



EGMS

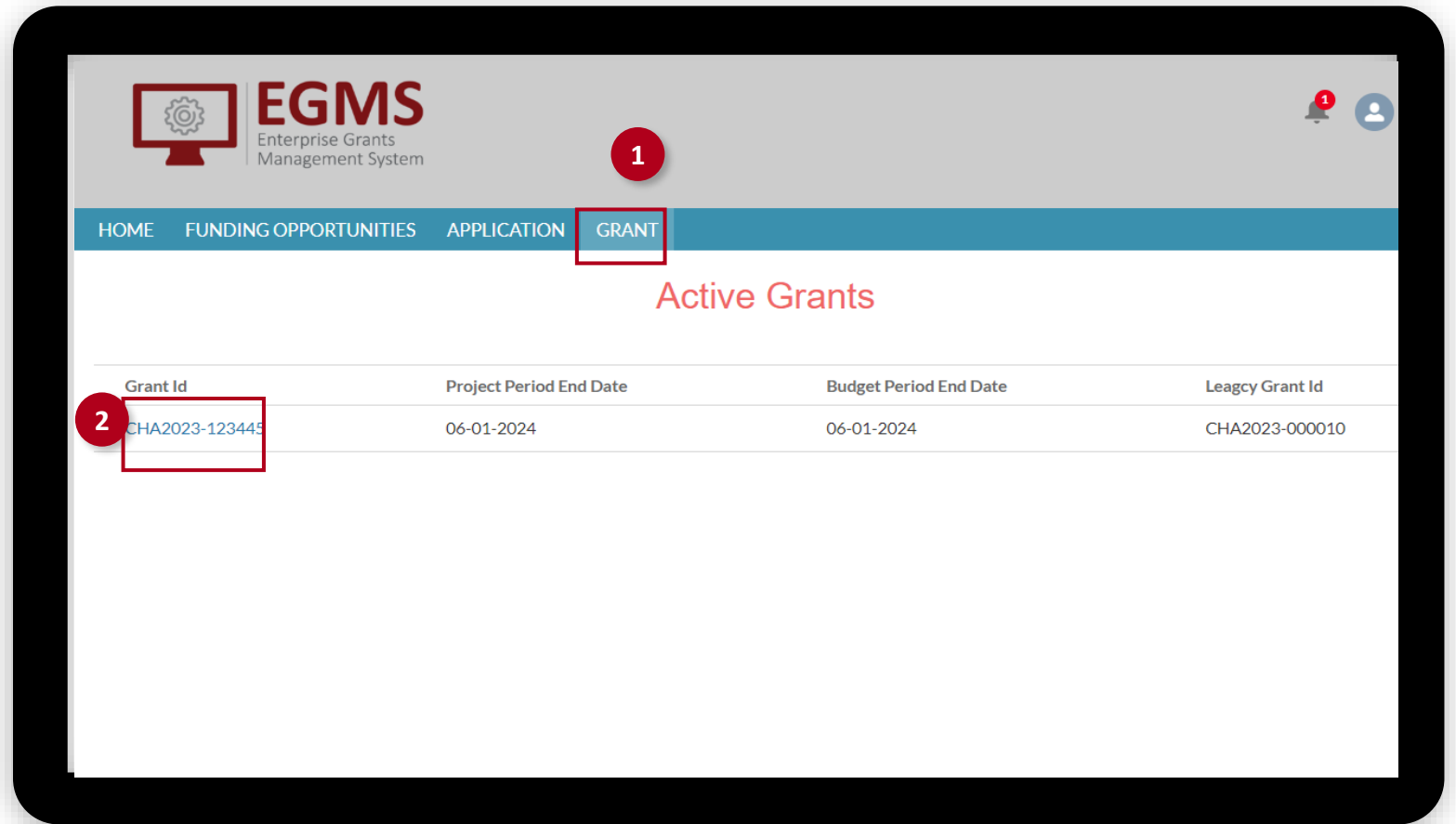
Upload Site Visit Documents

Reference Guide for Grantees

Let's begin!

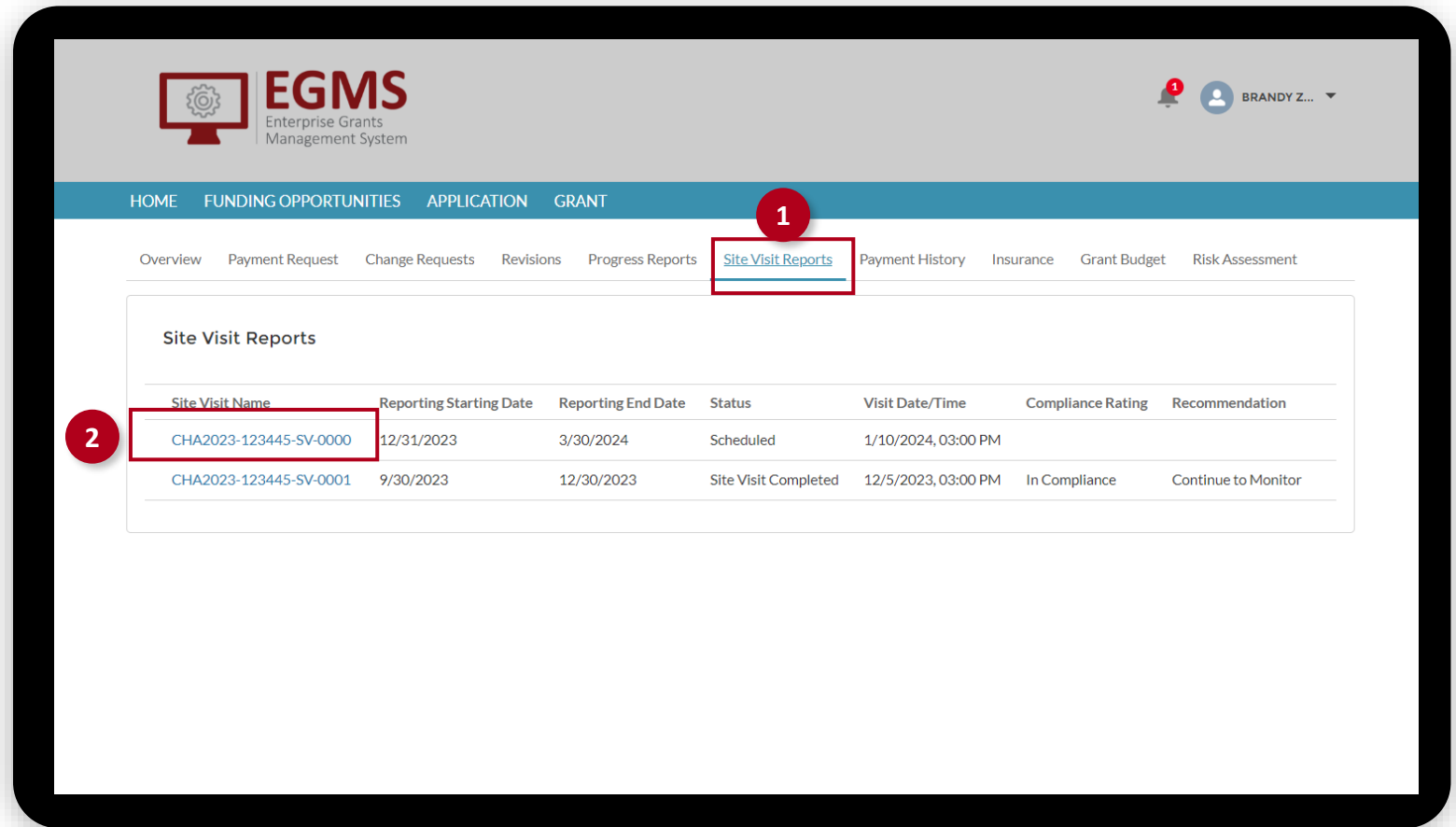
Select the grant

- 1 Once you log into EGMS, navigate to the Grants tab.
- 2 Click on the grant for which you have a future site visit scheduled.



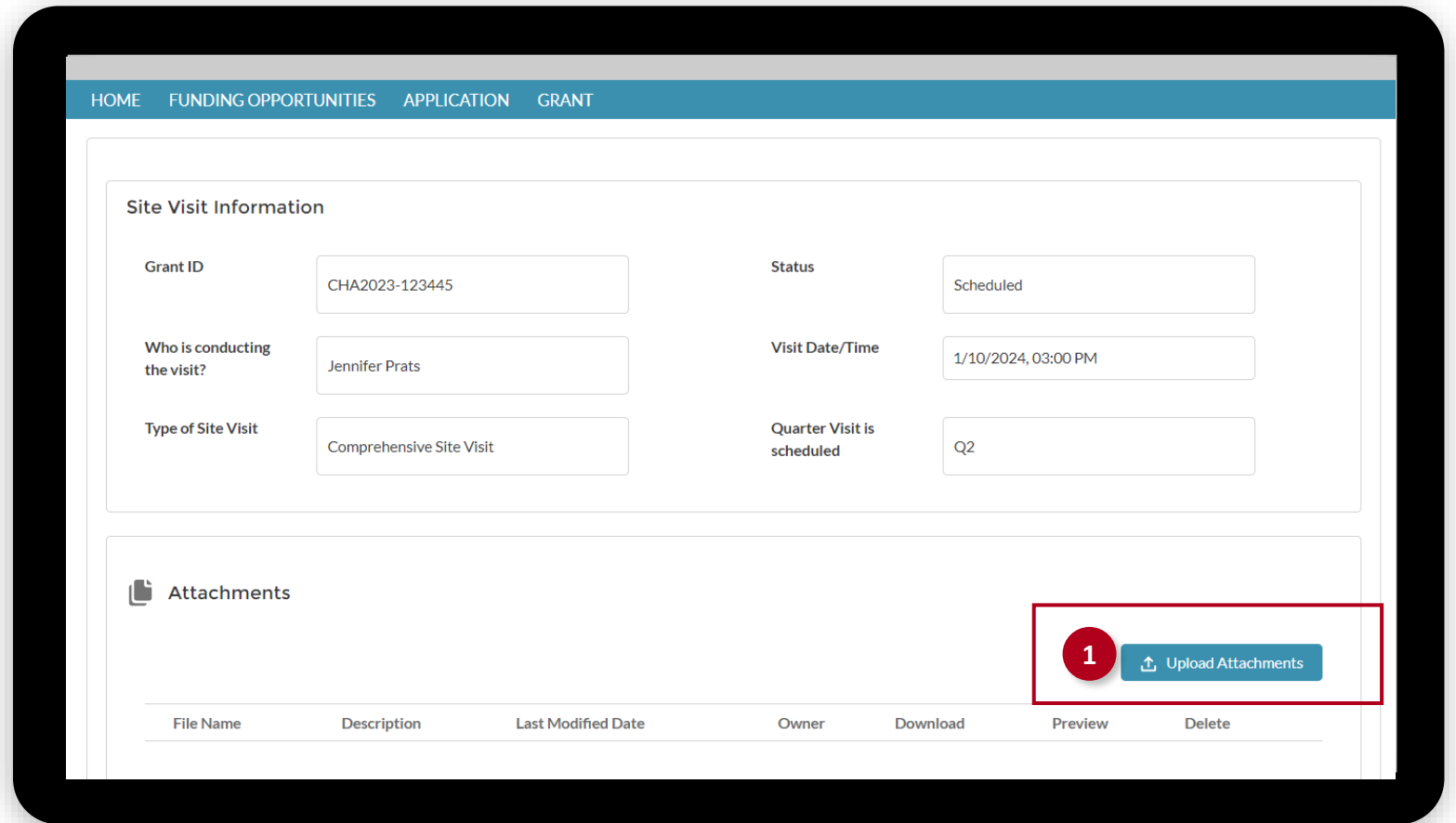
Select scheduled site visit

- 1 Navigate to the **Site Visit Reports** tab.
- 2 Select the scheduled site visit to upload the documents requested by your project officer or grant monitor.



Upload documents

- 1 Click on **Upload Attachments** to provide the documents requested by your grant monitor or project officer.



If you still have questions, please contact OGM at doh.grants@dc.gov

Thank you!