Approving a contract

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Document summary

This document outlines how to access, review, download and approve a contract using Transfer Payment Ontario.

Before you begin

Since Transfer Payment Ontario is used by all Ontario ministries, the reference guides and videos found on the Transfer Payment Ontario website are generic. As you work on reviewing and approving your contract, you may see screens, fields or information not presented in this guide. Be sure to reference any supporting documentation provided by the funding ministry.

Reviewing the contract

1. Sign in to Transfer Payment Ontario using a Google Chrome web browser.



Transfer Payment Ontario

REFERENCE GUIDE

Ontari	o 😵		français	🔳 Menu
Transf Manage yo	er Payment Ontario our funding from the Ontario g	overnment		
e Welcom	e			
Message	es and actions			~
	See Funding Opportunities	View/Update Organization	Request TP Service	

- 2. Select See Funding Opportunities.
- 3. If you are registered with more than one organization, select the organization for which you want to review the contract.
- 4. The I am looking to: page appears.

🍋 la	m looking to:		
	Submit for Funding	Submit Report to Ministry	See My Payments
	See My Funding History	See My Repayments	Manage My Contracts

5. Select Manage My Contracts.

Approve Co	ontracts					
Contracts Pending Approval	Approved Contracts					
Step 1: See Contract Info	rmation					Query
Select the Contract that you want to review	and approve					
Contract # Name	Туре	Status	Minis	Contract Amo	Contract Start Date	Contract End Da



6. Select **Contracts Pending Approval**. Contracts that are available for your organization's approval appear.

	pprove Co	ontracts					
Contracts	Pending Approval	Approved Contracts					
Step 1: Se	e Contract Info	rmation					Query
Select the Contra	ct that you want to review	and approve					
Contract #	Name	Туре	Status	Minis	Contract Amo	Contract Start Date	Contract End
1-1449632582	Demo Contract 1	Consolidated Agreement	Pending External Approval		7,000	7/27/2022	9/27/2022
1-1441127619	Kraft Dinner Agreement	Consolidated Agreement	Pending External Approval		8,000	4/28/2022	3/31/2023
1-1462952539	Demo Contract	Consolidated Agreement	Pending External Approval		6,500	12/1/2022	12/31/2022
1-1443682289	Demo Contract	Consolidated Agreement	Pending External Approval		8,000	6/1/2022	6/30/2022
1-1429965633	TPA 21-22S	Consolidated Agreement	Pending External Approval		568	11/18/2021	
1-1469024362	Deb's contract	Consolidated Agreement	Pending External Approval		2,000	1/19/2023	6/30/2023

7. Select the contract. The contract document will be found below in **Step 2 – Download Contract Document.**

Step 2 - Contract doct	- Downi ument for rev	oad	Contract	Docum	ent					
Document										
Demo Cont	ract 1									
				First	Previous	Next	Last			
Suppor	ting Do	cum	ents					Q Qu	ery	+ New
Supporting of	ontract docu	mentsN	ew							
File	Size	T.	Modified	Comments						
Demo C	20,845	RTF	2/3/2023 12							

Note: Step 2 displays two sections. The top section includes a link to the contract document. The **Supporting Documents** section contains links to supporting documents if applicable.

8. Select the document link in the **Contract document for review** section. The **File Download** message appears.



9. Select **Download**. The contract is downloaded to your device's default folder.



10. Open and review the downloaded contract.

Note: While reviewing the contract offline, you may be automatically logged out of your session. The session will expire if you have been idle for more than 15 minutes.

Signing the contract

The program ministry may request the contract to be signed, either manually or digitally.

Manual signature

If you have been asked to manually sign the contract:

- 1. Print and manually sign the document.
- 2. Scan the signed contract and upload to your device. Make note of the file name.
- 3. Return to Transfer Payment Ontario and attach under Step 2a Attach Contract.
- 4. Select + New File.
- 5. Select the file name then upload the signed contract.

Digital signature

If you have been asked to digitally sign the contract:

- 1. Open the contract file on your device.
- 2. Locate the signature box and provide your digital signature.
- 3. Save the file.
- 4. Return to Transfer Payment Ontario and upload the signed contract.

Approving or rejecting the contract

1. Scroll down to Step 3 – Approve or Reject the Contract.

Approve or Reje	ct the Contract and add comments, if any	
Comments		
	<u>le</u>	
I have r Schedu	ead, understand and agree to the terms and conditions of this Transfer Payment Agreement (includines) in the step 2 above and have authority to bind the Recipient.	ig the



Note: To see a list of the approvers for your organization and the status of their approval of the contract, select the information icon.

Approving the contract

- 1. Add comments if required.
- 2. Select the declaration checkbox.
- 3. Select Approve. A message appears.

stage.train.app.grants.gov.on.ca says Your approval of the contract has been successfully completed. Thank you!

4. Select OK.

Note: Only the designated signing authority will have access to approve the contract.

Rejecting the contract

- 1. Provide details for the rejection in the **Comments** section.
- 2. Select **Reject Contract.** A confirmation message appears.



3. Select **OK** to continue. The contract is sent back to the ministry.

Viewing approved contracts

The **Approved Contracts** table displays a list of your organization's approved contracts. You can view details and download a copy of the active contracts listed.

- 1. From the home page select **See Funding Opportunities**.
- 2. Select Manage My Contracts.
- 3. Select the Approved Contracts tab. A list of approved contracts appears.



Contracts Per	iding Approval	Approved Contracts		
Step 1: See A	pproved Cor	ntract Information		Q Query
Select the Contract the	at you want to view			
Contract #▲▼	Name	Туре	Status	Ministry
O 1-1425853500	TPA Kraft inc	Consolidated Agreement	Active	MGCS-Ministry of Government and Con
• 1-1426268518	TPA Kraft inc	Consolidated Agreement First Previous New	Amended t Last	MGCS-Ministry of Government and Cor
1-1426268518 1-1426268518 Step 2 - Dow pproved Contract Do Document	TPA Kraft inc	Consolidated Agreement First Previous New Inct Document	Amended t Last	MGCS-Ministry of Government and Con
1-1426268518 Step 2 - Dow pproved Contract Do Document Contract Upload	TPA Kraft inc	Consolidated Agreement First Previous Ner	Amended t Last	MGCS-Ministry of Government and Con
1-1426268518 Step 2 - Dow upproved Contract Do Document Contract Upload	TPA Kraft inc	Consolidated Agreement First Previous Ner Inct Document	Amended Last	MGCS-Ministry of Government and Con
1-1428288518 1-1428288518 Step 2 - Dow pproved Contract Do Document Contract Upload Supporting E	TPA Kraft inc	Consolidated Agreement First Previous Ner Inct Document	Amended t Last t Last t Last	MGCS-Ministry of Government and Con

- 4. Under **Step 1**, select the contract you want to review.
- 5. Under **Step 2**, select the contract hyperlink in the **Document** field. A message appears.

File Download	Х
You are downloading the file Training QRGs.pdf. Click the Download button to proceed.	
Download Cano	el

- 6. Select Download.
- 7. The contract document is now downloaded to your device.

Attaching supporting documents

You can attach supporting documents or attachments to approved contracts.

1. Select the **Approved Contracts** tab. A list of approved contracts appears.





2. Under **Step 1**, select the contract you want to add a supporting document.

Step 1: See App	Starting with	ormation	Query
Contract #▲▼	Name	Туре	Status
O 1-1427228745	Contract 2021-22	Consolidated Agreement	Active
	First Previo	ous Next Last	

3. Go to the Supporting Documents table.

Supporting	Documents					Query	+ New
Supporting contract	GocumentsNew	Туре			Modified	Comments	
File Name	Size (In Bytes)	Туре		-	Modified	Comments	
		First	Previous	Next	Last		

- 4. Select **+New** to add a new document.
- 5. Locate the file from your device and select **Open**.
- 6. Add related notes in the **Comments** field for reference.

Supporting	J Documents	i			Q Query	+ New
Supporting contra	ct documentsNew					
File Name	Size (In Bytes)	Туре	Modified	Comments		
Document	1,071,637	pdf	3/13/2024 1	Comments		

- 7. Select **Ctrl+S** to save.
- 8. Repeat for each additional document.

Note: Once the record has been saved it becomes read-only.



Contact us

If you need assistance, please contact Transfer Payment Ontario Client Care from Monday to Friday 8:30 a.m. to 5:00 p.m. except for government and statutory holidays, at:

Toll-free: 1-855-216-3090 TTY: 416-325-3408 Toll-free TTY: 1-800-268-7095 Email: <u>TPONCC@ontario.ca</u>

There are a variety of Transfer Payment Ontario reference guides and videos available online. Visit <u>ontario.ca/GetFunding</u> to learn more.

