

2018 Access For Athletes Grant Receipt Upload



This resource will walk you through the entire 2018 CAF grant receipt upload process, step by step. We hope you will find it helpful!

Step 1: Click on Receipts Upload link

Hello CAF Grantee,

Below is the link for 2018 CAF Grant Receipts. We recommend using **Google Chrome** as your web browser when completing this task. Please follow these instructions carefully:

1. Click on the Receipts link below.
2. Your email address that you received this email with has already been added into the system. Please use this email address to login and upload your receipts.
3. Before you can login, you will need to reset your password. **Click the "Forgot my Password" button.**
4. Type in your email address and click **"Reset"**
5. **Check your email** for the "Reset Password" link. Click on link.
6. **Choose a new password.** This will be your login for future CAF Grants. CAF does not have the capability to reset passwords, so write it down and make sure it's something you will remember!
7. Log in with your email and new password.
8. Click the **"Get Started"** button.
9. You'll see the box that says A4A Receipts. **Click the Pen & Paper Icon** on the far right to get started.
10. **Type in your name, and then upload your receipt files.** Each receipt can be its own file, or all receipts can be included in the same file.
11. Type in the **total dollar amount of receipts** at the bottom of the form.
12. Click **"Save"**.
13. **Click green "Submit" button.** You will receive a confirmation email once your receipts have been submitted.

2018 CAF Grant Receipts Link: <https://webportalapp.com/sp/a4areceipts>

Please remember that uploading your grant receipts is a mandatory part of the grant progress. Failing to upload your receipts or misusing grant funds could prevent a grantee from receiving future grants.

For any questions, please email cafgrants@challengedathletes.org.

Sincerely,

CAF Grants Team

The link is in the email you received from CAF. Please locate and click to get started.

Step 2: Click “Forgot Your Password?”

Thank you for visiting the Access for Athletes Receipts portal.

If this is your first time visiting the portal, please follow the steps to reset your password by using the email address on file from your 2018 Access 4 Athletes application. Please enter the email address that you where you received the link to access this 2018 Receipts workspace.

If you are a returning user, please log-in with your username and password.

Sign In

Email
cafgrants@challengedathletes.org

Password

Log In

Forgot your password?

Need an Account?
Sign Up

POWERED BY
wizehive

CAF has already added your email address into this system (the email used on the grant application). **You DO NOT need to create an account.** You simply must change your password by clicking the “Forgot your password?” button.

Step 3: Reset Password

CHALLENGED ATHLETES
CAF
FOUNDATION

Login

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If this is your first time visiting the portal, please follow the steps to reset your password by using the email address on file from your 2018 Access 4 Athletes application. Please enter the email address that you where you received the link to access this 2018 Receipts workspace.
If you are a returning user, please log-in with your username and password.

Enter your email address below to reset your password. An email will be sent to this address with additional instructions.

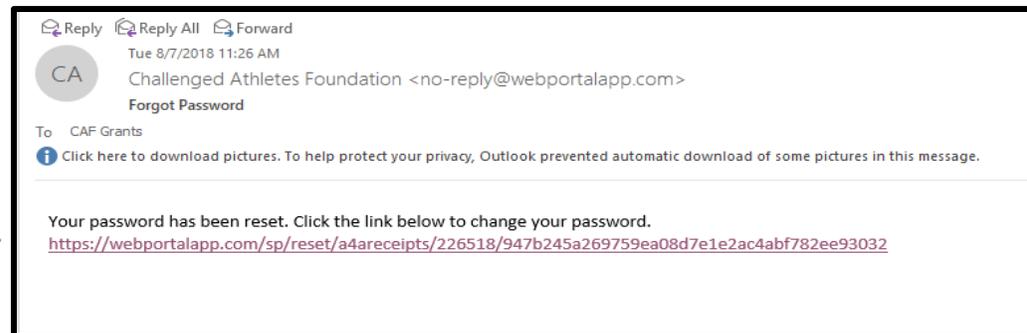
Email

Reset

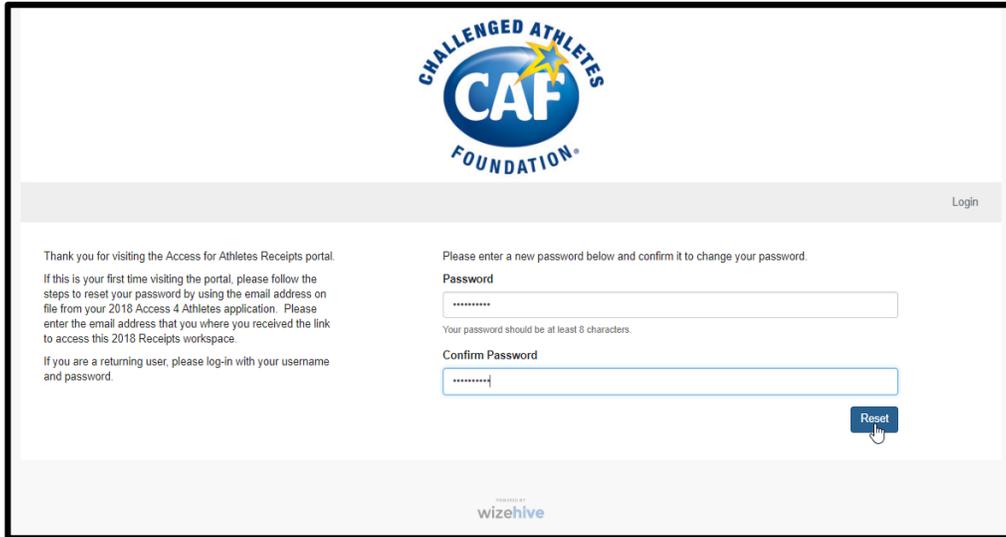
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Type in your email address (the one the receipts upload link was sent to you at) and click the “Reset” button.

A link will then be emailed to you to change your password. Click the link.



Step 3 Cont'd: Reset Password



The screenshot shows the CAF Foundation logo at the top. Below it is a 'Login' link. The main content area contains instructions for password reset. On the right, there are two password input fields: 'Password' and 'Confirm Password', both with masked characters. A 'Reset' button is located below the 'Confirm Password' field. The Wizehive logo is at the bottom.

CHALLENGED ATHLETES
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Login

Thank you for visiting the Access for Athletes Receipts portal.
If this is your first time visiting the portal, please follow the steps to reset your password by using the email address on file from your 2018 Access 4 Athletes application. Please enter the email address that you where you received the link to access this 2018 Receipts workspace.
If you are a returning user, please log-in with your username and password.

Please enter a new password below and confirm it to change your password.

Password

Your password should be at least 8 characters.

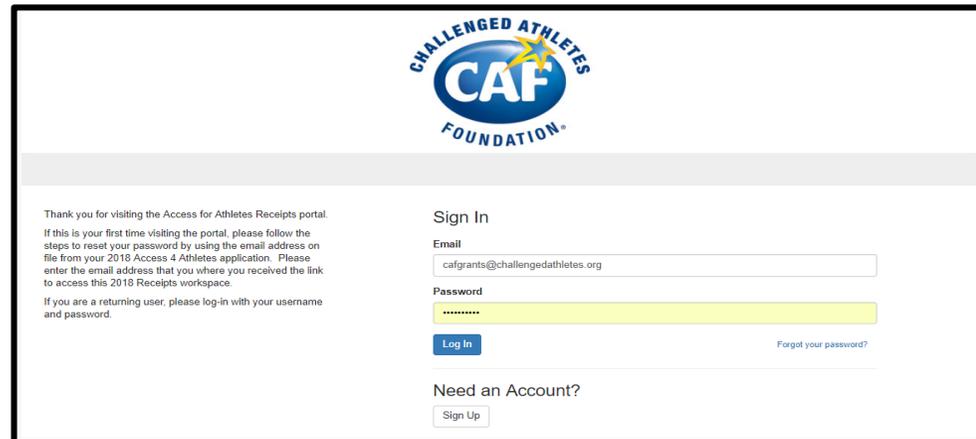
Confirm Password

Reset

wizehive

Once you click on the reset password link, you'll need to create and confirm a new password, and then click "Reset"

Login with your email address and new password



The screenshot shows the CAF Foundation logo at the top. Below it is a 'Sign In' section with an 'Email' input field containing 'cafgrants@challengedathletes.org' and a 'Password' input field with masked characters. A 'Log In' button is below the password field. There is a 'Forgot your password?' link. Below the sign-in section is a 'Need an Account?' section with a 'Sign Up' button. The Wizehive logo is at the bottom.

CHALLENGED ATHLETES
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Sign In

Email
cafgrants@challengedathletes.org

Password

Log In

Forgot your password?

Need an Account?

Sign Up

wizehive

Step 4: Upload Receipts

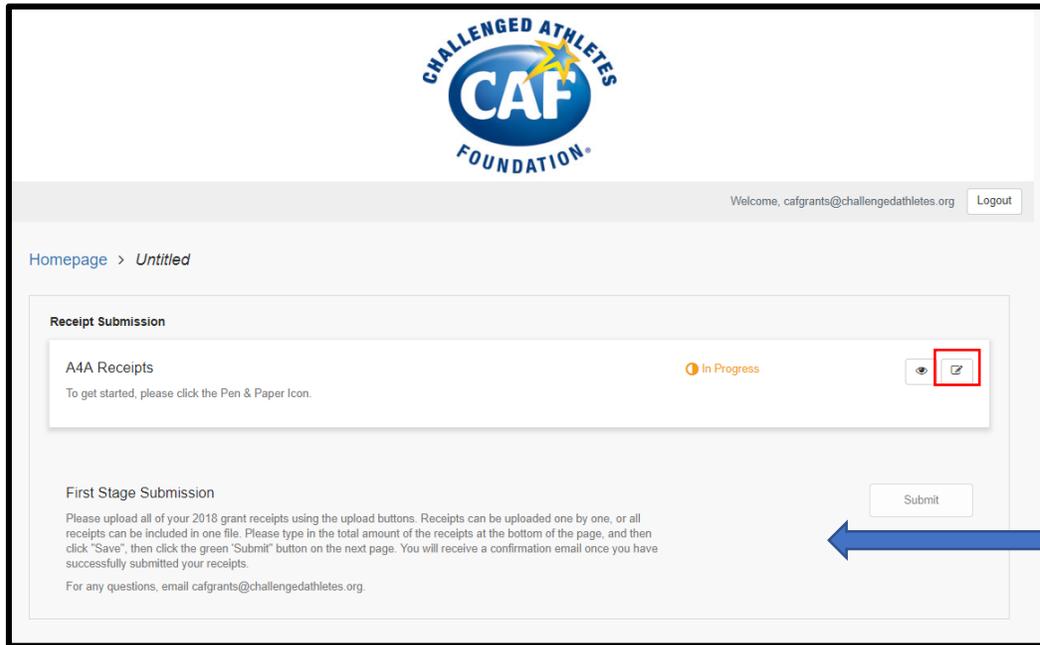
This is the A4A Receipts Portal Homepage. We have already created your profile based on the information in your application. If you'd like to view or edit your profile, click the Pen & Paper icon on the right. However, this is not necessary.

Once you're ready to upload, click the "Get Started" button.



The screenshot shows the homepage of the Challenged Athletes Foundation (CAF) Access 4 Athlete's Receipt Submission Portal. At the top left is the CAF logo, which includes the text "CHALLENGED ATHLETES" and "FOUNDATION" around a blue circle with "CAF" in white. To the right of the logo, the text "Welcome, cafgrants@challengedathletes.org" and a "Logout" button are visible. Below this, the page title "Homepage" and "Profile" are shown. A main heading reads "Welcome to the Access 4 Athlete's Receipt Submission Portal" with a sub-note: "If you need to edit any of your profile information, you can do so at any time." A profile card displays "Profile" on the left, a "Complete" status with a green checkmark in the middle, and two icons (an eye and a pen/paper) on the right, which are highlighted by a red box. Below the profile card, a message says "Please click the '+' button to get started submitting your receipts." At the bottom, there is a large dashed box containing a blue plus sign and the text "Get Started".

Step 4 Cont'd: Upload Receipts



The screenshot displays the CAF website interface. At the top center is the CAF logo, which consists of a blue circle with 'CAF' in white and 'CHALLENGED ATHLETES FOUNDATION' around it. Below the logo, a grey bar contains the text 'Welcome, cafgrants@challengedathletes.org' and a 'Logout' button. The main content area has a breadcrumb trail 'Homepage > Untitled'. A section titled 'Receipt Submission' contains a card for 'A4A Receipts' with a status of 'In Progress' and a red box highlighting a pen and paper icon. Below this is a 'First Stage Submission' section with a 'Submit' button. The bottom of the page contains instructions for uploading receipts and contact information.

Read directions at the bottom of the page, and then click the Pen & Paper icon to begin uploading your receipts.

Step 4 Cont'd: Upload Receipts

CHALLENGED ATHLETES
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Welcome, calgrants@challengedathletes.org Logout

Homepage > Untitled > A4A Receipts Input

Name

Receipts

+ Select a file

Additional Files

+ Select a file

Type in Grantee's name, and then click "Select a File". Receipts can all be uploaded within one file, or can be uploaded one-by-one using separate files. Use as many file uploads as you need, we've provided plenty!

Example:

Homepage > Untitled > A4A Receipts Input

Name

CAF Grantee

Receipts

+ Select a file CAF Grant Receipts- Competition Entry Fee.docx

Additional Files

+ Select a file 2018 CAF Grant Receipts- Hotel.docx

Additional Files

+ Select a file

Additional Files

+ Select a file

Additional Files

+ Select a file

Type in the total dollar amount of all the receipts combined at the bottom of the page.

Additional Files

+ Select a file

Additional Files

+ Select a file

Total Amount of Receipts

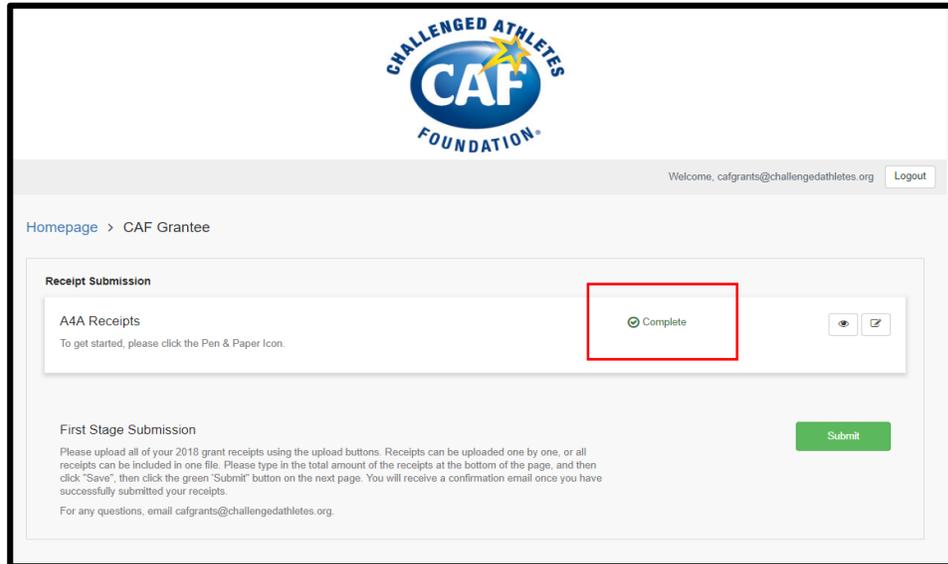
1,000

Save Draft Save

Then click "Save".

Step 4 Cont'd: Upload Receipts

(Almost Finished!)



You'll see the green "Complete" mark on your receipt submission portal. This means your receipts successfully uploaded.

The last step of the process is to click the green "Submit" button.

Once you click "Submit", you will receive an email confirmation.

Thanks for uploading your 2018 receipts!

Grant Receipt FAQs

- **Q: When do receipts need to be uploaded by?**
- A: All 2018 grant receipts must be submitted by January 31st, 2019. However, please upload them as soon as they are available.

- **Q: My sport/competition doesn't take place until after 1/31/19. What do I do?**
- A: We suggest pre-paying for as much as possible (hotels, flights, etc.) and uploading the receipts before 1/31.

- **Q: I didn't use all my grant funds. What do I do with the leftover money?**
- A: Please send any unused funds back to CAF Headquarters via check. Please address to CAF Grants Team and make a note that these are returned grant funds. Please include the grantee's name in the memo.

- **Q: I used my CAF grant to pay a coach for a team sport/travel accommodations, so the receipt will not accurately reflect what I paid. What do I do?**
- A: We still need a receipt for the cost, and you can note what portion you paid.

- **Q: What if I cannot find my receipts?**
- A: It is extremely important that CAF grantees upload all receipts in order to verify how grant funds were spent. If you cannot find a receipt, we will accept bank or credit card statements. Failure to upload receipts could prevent a grantee from receiving future grants.

- **Q: What if I already emailed my CAF Grant receipts to cafgrants@challengedathletes.org?**
- A: Grantees must upload receipts through the online portal. Emailed receipts will not be accepted.

For any other questions, please email cafgrants@challengedathletes.org



25
YEARS



25
YEARS