Subrecipient Monitoring
Secure Portal User’s Guide

Compliance Oversight and Federal Reporting
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INTRODUCTION

This guide provides instructions for Localities receiving federal funds through the Virginia Department of Accounts on how to access and upload documentation through the Subrecipient Monitoring Secure Portal (SMSP). The SMSP provides a secure platform for transmitting documentation supporting expenditures made using Coronavirus Relief Funds (CRF) designated for COVID-19 economic relief.

The programs included in this monitoring effort of CRF funds include: CRF Locality Transfer (two distributions made in calendar year 2020 from DOA); Broadband Expansion Program; and Municipal Utility Program.

Using the DOA Subrecipient Monitoring Secure Portal

Click on the link below to open the DOA Subrecipient Monitoring Secure Portal.

https://smsp.doa.virginia.gov

You will need a User ID and password to log into the system. Your User ID will be your official email address.

Creating a New Account

To create a new account, click on the New Account link in the upper left hand corner of the page.
Once you click on the New Account link, you will provide the following information:

- Enter your official e-mail address in the COV Email Address box
- Select your locality from the Locality drop down box
- Enter your First and Last Names
- Enter your “Personal Pass Phrase” (make note of this phrase, as it will be required later to set up your new account)
- Enter Comments, as needed

After the New Account request has been submitted you will receive an email stating that your new account is approved and will include your new temporary password. Follow the link provided in the email, or go directly to the SMSP, select “Forgot Password,” then enter your email address, temporary password, and pass phrase.
Complete the New User set up by providing and submitting the following information:

- Secondary email address
- Password
- Challenge Question 1
- Challenge Question 2
- Hint

Getting Started

From the Main Page, enter your User ID and password (official email address and password you just created) and log on.

This will bring you to the Upload Files screen.
Uploading Documentation

To upload documentation first select the Transfer Type and Expenditure Category, then enter an appropriate description of the documentation, and select a file to upload. Large files or groups of files should be zipped to reduce size before uploading. Instructions for creating Zip Files are provided in this User’s Guide.

The expenditure category and amount should match what has been reported to DOA in total via the Reporting Template.

Transfer Types are:

- CRF Locality Transfer
- Broadband Expansion Program
- Municipal Utility Program

The categories of expenditures are:

- Administrative Expenses
- Budgeted Personnel and Services Diverted to a Substantially Different Use
- COVID-19 Testing and Contact Tracing
- Economic Support (Other than Small Business, Housing, and Food Assistance)
- Expenses Associated with the Issuance of Tax Anticipation Notes
- Facilitating Distance Learning
- Food Programs
- Housing Support
- Improve Telework Capabilities of Public Employees
- Medical Expenses
- Nursing Home Assistsances
- Payroll for Public Health and Safety Employees
• Personal Protective Equipment
• Public Health Expenses
• Small Business Assistance
• Unemployment Benefits
• Workers' Compensation
• Other (Item not listed)

Once documentation has been successfully uploaded this message will appear on the screen.

An Upload History is available by clicking the link at the bottom of the Upload Files page.
How to Create a Zip File

Gather the files you would like zipped into one location. In this example we are using the desktop.

Press and hold the Control key and select each file individually. As you select the files, you will notice the files appear “highlighted” which indicates you have captured the file.

Continuing to hold the Control Key, right click on your mouse to display the following options:

Send to >

Compressed (zipped folder)

Click on compressed (zipped folder)

Once you click on compressed (zipped folder), the zipped file should be created and placed on your desktop. The zipped file is now ready for upload.

Choose your zip file for upload
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<th>Version #</th>
<th>Date</th>
<th>Author</th>
<th>Comments</th>
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</tr>
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