

**If you have not created a Login.gov account, stop here. Return to this document after you have completed this essential task.**

To create a Login.gov account:  
<https://login.gov/create-an-account/>



***Who was named as your [Authorized Representative](#) when your city certified to accept funding in the summer of 2021?***

This person was automatically designated to the role of [Account Administrator](#). They are the only one who can access Treasury's portal and designate roles to others. Once this has been done, then others can step into the reporting process.

**BEFORE** completing your Project and Expenditure Report, you must have already:

- Logged into Treasury's Portal using your Login.gov account. If you don't have one, then [create one](#).
- Designated your key roles ([Account Administrator](#), [Point of Contact for Reporting](#), and [Authorized Representative for Reporting](#) – it is important that you understand the capabilities and responsibilities of each role)

**PLEASE NOTE:**

***The slides that follow represent what you should see on your screen for each step. If you are unable to find the correct buttons/boxes as noted on the following slides, you will need to create a helpdesk ticket with Treasury's IT Department by emailing:***

**[COVIDReliefITSupport@treasury.gov](mailto:COVIDReliefITSupport@treasury.gov)**

## Designating Roles

# Treasury Compliance Portal Designating Roles

Treasury's Compliance Portal: <https://portal.treasury.gov/compliance>

To designate roles, select the “hamburger” (menu) icon at the top of the page.

Click here →

Treasury COVID-19 Relief Hub

State, Local and Tribal Support Compliance

Introduction  
Compliance Reports

Welcome to the Treasury Programs supporting State, Territory, Tribal, and Local Government as part of the 2021 American Rescue Plan.

Depending on if you are a state, territory, local, or Tribal government, you will be eligible for different programs. Information regarding the various funds follows.

**Compliance Process**

You now have a login and 24/7 access to this portal. You have two options while working on your compliance report(s) – save your progress or submit the submission. If you save, you can return and edit information as needed. To resume working on a draft submission, click on “Compliance Reports” using the navigation to the left of the page. This will bring you to your list of compliance reports, click “Provide Information” to continue the process.

**State and Local Fiscal Recovery Funds (SLFRF)**  
\$350 billion available for state, territory, Tribal, and local governments to support the public health response and lay the foundation for a strong and equitable economic recovery.

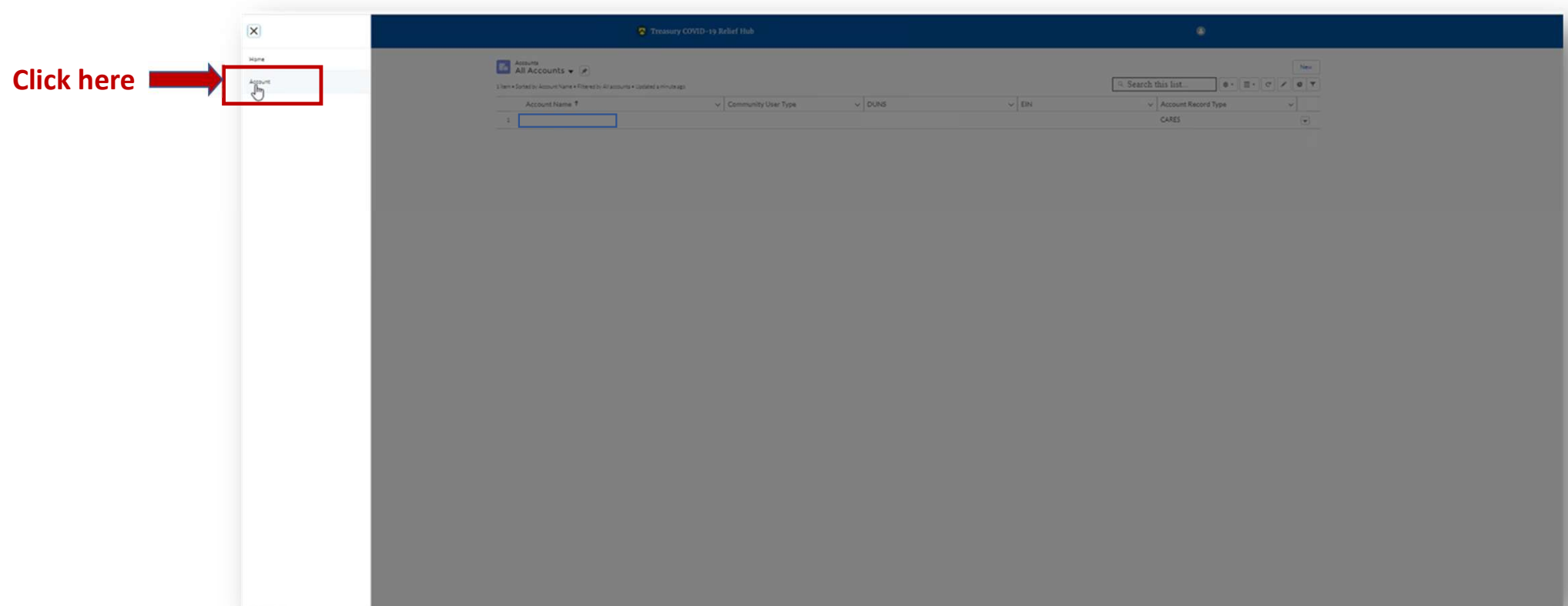
**Emergency Rental Assistance (ERA)**  
\$21.6 billion available for state, territory, and local governments to assist households that are unable to pay rent and utilities.

**Homeowner Assistance Fund (HAF)**  
Nearly \$10 billion available for state, territory, and Tribal governments to provide relief for our country’s most vulnerable homeowners.

Ready to get started? Click “Go to your reports” below.

Help/Contact  
For assistance and other questions, please contact the Treasury COVID-19 Relief Hub.

After clicking the “hamburger” icon, select “**Account**” from the sidebar menu.



Your entity should appear under “*Account Name.*” Select it.

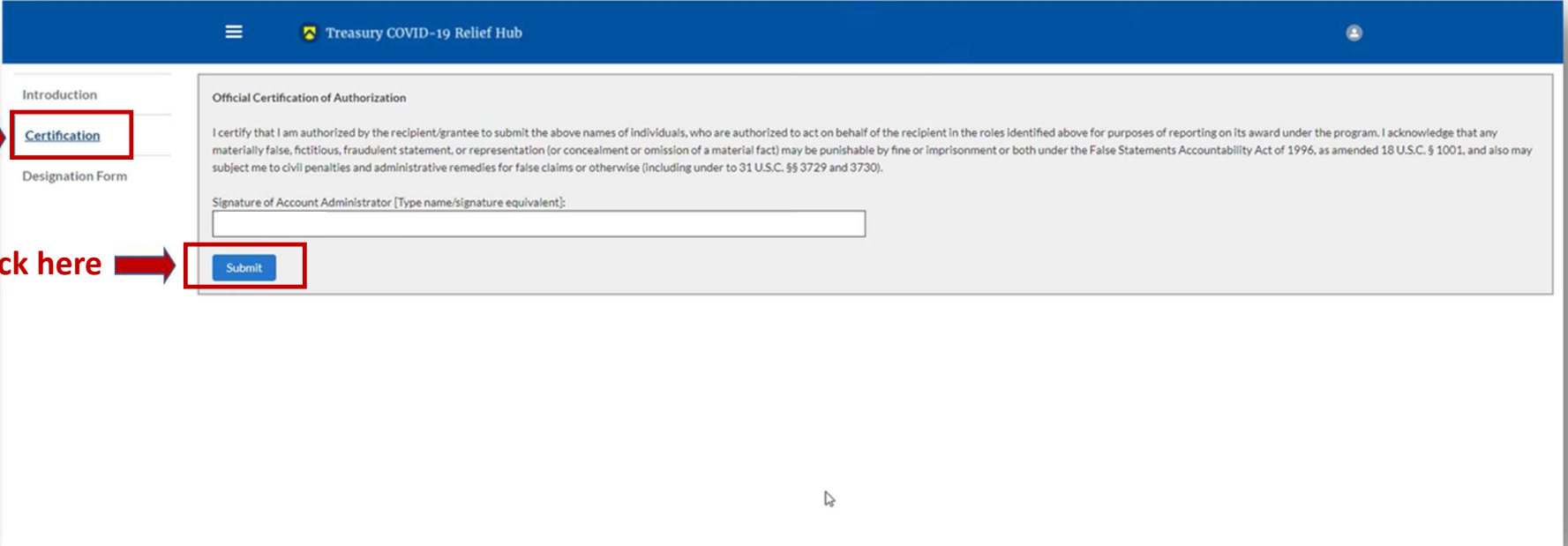
Click here



Account Name	Community User Type	DUNS	EIN	Account Record Type
Account Name				CARES

Select “**Certification**” from the sidebar menu.

If you are the Account Administrator, enter your name in the box provided and select “**Submit**.”



The screenshot displays the Treasury COVID-19 Relief Hub interface. The top navigation bar is blue with a hamburger menu icon, the text "Treasury COVID-19 Relief Hub", and a user profile icon. The left sidebar contains three menu items: "Introduction", "Certification", and "Designation Form". The "Certification" item is highlighted with a red box, and a red arrow points to it with the text "Click here". The main content area is titled "Official Certification of Authorization" and contains a paragraph of text: "I certify that I am authorized by the recipient/grantee to submit the above names of individuals, who are authorized to act on behalf of the recipient in the roles identified above for purposes of reporting on its award under the program. I acknowledge that any materially false, fictitious, fraudulent statement, or representation (or concealment or omission of a material fact) may be punishable by fine or imprisonment or both under the False Statements Accountability Act of 1996, as amended 18 U.S.C. § 1001, and also may subject me to civil penalties and administrative remedies for false claims or otherwise (including under to 31 U.S.C. §§ 3729 and 3730)." Below this text is a text input field labeled "Signature of Account Administrator [Type name/signature equivalent:]". A red arrow points to a blue "Submit" button at the bottom of the form with the text "Click here".

Click here → **Certification**

Click here → **Submit**



**After** certifying, select “**Designation Form**” from the sidebar menu. On this page, you will be able to assign the three roles: [Account Administrator](#), [Authorized Representative for Reporting](#) and [Point of Contact for Reporting](#).

A single role can have multiple people assigned to it and a single person can be assigned to multiple roles.

Click here →

Click “Complete” after each entry →

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 your program 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 program 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 the email included in the email box related to your program. Please include “POCs for Reporting” in the subject of your email note.

Salutation: --None--

First Name: [Text Box]

Middle Name: [Text Box]

Last Name: [Text Box]

Suffix: [Text Box]

Title: Village Clerk

Phone: 80 [Text Box]

Email: sh [Text Box]

Name of Entity/Organization: Village of [Text Box]

Program-Roles

- SLFRF - Point of Contact for Reporting
- SLFRF - Account Administrator
- SLFRF - Authorized Representative for Reporting

Complete Edit my current roles

Name	Title	Phone	Email	Roles	
Ph				SLFRF - Account Administrator; SLFRF - Authorized Representative	Edit

Go back to Introduction

Once you have completed designating roles\* to all the appropriate people, select ***“Go Back to the Introduction.”***  
If you go in and edit yourself, be sure that the “Account Administrator” role also moves over

Introduction

Certification

Designation Form

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

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Salutation: --None--

First Name:

Middle Name:

Last Name:

Suffix:

Title:

Phone:

Email:

Name of Entity/Organization:

Program-Roles

- SLFRF - Account Administrator
- SLFRF - Point of Contact for Reporting
- SLFRF - Authorized Representative for Reporting

Complete Edit my current roles

<input type="checkbox"/>	Name	Title	Phone	Email	Roles	
<input type="checkbox"/>					SLFRF - Account Administrator; SLFRF - Authorized Representative	Edit
<input type="checkbox"/>					SLFRF - Account Administrator; SLFRF - Authorized Representative	Edit

Click here → [Go back to Introduction](#)

\* There is system latency in the portal. If you do not immediately see new roles showing, refresh your screen and they should appear.

# Example of Completed Point of Contact List

Save

Point of Contact List

	Name	Title	Phone	Email	Roles
1	Dawn				SLFRF - Account/ Representative
2	Vickie				SLFRF - Account/ Reporting;SLFRF -
3	JIMMY				SLFRF - Account/ Reporting;SLFRF -

Next