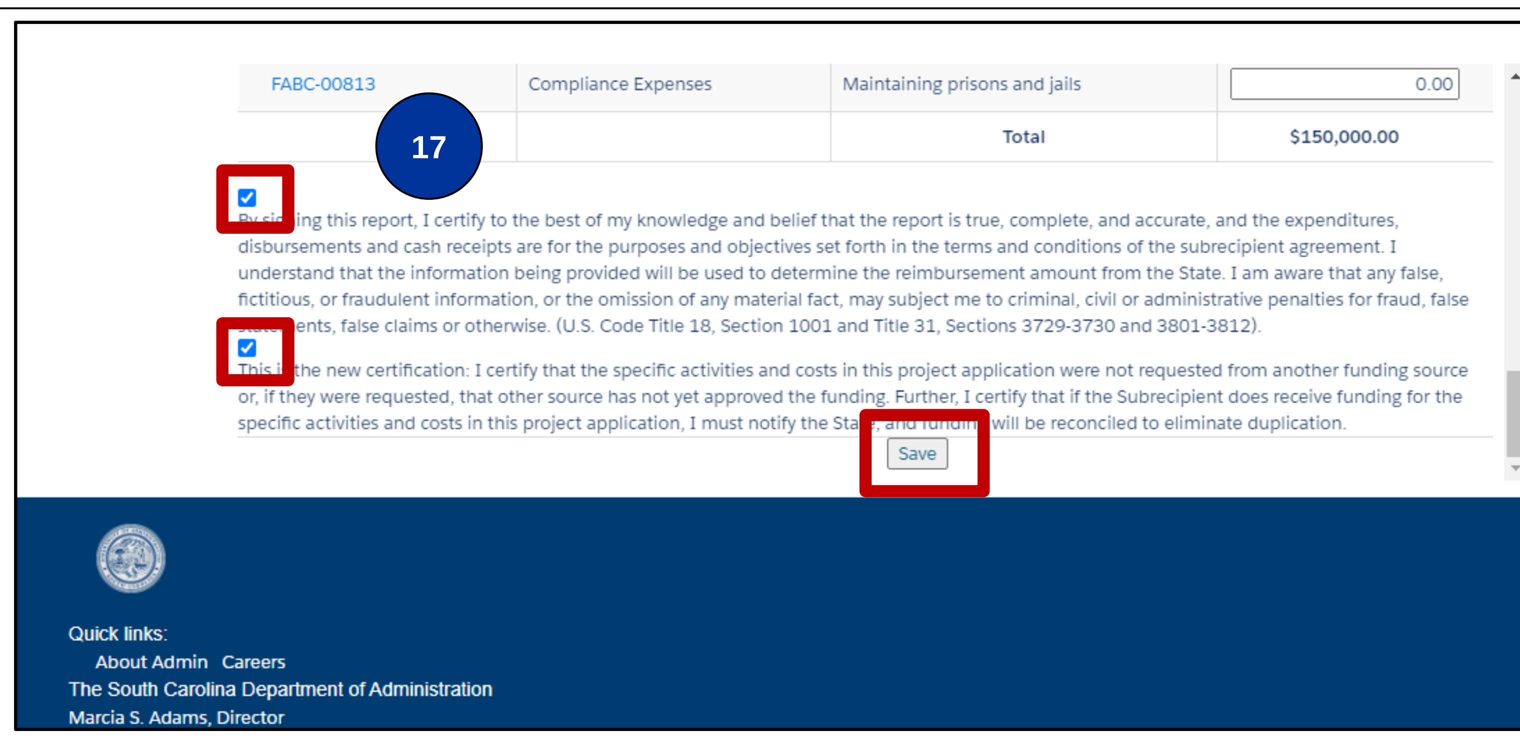
16. After your support upload is complete you can title your uploaded documents by clicking on the inverted triangle to the right and selecting Edit File Details. Complete the dialog box with the Financial Activity Number and your organization's name. Also include as much detail as possible to describe the files contents.

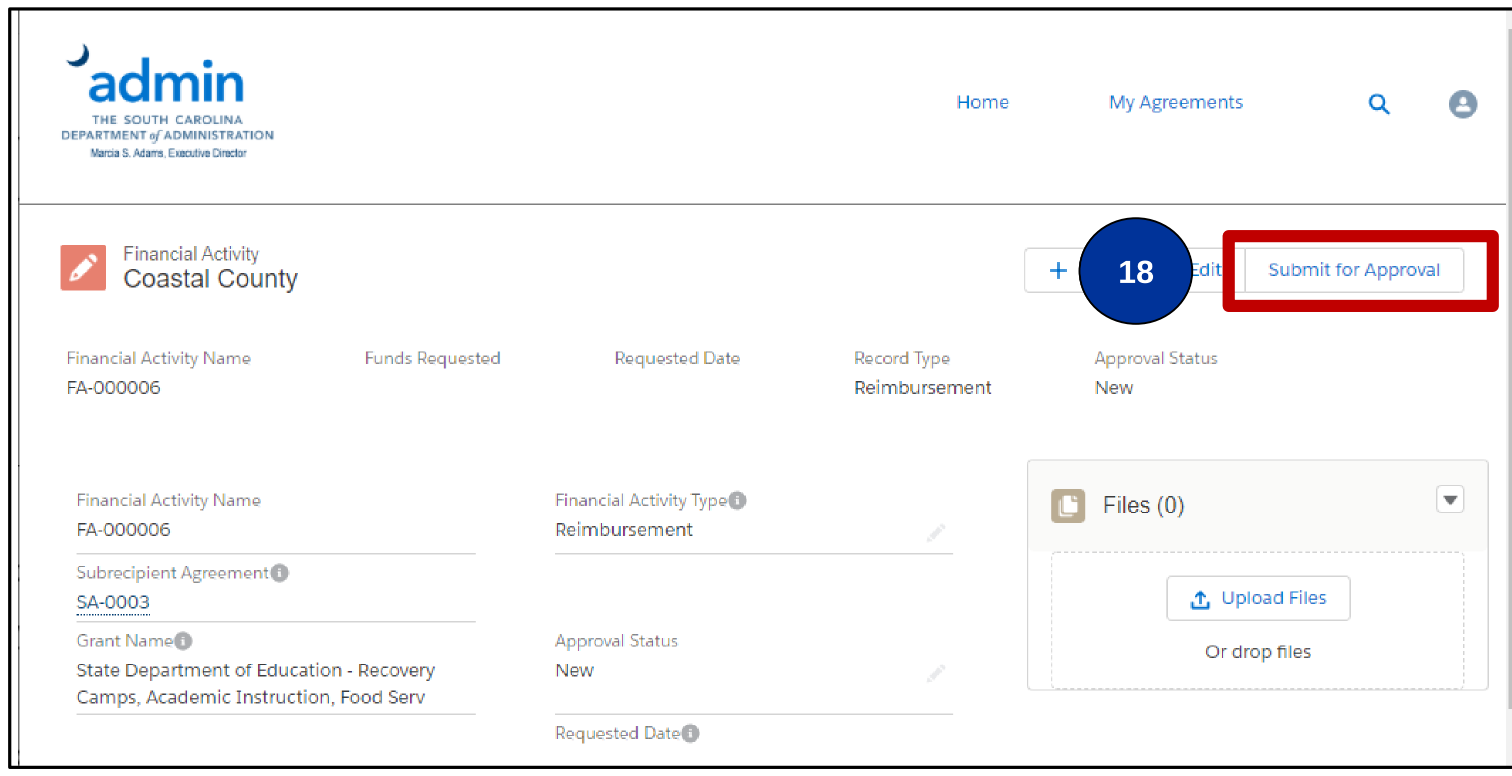
16a. Click **save**, close the dialog box (**Click X**) and close the record page (**Click X**).





17. Complete the entry and upload for your next Cost Categories. When all cost categories have been completed and support documents have been uploaded, scroll to the bottom of the Cost Category table. Click the (2) **checkboxes** indicating that all information you have submitted is true, complete and accurate, and that this is a new submission. Then click **Save**.



18. Once your entries are complete and saved your can submit you request by clicking the **Submit for Approval** button on the upper right.	
19. You will have an opportunity to include comments if needed. Make sure to click the **Submit** button at the bottom of the comments box to complete your submission. You will receive a confirmation email of your submission and may track you submission at any time by returning to the portal.