Go to http://portal.neighborlysoftware.com/PEORIAIL/participant

If already registered, sign in with email address and password
If new to Neighborly, register with email address and password

- You will receive an email confirmation of your registration
Once you log in, you will be directed to your home page.

Helpful info:

- grants@peoriagov.org
- support@neighborlysoftware.com

Scroll down to “Grants” to find your current grant, then click on “View”
You will then be directed to your grant’s home page.
To view/add users, click on “Users” on left side menu.

To add a user, click “Add a User” button.
To add a user, enter their email address, then click “Add”

- If they haven’t already done so, they will need to register their email address.
- If they have already registered, the grant will automatically link to their home page.
To view/edit reports, click on “Reports” on left side menu.

Each quarter’s reports will be available 30 days before the due date.

To select a report, click on the arrow under “Action.”
Part 1 – Accomplishments

Each quarter, enter number of beneficiaries by income (new clients only); this information is collected on the Service Application Forms.

Make sure “Total” is accurate and matches other totals.
**Part 1 – Accomplishments**

Each quarter, enter number of beneficiaries by race (new clients only); this information is collected on the Service Application Forms.

Make sure “Total” is accurate and matches other totals.
Part 1 – Accomplishments

Each quarter, enter number of beneficiaries who identify as Hispanic (new clients only); this information is collected on the Service Application Forms.
### Part 1 – Accomplishments

Each quarter, enter other beneficiaries information (new clients only); this information is collected on the Service Application Forms.

Make sure “Total Persons Served” is accurate and matches other totals.
Part 1 – Accomplishments

Each quarter, enter progress on objectives by percentage.

- Must be backed up by evidence/assessments
Part 2 – Narrative

Optional

Is there any additional information you would like to share about this report? (optional)

served all clients in Q1; not required to submit accomplishments for following quarters

No save history

Save

Complete & Continue
Part 3 – Supporting Documents

Upload:

- Cover letter (edit each quarter)
- Disbursement register (current quarter AND reimbursement tracker)
- Staff time allocations
- Financial backup/proof of expenses
Submit! This notifies City Grants Staff that your report has been completed.