Nebraska ARRA Sec. 1512 Reporting

User Instructions

The Administrative Services – State Budget Division's online Nebraska ARRA Section 1512 Report submission system is now available at http://StateReporting.Nebraska.gov/ . This web-based application is to be used by Nebraska state agencies, boards, and commissions to submit electronic copies of the ARRA Section 1512 Microsoft Excel spreadsheet template reports immediately following successful submission to the FederalReporting.gov system.

Access to the Nebraska ARRA Sec. 1512 Reporting application is managed through the OCIO's Nebraska Directory Services (NDS) User ID and Password authentication system. If you currently access web applications from MyNebraska Portal, such as the Nebraska Budget Request and Reporting System, you will already be familiar with your NDS User ID and Password.

If you do not currently use an NDS User ID or MyNebraska Portal, you will need to activate your NDS User ID.

Activate your NDS ID (Skip if NDS User ID and Password are known):

1. Contact the Office of the CIO Help Desk at CIO.Help@nebraska.gov or call (402) 471-4636. Indicate that you need to obtain your NDS ID and password. If requesting that a User ID be created you will need to include your name, agency, phone number and email address.

2. You will receive an email from the Office of the CIO that will have your ID and an initial password. The first time you log in, you will be required to change your password. Read carefully the directions given to make this change.

3. After you have completed the process to change your password, make sure to setup password hints.

4. You can now login to the Nebraska ARRA Sec. 1512 Reporting website (http://StateReporting.Nebraska.gov).

Login to the Nebraska ARRA Sec. 1512 Reporting website (http://StateReporting.Nebraska.gov):

1. Type StateReporting.Nebraska.gov into a Microsoft Internet Explorer or Mozilla Firefox browser address bar. This will take you to an NDS login screen.

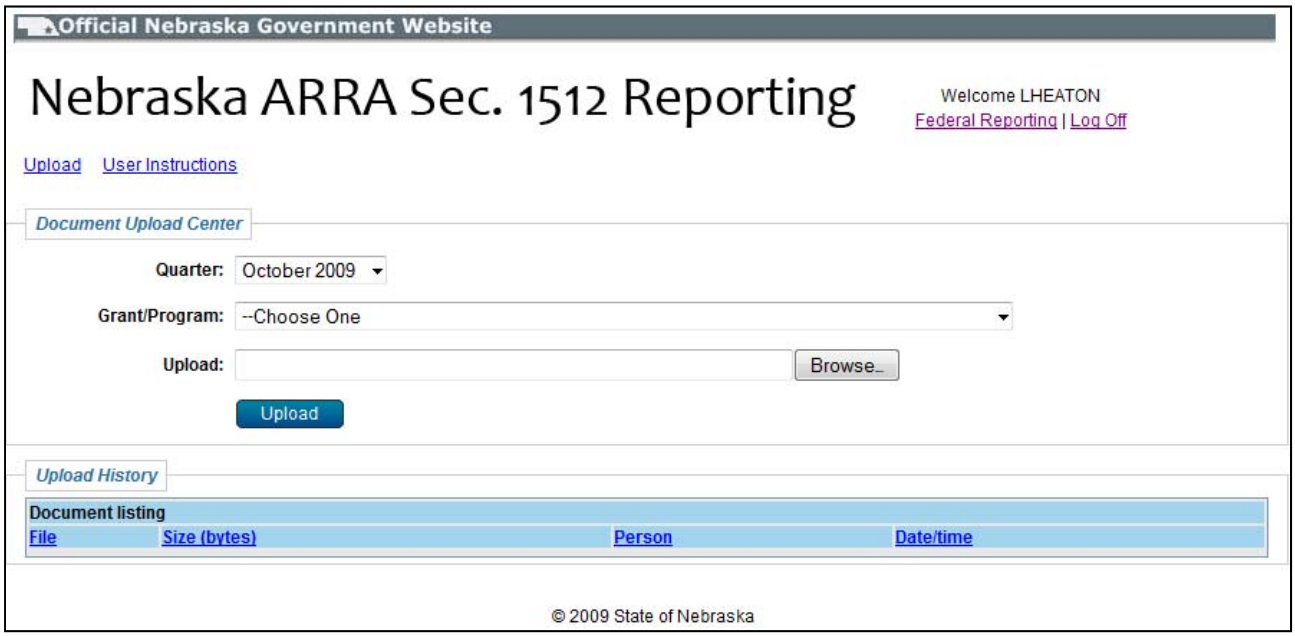
2. Type your NDS User ID and Password in the appropriate fields and click Login. If you can't remember your NDS Password please contact the CIO Help Desk for a password reset.

3. You are in and ready to go! If you experience any problems logging in please contact your assigned Budget Analyst in the Administrative Services State Budget Division or as.1512reporting@nebraska.gov .

Submit an ARRA Section 1512 Excel spreadsheet file:

1. After successful login, you will automatically be taken to the "Document Upload Center".

2. **Select the appropriate report submission period (i.e. October 20XX) from the Quarter drop-down box.** The current report submission period will be selected by default. Uploading is not allowed for non-current report submission periods.



3. **Select the Grant/Program for which you wish to upload the Excel file.** This drop-down field contains the federal award number as well as a brief description of the award. The Grant/Program drop-down box will list the ARRA Grants/Programs your agency is expected to submit to FederalReporting.gov. <u>If the particular Grant/Program you wish to upload is not listed, contact your assigned State Budget Division budget analyst immediately so that it can be added to the system.</u>

4. **Click the Browse button to find the file you wish to upload from your available drives.** The Browse and Upload buttons will not be available outside of the reporting period submission date range (i.e. October 1 through October 10 at 10:59 p.m.) except for requested correction re-uploads. See number 7 below.

5. **Once the file has been selected, click the Upload button.** Only the official FederalReporting.gov Microsoft Excel spreadsheet report template will be allowed. Confirmation of a successful upload will be provided on-screen.

6. **The "Upload History" section will allow you to confirm the intended file has been properly submitted.** It will also indicate the User ID of the person loading the file as well as the date and time the upload took place. All uploads for a particular grant/program will be logged in the "Upload History". See number 7 below regarding submission of corrections.

7. **You must re-upload a revised Excel template file for the grant/program if you later determine that a correction needs to be made to your section 1512 report.** Corrected files must be re-uploaded to StateReporting.Nebraska.gov if corrections are made to your federal submission subsequent to your original upload. The original files will also continue to be shown in the Upload History.

If you have any questions or encounter any problems, contact your assigned Budget Analyst or email as.1512reporting@nebraska.gov to contact the Budget Division's ARRA Sec. 1512 Reporting Help Desk.