

Hints and Tips for Designating Points of Contact for ERA1 and ERA2 Reporting

This document provides brief instructions for ERA1 and ERA2 recipients (grantees) in using Treasury's portal to provide the names of staff who will be official points of contact for Treasury concerning ERA1 or ERA2 reporting.

Section A below describes the three required roles; Section B provides step-by-step guidance on using Treasury's portal to provide the names of designated staff; and Section C includes commonly asked questions/answers on this topic.

If you have questions, please email is via EmergencyRentalAssistance@Treasury.gov.

Section A: The Three Official Roles

ERA1 and ERA2 recipients must identify staff to serve in the following three roles to facilitate communication with Treasury on ERA1 and ERA2 reporting:

- **Account Administrator** – administrative role of maintaining the names of individuals who have been designated for roles in ERA1 or ERA2 reporting. The Account Administrator is responsible for using the Treasury portal to provide the names of individuals designated as the ERA1 or ERA2 Point of Contact for Reporting and the ERA1 or ERA2 Authorized Representative for Reporting. The Account Administrator is responsible for making any changes or updates to these designees over the award period. Finally, the Account Administrator is able to review and provide information for reports, but they are not able to submit a report. (As noted below, the Authorized Representative for Reporting is the only designee with authority to submit a report.) We recommend that the Account Administrator identify an individual to serve in his/her place in the event of staff changes.
- **Point of Contact for Reporting** – primary contact for receiving official Treasury notifications about ERA1 or ERA2 reporting including alerts about upcoming reporting, requirements, and deadlines. The Point of Contact for Reporting is responsible for completing the ERA1 or ERA2 reports, but the Portal will not allow them to certify and submit the reports.
- **Authorized Representative for Reporting** -- responsible for certifying and submitting official reports on behalf of the ERA1 or ERA2 recipient. Treasury will accept reports or other official communications only when submitted by the Authorized Representative for Reporting. The Authorized Representative for Reporting is also responsible for communications with Treasury on such matters as extension requests and amendments of previously submitted reports. The official reports may include special reports, monthly reports, quarterly reports, interim reports, and final reports.

Section B: Step by Step Guidance for Providing Names of Designated Staff

Step 1 – Register using ID.me or Login.gov

The staff person who is designated as the recipient’s ERA1 or ERA2 Account Administrator must be registered with either the ID.me or Login.gov system.

If you have questions or do not know the name(s) of your organization’s ERA1 or ERA2 Account Administrator(s), please reach out to us via EmergencyRentalAssistance@treasury.gov for assistance.

Step 2 – Log In to the Treasury Portal

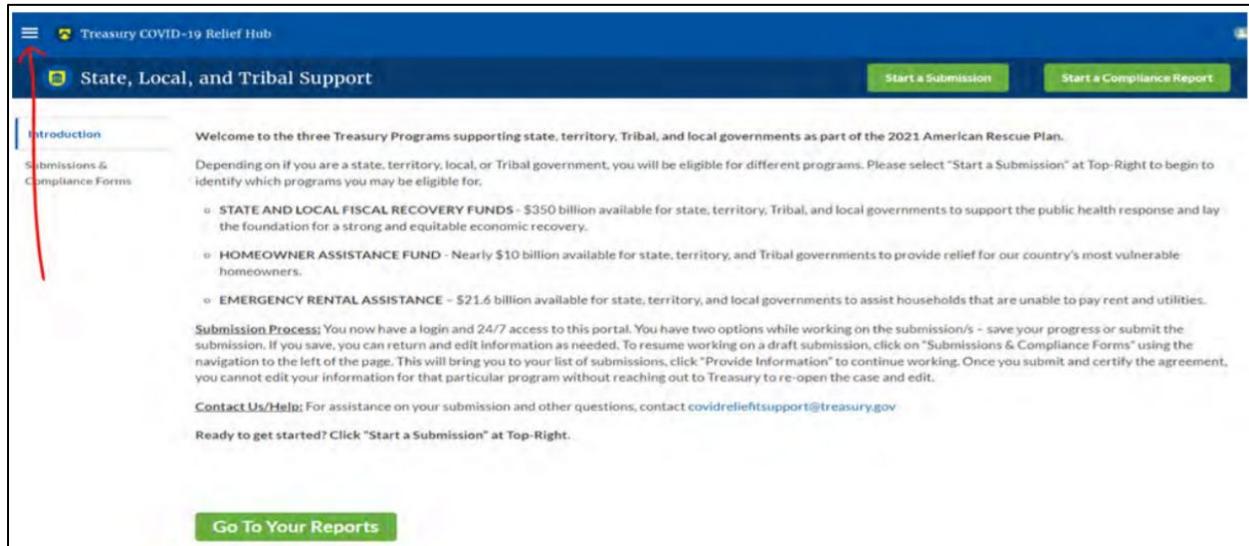
Once you are registered in ID.me or Login.gov, you can access Treasury’s portal.

Users registered in ID.me, should use this URL to access Treasury’s portal:
<https://portal.treasury.gov/cares/s/slt>

Users registered in the Login.gov system should use this URL to access the portal:
<https://portal.treasury.gov/compliance>

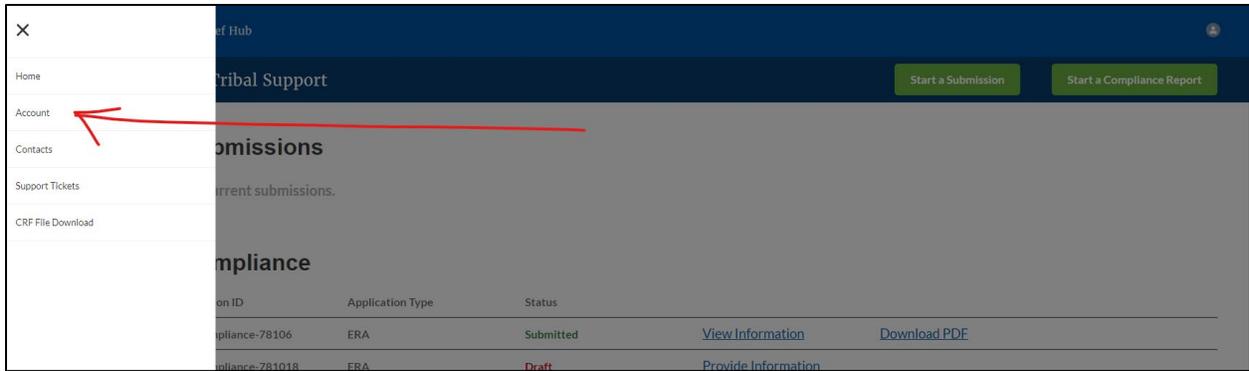
Step 3 – Navigate to the Account Drop Down

The Log In landing page for Treasury’s portal is the “State, Local, and Tribal Support” screen as shown below. Once on that page, click on the three-line navigation icon at the top left of the screen. The red arrow below is pointing to the icon.



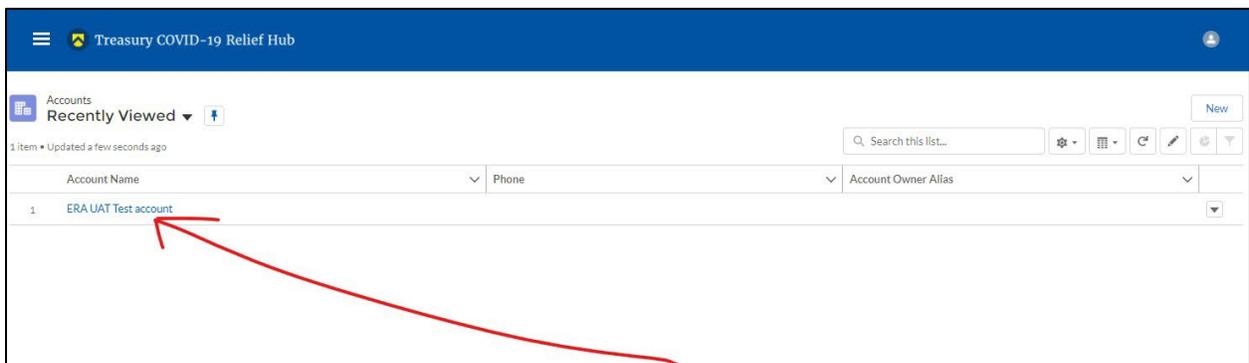
Step 4 – Select Account

After clicking on the three-line navigation icon, a drop-down menu will appear on the top left of the screen as shown below. Please click on “Account” from the drop-down menu, as shown by the red arrow below.



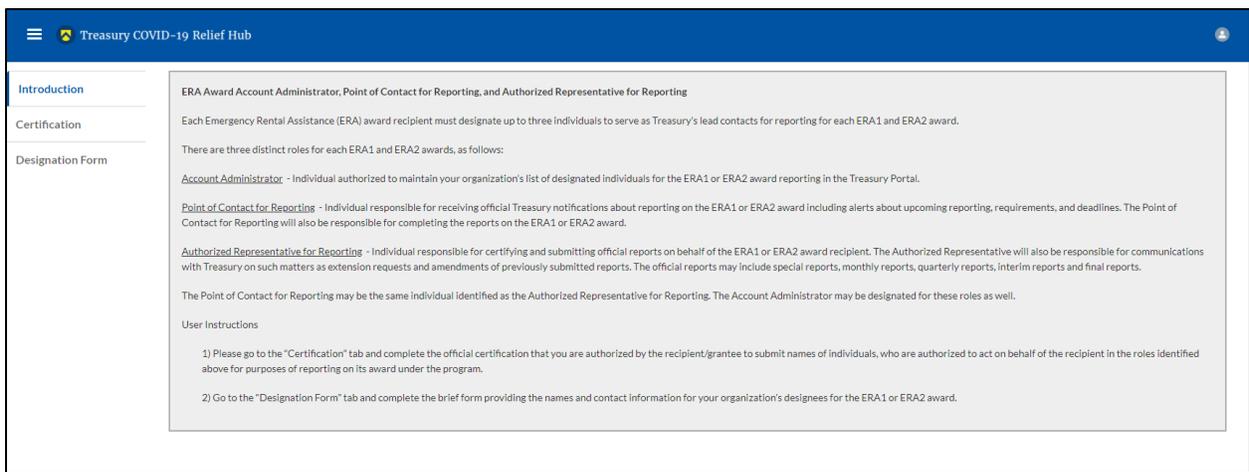
Step 5 – Select the ERA1 or ERA2 Recipient Account

Next, you will see the screen below. Under the “Account Name” heading, click on your organization’s name (or ERA1 or ERA2 Account number) as shown by the red arrow.

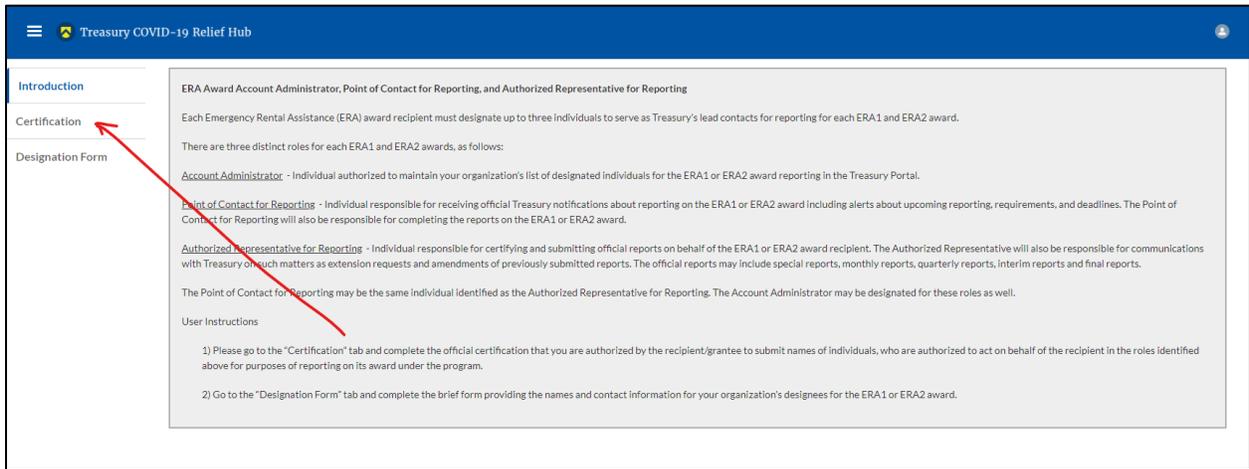


Step 6 – Open to Screens for Providing Name of Designees

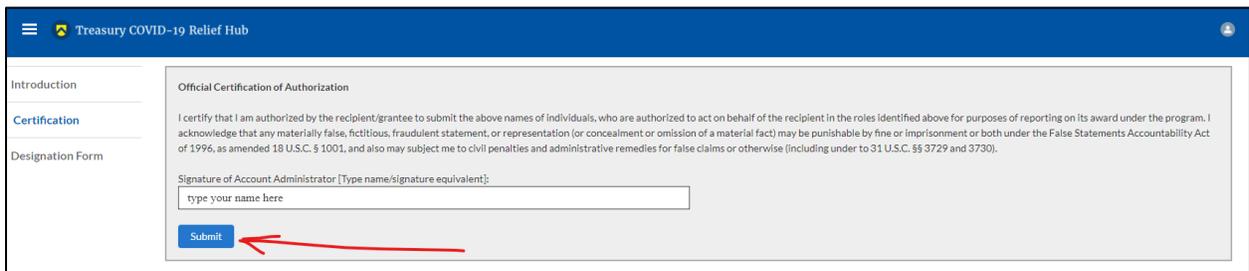
By clicking the name of your organization (or the ERA1 or ERA2 account number), Treasury’s portal will open to allow you to provide names and contact information of the designated individuals for the ERA1 or ERA2 award, as shown on the screen shot below. The landing page provides basic information about the designations.



Step 7 – Certification Page When you are ready to key in the names of the designated individuals, click on the “Certification” button on the left navigation bar, as noted in the red arrow as shown below.

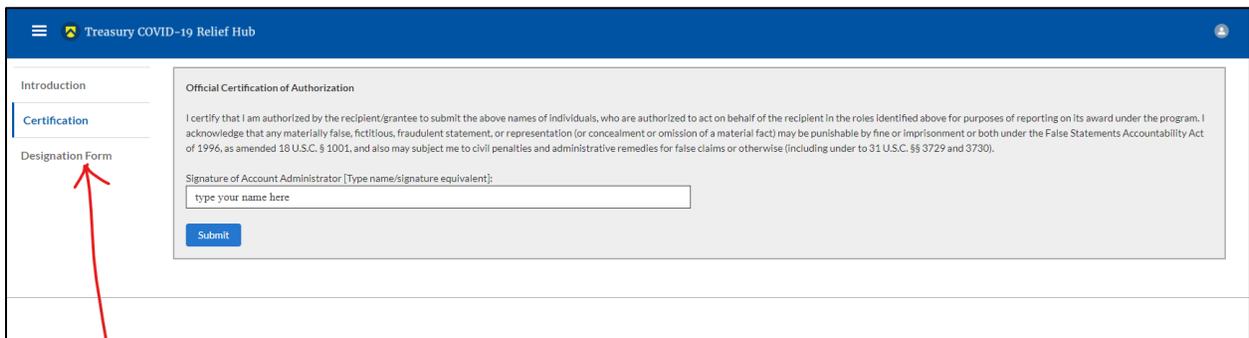


On the “Official Certification of Authorization” screen, you should type in your name to indicate you are authorized to submit the names of the designated individuals. Once you enter your name, click on the *Submit* button.



Step 8 – Navigate to Designation Form

Next, click on the “Designation Form” button on the left navigation bar, as noted by the red arrow shown below.



Step 9 – Enter Names and Contact Information for Each Designee

Clicking on the “Designation Form” button will open the “Designation of Account Administrator, Point of Contact for Reporting, and Authorized Representative for Reporting” screen shown below.

The screenshot shows a web form titled "Treasury COVID-19 Relief Hub". The main content area is titled "Program Name: Emergency Rental Assistance" and "Designation of Account Administrator, Point of Contact for Reporting, and Authorized Representative for Reporting". It contains several paragraphs of instructions and a form with the following fields:

- Salutation: dropdown menu with "--None--" selected.
- Title: text input field.
- Program-Roles: a table with two columns and two rows, currently empty.
- First Name: text input field.
- Middle Name: text input field.
- Last Name: text input field.
- Suffix: text input field.
- Phone: text input field.
- Email: text input field.
- Name of Entity/Organization: text input field.

At the bottom of the form, there are two buttons: "Complete" and "Edit my current roles". Below the form, there is a table header with columns: Name, Title, Phone, Email, Roles.

You can use the Designation Form to enter the names and contact information for each of the three designations for each of your ERA1 and ERA2 awards.

The roles for the ERA1 award are displayed as follows:

- ERA – Account Administrator
- ERA – Point of Contact for Reporting
- ERA – Authorized Representative for Reporting

The roles for the ERA2 award are displayed as follows:

- ERA2 – Account Administrator
- ERA2 – Point of Contact for Reporting
- ERA2 – Authorized Representative for Reporting

The Designation Form screen shows nine data fields for entering key information about the individual being designated. These include:

- Salutation (optional)
- First Name
- Middle Name (optional)
- Last Name
- Suffix (optional)
- Title
- Phone

- Email
- Name of Entity/Organization (Recipient entity)

Note: The screen will display a list at the bottom of the screen with the names and contact information of individuals (if any) who have previously been designated for any of the three roles. This list will be important in maintaining and updating your organization's designees in the future.

Designation of the Account Administrator

If you have previously been designated as your organization's ERA1 or ERA2 Account Administrator for Reporting, you may see your name on this list. There is no need to re-enter your name and contact information if you plan to continue in that role.

Follow these steps if you need to designate someone else as the ERA Account Administrator:

- Find your name on the list at the bottom of the screen.
- Hit the blue *Edit* button located to right of your name.
- Enter the name and contact information of the new ERA Account Administrator.
- Hit the blue *Complete* button.

Designation of Point of Contact for Reporting and Authorized Representative for Reporting

Follow these steps for making remaining designations:

- Enter the next designee's name and contact information.
- After entering their name and contact information, select the Program Role(s) for which he/she is being designated.
- Once the role is selected, click on the small arrow to the right of the role, which will move the role to the box on the right.
- Click on the *Complete* button at the bottom of the screen.
- Follow the same process for each of the remaining designees.
- When you have entered all designations, please press the *Complete* button.
- As a final step, go to the icon on the upper right of the screen as shown below to exit the system.

Treasury COVID-19 Relief Hub

Introduction

Certification

Designation Form

Program Name: Emergency Rental Assistance

Designation of Account Administrator, Point of Contact for Reporting, and Authorized Representative for Reporting

Please provide contact information for up to three individual(s) who will serve in the following roles for this ERA1 or ERA2 award

- 1) Account Administrator
- 2) Point of Contact for Reporting
- 3) Authorized Representative for Reporting

An individual may serve in one or more roles.

Please provide the designees for the ERA1 or ERA2 award only, as listed in the introductory email note.

Please select "complete" after you have provided the contact information for all designees.

Please note: you can save the fillable form and return to it later using the link in the email note.

Please direct any questions to EmergencyRentalAssistance@Treasury.gov. Please include "POCs for Reporting" in the subject of your email note.

Salutation: --None--

Title: Manager

First Name: George

Middle Name:

Last Name: Johnson

Suffix:

Phone: 223.222.2222

Email: George@mmm.edu

Name of Entity/Organization: ERA west

Program-Roles:

[Complete](#) [Edit my current roles](#)

Section C: Questions and Answers

- 1) *Who is authorized to designate the Account Administrator, the Point of Contact for Reporting, and the Authorized Representative for Reporting for my organization's ERA1 or ERA2 award?*

Treasury requests that each ERA1 and ERA2 recipient should follow its own decision-making procedures in making the three designations for each award.

- 2) *What is the deadline for making the designation?*

Treasury requests that designations be entered into Treasury's portal as soon as possible.

- 3) *May my organization designate one individual for multiple roles? May we designate one person for all three roles?*

Yes, an individual may be designated for multiple roles, and may serve in all three roles.

- 4) *May my organization designate more than one individual per role?*

Yes.

- 5) *May my organization change the designations from time to time?*

Yes, an organization may make changes and updates to the list of designation individuals whenever needed.

6) *Must each of the designated individuals register for using Treasury's portal?*

Yes, everyone designated for any of the roles must register with ID.me before they will be given access to Treasury's portal. Please see the Treasury Portal Registration Instructions for guidance on registering with ID.me or Login.gov.

7) *Additional Questions or Additional Assistance?*

If you have additional questions about accessing or using Treasury's portal to provide the designees' names and contact information, please send us an email via EmergencyRentalAssistance@Treasury.gov.