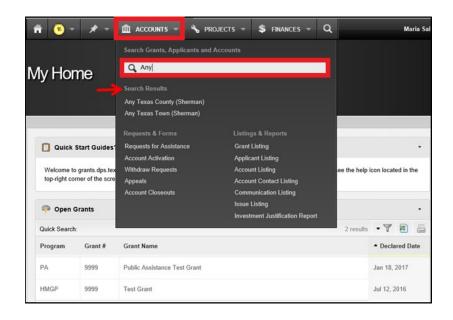
Look Up an Account

Click the *"Accounts"* menu located on the **Main Menu** bar, then perform either a **1**) **Quick Search** or generate an **2**) **Account Listing** report.

1. Quick search: Click the *"Accounts"* menu located on the **Main Menu** bar, and enter some or the entire Applicant Name in the white search bar. Results will display dynamically below the search bar as you type. Choose an option.



a. Once an option has been selected from the search results, a screen will be displayed with the **Applicant Details**.

Create New Request S	iubmit New Reimbursement Re	quest		
Summary >				More -
	Applicant Details		•	Apply for a Grant
Accounts	Unique Applicant ID:	2501		There are currently 12 Grants open. If you wish to apply, please click the Apply Now
🔏 Projects	FEIN #:	11111111		button below.
👸 Payments	DUNS #: Account Count:	111222333 2 Accounts Open		Apply Now
31 Quarterly Reports	Project Count:	8 Projects 6 Unobligated 2 Obligated - Large (All Open)		
Contacts	Quarterly Report Count:	No Active QRs (View All) 1 Overdue Quarterly Report		
Notes	Eligible Obligated:	\$377,781.90		
Documents	Federal Obligated:	\$990,781.78 (262.26%) View Graph		
③ History	State Obligated:	\$24,192.84 (6.40%) View Graph		
	Local Share:	\$36,289.27 (-168.66%)		

b. Click the "Accounts" tab to view a listing of all Accounts for this Applicant.

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	Create New Request		Submit New Reimburs	ement Reques			υ	Viore
17.11 17.11	Summary		Accounts					
s.	Accounts	>	Quick Search:			2 results	• 🝸 🖀	ē
	 Accounts 	-	Program	Grant #	▼ Grant Name	Proj Count	Closed Date	
	Requests for Assistance		HMGP	9999	Mitigation Plan Tracking	1		
	Account Activation Withdraw Requests		PA	9999	Public Assistance Test Grant	7		
	Appeals Account Closeouts							

2. Account Listing Report: Click the "Accounts" menu located on the Main Menu bar, then click on "Account Listing" located under Listings & Reports.

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		Search Grants, Applicants and					
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· ,		Requests & Forms	Listings & Reports				
		Requests for Assistance	Grant Listing				
		Account Activation	Applicant Listing	8			
		Withdraw Requests	Account Listing				
		Appeals	Account Contact Listing				
Quick Start Guides		Account Closeouts	Communication Listing				
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open Open Quick Search Program	Grants h: Grant #	Grant Name		ort	50 results • ¥ • Decl	ared Date	

a. A list of **Accounts** will display. If you are the contact for multiple entities, all accounts for all your entities will display. Click any of the column headings to sort by that heading. (*The columns can be sorted in ascending or descending order.*)

Accounts												
	Save as Mer	nu Preset										
Quick	luick Search: 3 results 🔹 🐺 🗟 🚆									8 8		
	Program	Grant #	- Grant Name	Applicant Name	FIPS #	County	PNP	Agency	Proj Count	Closed	Closed Date	
	HMGP	9999	Mitigation Plan Tracking	Any Texas Town	000-TEST0-00	Sherman	N	N	1			
	PA	9999	Public Assistance Test Grant	Any Texas County	111-TEST0-00	Sherman	Ν	N	5			
	PA	9999	Public Assistance Test Grant	Any Texas Town	000-TEST0-00	Sherman	N	N	7			