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/
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)

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.
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
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.
After clicking the “hamburger” icon, select “Account” from the sidebar menu.
Your entity should appear under “Account Name.” Select it.
Select “**Certification**” from the sidebar menu.
If you are the Account Administrator, enter your name in the box provided and select “**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.
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.

* 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

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone</th>
<th>Email</th>
<th>Roles</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dawn</td>
<td></td>
<td></td>
<td></td>
<td>SLFRF - Account / Representative</td>
</tr>
<tr>
<td>Vickie</td>
<td></td>
<td></td>
<td></td>
<td>SLFRF - Account / Reporting SLFRF</td>
</tr>
<tr>
<td>JIMMY</td>
<td></td>
<td></td>
<td></td>
<td>SLFRF - Account / Reporting SLFRF</td>
</tr>
</tbody>
</table>