

MBCC Financials Reporting System

How do I...?

1) Find my initial user name and password?

Your initial User ID and Password for the Financials Reporting System are listed in your Subgrant Award Letter:

Dear Director:

The Montana Board of Crime Control (MBCC) congratulates you on the award of your application.

...

Any grantee awarded a grant on or after July 1, 2008, will be required to use the online financial and narrative reporting systems for their quarterly reporting requirements. As a reminder, an e-mail will be sent to the project director at the end of each quarter.

Your User ID for logging into the Online Financials and Narratives Reporting System is:

<User ID>

Your Initial Password is: **<Initial Password>**

2) Request a budget line adjustment?

You may request a budget line adjustment by submitting a Grant Adjustment Request Form found at <http://www.mbcc.mt.gov/Grants/Forms/grantadjust.asp>.

3) Revise a previous financial report?

Any correction to prior quarterly reports, within the current grant year, must be made on the current quarterly report.

4) Request funds?

You may request funds by submitting a Request for Funds Form found at <http://www.mbcc.mt.gov/Grants/Forms/RequestFunds.xls>.

5) Find who to contact for questions?

MBCC contact information is listed at <http://www.mbcc.mt.gov/AboutUs/contactus.asp>.