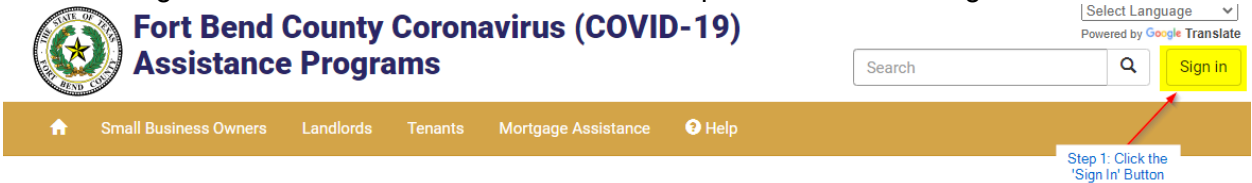


STEPS TO CREATE AN AUDIT RECEIPT IN AUDIT PORTAL

1. Navigate to the Fort Bend County website: <https://fortbend-era.powerappsportals.us/>
2. Click the 'Sign in' button and use the same email and password used to register



[Sign in](#) [Register](#) [Redeem invitation](#)

Sign in with your user account details.

3. Click Small Business Owners in the top ribbon



4. Click the "View my Registration" button. **PLEASE ONLY UPLOAD TO YOUR APPROVED REGISTRATION/ACCOUNT (If you have multiple registrations).**



5. Click on the "Audit Receipt" Tab



6. Click the “Create” button
Small Business Owner Registration - Audit Receipt

Registration Audit Receipt

Audit Receipts

Audit Receipt Status
New

Click the '+ Create' button to create your first Audit Receipt

Create

Category	Amount ↑	Description	Eligibility Status
There are no records to display.			

7. Enter the amount of the receipt
8. Choose the Category of the receipt
 - a. Categories available:
 - i. Advertisement
 - ii. Lease/Mortgage
 - iii. Payroll
 - iv. PPE
9. Enter a detailed description of the receipt
10. Once complete, click the “Create Receipt” button
11. You will now see this receipt as a line item in the Audit Receipt tab

Small Business Owner Registration - Audit Receipt

Registration Audit Receipt

Audit Receipts

Audit Receipt Status
New

Create

Category	Amount ↑	Description	Eligibility Status
Advertisement	\$500.00	Sample	

12. Now that the receipt is added, you will need to add the corresponding documentation for this receipt

- Click the down caret next to the receipt you would like to add supporting documentation and click 'Edit'

Small Business Owner Registration - Audit Receipt

Registration Audit Receipt

Audit Receipts

Audit Receipt Status

New

To add supporting documentation, click the down caret next to the receipt.

Create

Category	Amount ↑	Description	Eligibility Status
Advertisement	\$500.00	Sample	

Then, click the "Edit" button.

Edit Delete

- The specific receipt will open in a new window

- Scroll down towards the bottom where you see the "Receipts" section

Edit

General

Amount

\$ 500.00

Category

Advertisement

Description

Sample

Scroll down to fully see the Receipt Section

Receipts

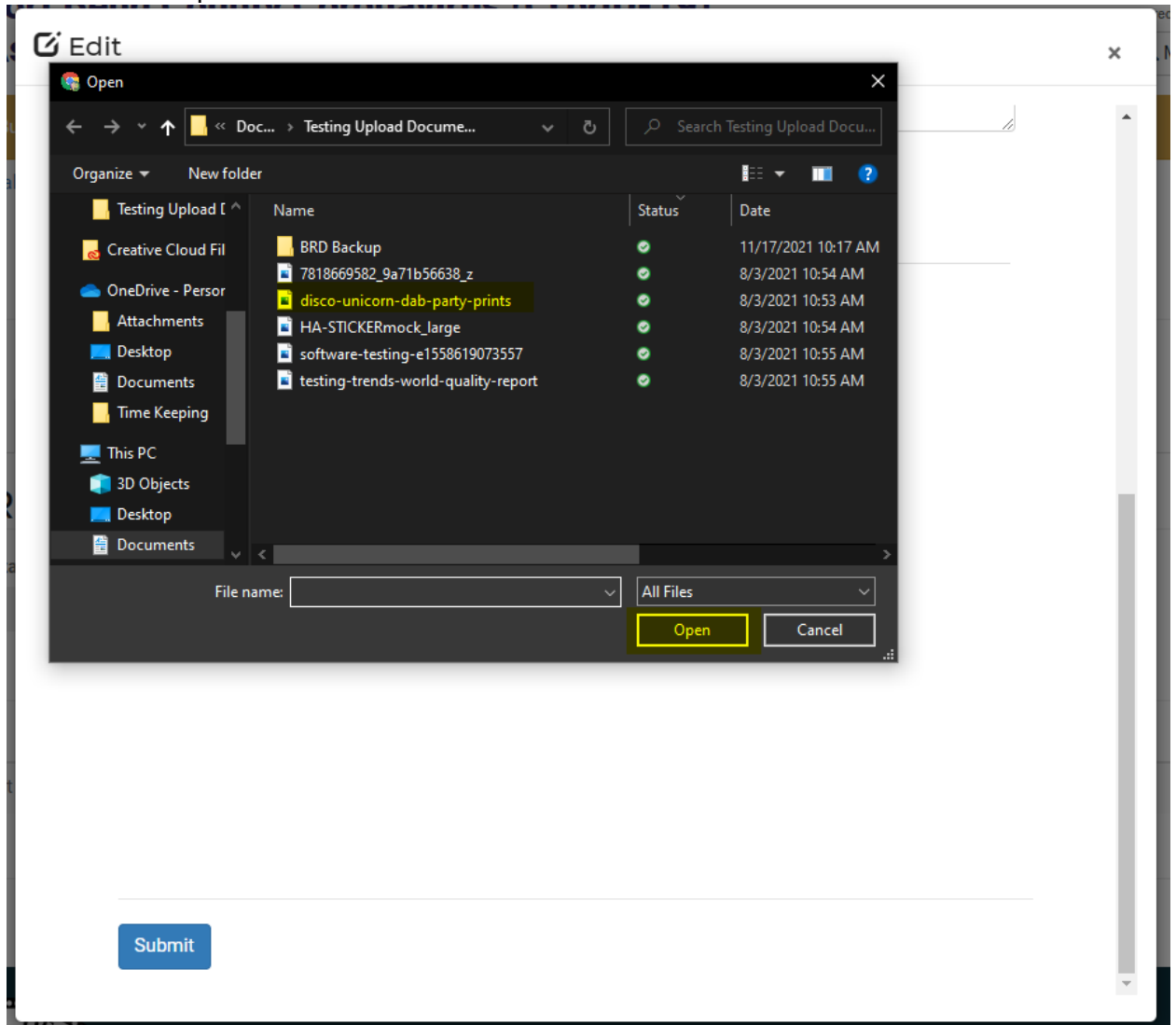
Receipt (1 remaining)

16. Click the "Upload" button to upload a document

The screenshot shows a web interface for editing a document. At the top left, there is an 'Edit' button with a pencil icon and a close 'x' button. Below this is a horizontal line. Underneath, the word 'Receipts' is displayed. Below 'Receipts', there is a section titled 'Receipt (1 remaining)' with a yellow 'Upload' button (represented by a document icon) to its right. A red arrow points from the 'Upload' button to a tooltip that reads 'Click here to add a document to attach to this Audit Receipt'. At the bottom of the form, there is a blue 'Submit' button.

Note: Please upload the PPP Certification to the portal, as well under "Payroll". For the amount, enter 0. For the Description, enter PPP Certification.

17. Choose file to upload



18. After selecting the document to upload, provide the Sub-Document Type required for the Document Upload

- a. What you choose should correspond with the Category you choose when uploading the receipt
- b. Example: The category chosen for the Audit Receipt entered was for Advertisement. Therefore, my Sub-Document Type should be Advertisement as well.

19. Click the "Upload" button

Edit

Receipts

Receipt (1 remaining)

Document Upload

Document Name (Type .jpg)
undefined_AUDIT_RECEIPT_ADVERTISEMENT_153713

Document Type: **Receipt**


Sub Document Type:
Advertisement

Cancel Upload

Click here to upload the corresponding documentation to the Audit Receipt

Submit

20. You will now see that the document uploaded is showing in the Audit Receipt

 Edit x



General



Amount Category


Description

Sample

Receipts

 Receipt 

 undefined_AUDIT_RECEIPT_ADVERTISEMENT_153713.jpg Uploaded on 12/28/2021, 3:38:49 PM 

a. Note that the icon next to "Receipt" is now a green check mark.  This means that the document was successfully uploaded.

b. If it was not successfully uploaded, you will see this icon: 

21. Continue this process until you have entered all your receipts and uploaded the corresponding documentation.
22. The status of the Audit Receipt is visible on this page as well.
 - a. The status' you may see are as follows:
 - i. New
 - ii. In Progress
 - iii. Satisfactory
 - iv. Unsatisfactory