




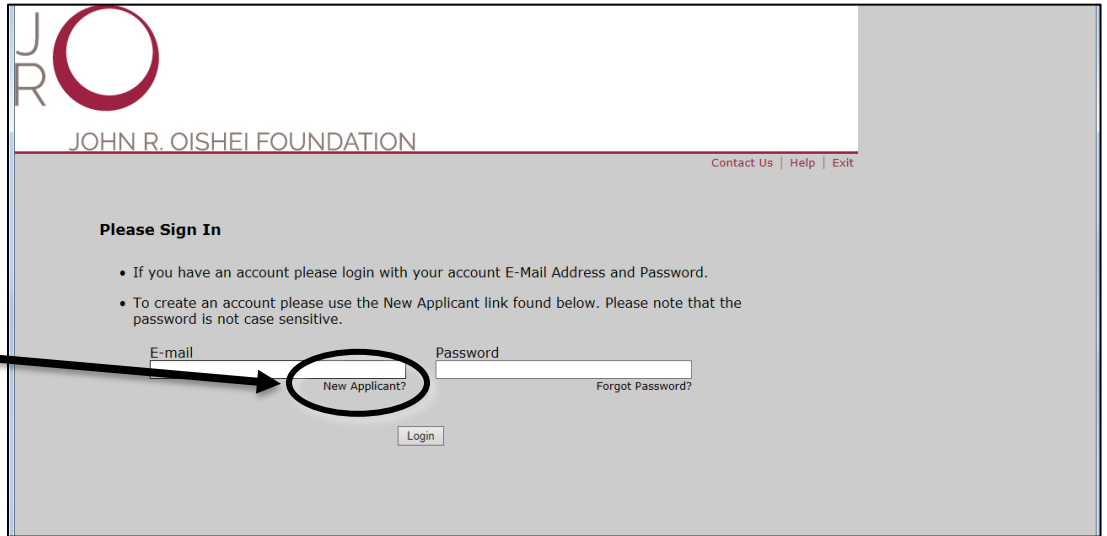
BASIC HUMAN NEEDS QUICK REFERENCE GUIDE

Step 1 – Create Your Account: Go to <http://www.oishei.org> then click  at the top right of the screen. (Skip to Step 2 if you already have an applicant account)

Click **Grants Portal** on the lower right of your screen.



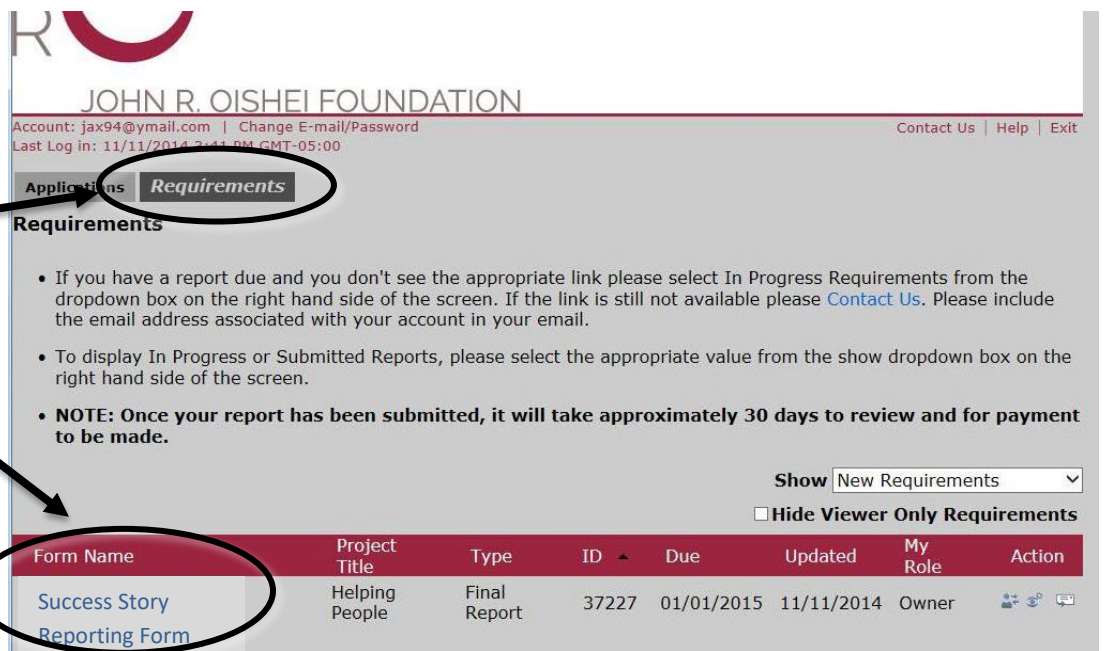
Click **New Applicant?** to create your new account.



Step 2 – Reporting: To begin your report, sign into your account.

Click **Requirements** and click the corresponding link under **Form Name**.

Input information as prompted and submit.



Form Name	Project Title	Type	ID	Due	Updated	My Role	Action
Success Story Reporting Form	Helping People	Final Report	37227	01/01/2015	11/11/2014	Owner	  

What if there are no Requirements listed in my account?

First, double check that your Final Report hasn't been opened or submitted before. Once you open your report, it is considered in progress, and you will need to change the drop down option as well (circled in green).

Applications **Requirements**

Requirements

- If you have a report due and you don't see the appropriate link please select In Progress Requirements from the dropdown box on the right hand side of the screen. If the link is still not available please [Contact Us](#). Please include the email address associated with your account in your email.
- To display In Progress or Submitted Reports, please select the appropriate value from the show dropdown box on the right hand side of the screen.
- NOTE: Once your report has been submitted, it will take approximately 30 days to review and for payment to be made.**

Show **In Progress Requirements** ▾
 Hide Viewer Only Requirements

Form Name	Project Title	Type	ID	Due	Updated	My Role	Action
*Success Story Reporting Form	Review and Approve an Interim Report	Final Report	72480	11/19/2021	3/10/2022	Owner	

After your report is opened it will be listed under "In Progress Requirements." Reports here have been opened but not submitted to Oishei.

Applications **Requirements**

Requirements

- If you have a report due and you don't see the appropriate link please select In Progress Requirements from the dropdown box on the right hand side of the screen. If the link is still not available please [Contact Us](#). Please include the email address associated with your account in your email.
- To display In Progress or Submitted Reports, please select the appropriate value from the show dropdown box on the right hand side of the screen.
- NOTE: Once your report has been submitted, it will take approximately 30 days to review and for payment to be made.**

Show **Submitted Requirements** ▾
 Hide Viewer Only Requirements

Form Name	Project Title	Type	ID	Due	Submitted	My Role	Action
*Success Story Reporting Form	Review and Approve a Final Report	Final Report	71299	8/3/2030	8/30/2021	Owner	
*Success Story Reporting Form	Review and Approve an Interim Report	Interim Report	71290	5/18/2030	8/30/2021	Owner	

If your report is listed under "Submitted Requirements" it has been successfully submitted to Oishei.

You can confirm your report has been submitted here when you are done as well!!

If your report isn't listed under new, in progress, or submitted requirements, contact our Grants Associate Natalie Cook at ncook@oishei.org or (716)803-0860. Include the name of your organization and the email address you used to create your applicant account.

Your report requirement could be connected to an outdated email address or contact, and we can update your information.