HEARST*foundations*

Instructions for the Hearst Foundations' Online Grant Reports

1. Using the website link, please log in to the Hearst Portal as a Returning User with the User ID and Password previously provided to you. If you do not have a login, please refer to the Notes section below.

2. Using the tabs on the top, right corner, select "Dashboard," and select the "Report" tab.

3. Please complete the listed report by selecting the "Edit" option or icon.

4. Save frequently using the "Save" button on the application page. This will enable you to return to your work and preview the report. Please do not click "Submit" until you are completely finished.

5. Please use Help Text Descriptions (signified with a question mark) to answer any questions you may have about instructions for specific fields and refer to the reporting guidelines on the Foundations' website.

6. **Endowment Reports**

   - As noted, please complete either the Program or Scholarship section as it relates to the purpose of your organization's Hearst Endowed Fund.

   - Complete the Grantee Report for the year of your recently completed Audit as indicated by the Report's Fiscal Year.

   - If your organization has more than one Hearst Fund, each report will be separately listed.

7. **Non-Endowment Reports**

   - As noted, please complete the sections of the report that are specific to your type of grant.

   - If the grant monies have not been fully expended by the report due date, please contact the appropriate person in the Notes section below to add an additional report for the next fiscal year.

8. If the due date listed on the dashboard needs to be adjusted, please contact the appropriate person in the Notes section below.

9. While not all fields are required for submission, please complete the report in full where relevant.

10. The "Save" button will provide a preview of the report prior to being submitted.

11. After saving your work on the first page, click the "Next" button to advance to the second page, where you will be required to upload attachments in PDF, Excel or Word formats. Max file size per document is 5MB.

12. If your work is not saving properly, please look at the top of the page for error messages in red. This will give you specific areas to revise in order to save successfully.

13. Once you have uploaded all documents on the second page and saved, press the "Submit" button on the top of the second page. If there are no error messages, your report should submit. Please confirm this by checking the status on the "Dashboard," which should list the report as "Submitted." No email confirmation will be sent.

Notes:

Please email or call Mayra Cedeno in New York at mcedeno@hearstfdn.org or 212-649-3759 or Annette Hepler in San Francisco at ahepler@hearstfdn.org or 415-908-4521 for any questions or adjustments referenced above.