

Micro-Lending – Reporting: Semi Annual Report Form

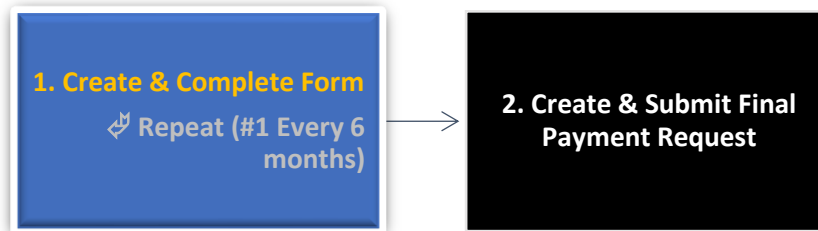
Browser: Log into AmpliFund, <https://ne.amplifund.com> using Google Chrome, Mozilla Firefox, or Microsoft Edge.

Summary

Semi-annually, you will complete a report form. After completion of your final report, you will submit your final payment request.



Form

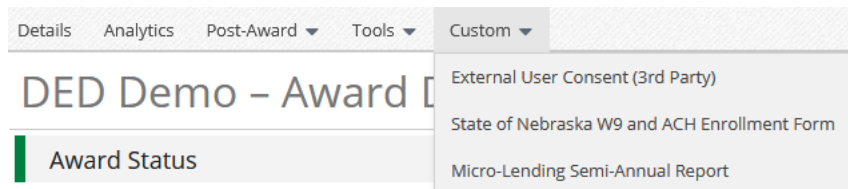


You will complete the following form semi-annually:

- Micro-Lending Semi-Annual Report

To navigate to forms:

Login to AmpliFund > Grant Management (left navigation) > Grants > [Choose Your Grant] > Custom (tab) > [Select Form]



Click the **+** icon in the top right.



Complete the form.

NOTE: Complete each section for each loan. If you do not have a loan for that section, complete the first question and skip the rest of the section. Verify you complete the 'Form Completion' section at the bottom.

When you are done, click **Create** in the bottom right.



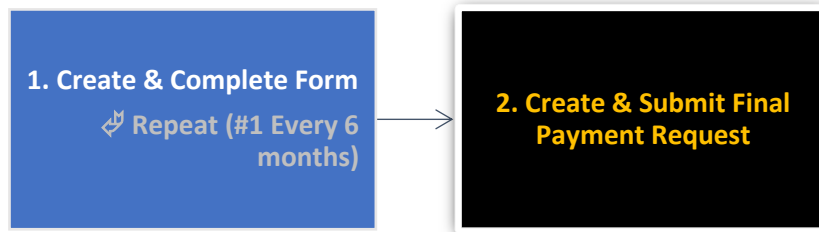
After creation if you need to edit the form, click the **Pencil icon** in the row of the form.



After your edits are made, click **Save** at the bottom right side of your screen.



Final Payment Request



After your final Performance Reporting Period and Form have been submitted, create and submit your final Payment Request using your normal Payment Request User Guide.