

ANR Online Grants & Contracts Form Vendor Guidance Document

Background

The Department of Environmental Conservation (DEC) administers various types of pass through agreements that can be in the form of a grant, contract or MOU/MOA. Invoicing from these agreements will now be handled through an ANR Online form, titled “Grants & Contracts Invoices” (the Form). This document will assist vendors who have a grant or contract with DEC on how to properly use ANR Online for agreement payment.

ANR Online can be accessed through a web browser at <https://anronline.vermont.gov/>

Register for ANR Online:

Vendors will be required to register in ANR Online before using the Form.

- 1) Open your web browser and navigate to ANR Online.
- 2) Click “Register” in the upper right-hand corner.
- 3) Enter your user information.
- 4) Click “Save”.
- 5) A verification email will be sent to the email address you provided in the user information. Open the email and click the activation link on the profile.

For a detailed video on the registration process, please go to <https://youtu.be/Yv-4iTjNVGk>. There are also instructions on the main ANR Online page.

Locating the Grant and Contract Invoice Form:

- 1) Log in to ANR Online using the username and password you used to register for ANR Online.
- 2) Click on “Form Finder” on the left side of the screen.
- 3) In the search bar, type in “Grant and contract”. The form title Grant and Contract Invoices should appear below as you type.
- 4) Select Grant and Contract Invoices by clicking on the title.

Form Entry:

- 1) In order to begin form entry, you will need to enter the agreement number for which you’re submitting an invoice for, then select “Begin Form Entry”.

- 2) Review the grant/contract details shown to ensure that you have selected the correct agreement.
- 3) Take note of the Submission number at the top of the screen; this submission number is the unique identifier that will allow you to view the status of the submission at a later time or inquire of DEC staff if you have a question about the submission later on.
- 4) Follow the on-screen instructions to fill out the necessary information in the grant/contract details section. Once finished, at the bottom of the page, select "Attachments".
- 5) Upload your invoice (for contracts) or form 430 (for grants) that is associated with this submission. This file must be in a .pdf format and is required for a submission to be complete.
 - a. Deliverables are allowed to be submitted on this screen as well but are not required.
- 6) Once finished, at the bottom of the page, select "Review".
- 7) If the information entered appears accurate to the best of your knowledge, at the bottom of the screen, select "Certify & Submit".
 - a. If you need to edit previously entered information, you can navigate to the section requiring attention by selecting "Previous Section" at the top of the screen.
- 8) At the next screen, select "Submit Form"
- 9) At the next screen, you may either print a confirmation, view the submission, or return to home. **It is recommended you use the print confirmation feature to document your submission.**
- 10) You should receive an email from VTANR Online Services notifying you that you have successfully submitted the form. That email will also contain the submission number, which is unique to that submission, for future reference.

Once this process is complete you may make another submission if you choose to do so, or you may close your web browser.

Locating your past submissions:

- 1) Log in to ANR Online using the username and password you used to register.
- 2) At the main screen of <https://anronline.vermont.gov/>, click "History" in the upper right side of your screen.

This screen shows each submission for the user that is currently logged in.

For any questions, please contact Robert Fitch at Robert.fitch@vermont.gov or David Pasco at David.Pasco@vermont.gov