



Virginia Department of Accounts  

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Financial Accountability. Reporting Excellence.

# Subrecipient Monitoring Secure Portal User's Guide

Compliance Oversight and Federal Reporting  
May 2021

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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.

The screenshot shows the top navigation bar of the DOA Subrecipient Monitoring Secure Portal. On the left, there are links for 'Subrecipient Portal >' and 'Login'. On the right, there is a 'Contact Us' link. Below the navigation bar, there are links for 'Forgot Password' and 'New Account', with the 'New Account' link circled in red. The main content area contains a login form with the heading 'Please enter your User ID and Password:'. The form includes a 'User ID' field, a 'Password (case-sensitive)' field with a 'show password' link, and a 'Log On' button.

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

The screenshot shows the 'New Account' form in the DOA Subrecipient Monitoring Secure Portal. The header includes the Virginia Department of Accounts logo and the text 'Financial Accountability. Reporting Excellence.' The page title is 'DOA Subrecipient Monitoring Secure Portal'. There is a search bar for 'Search DOA' and a 'Search' button. The navigation bar shows 'Subrecipient Portal > New Account Request' and a 'Contact Us' link. The main content area has a 'Log On' link and a 'New Account' heading. Below the heading, there is a message: 'Please enter your Commonwealth of Virginia Email Address and other requested information below. Once submitted, a Department of Accounts representative will review your information and approve or deny your request. You will receive an email from the Department of Accounts with additional instructions once this has taken place.' A red note states: 'All fields are required except for comments:'. The form fields are: 'COV Email Address:' (text input), 'Locality:' (dropdown menu), 'Name:' (First and Last name inputs), 'Personal Pass Phrase:' (text input with a note: '(any word or phrase of your choosing with 5 to 25 characters)'), and 'Comments (optional):' (text input). A 'Submit' button is located below the form. A red warning message at the bottom reads: 'REMEMBER YOUR PASS PHRASE! IF YOUR REQUEST IS APPROVED, YOU WILL BE REQUIRED TO PROVIDE THIS PASS PHRASE TO ACCESS THE DOA SUBRECIPIENT MONITORING SECURE PORTAL FOR THE FIRST TIME.'

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.

The screenshot shows the 'Forgot Password' form in the DOA Subrecipient Monitoring Secure Portal. The header includes the Virginia Department of Accounts logo and the text 'Financial Accountability. Reporting Excellence.' The page title is 'DOA Subrecipient Monitoring Secure Portal'. There is a search bar for 'Search DOA' and a 'Search' button. The navigation bar shows 'Subrecipient Portal > Login Results' and a 'Contact Us' link. The main content area has a 'New Account' link and a 'Log On' link, and a heading 'Subrecipient Monitoring Secure Portal - Forgot Password'. Below the heading, there is a message: 'Please enter your temporary password and pass phrase.' The form fields are: 'User ID:' (text input with value 'QUALITY.ASSURANCE@DOA.VIRGINIA.GOV'), 'Temporary Password:' (text input with value '.....' and a 'show password' checkbox), and 'Pass Phrase:' (text input with value 'QA is great!!' and a 'Submit' button). Below the form, there is an 'OR' section and a message: 'I would like a new temporary password assigned' with a 'Submit' button.

Complete the New User set up by providing and submitting the following information:

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

Subrecipient Portal

New Account  
Log On

DOA Subrecipient Monitoring  
Secure Portal

Search DOA Search

Contact Us

Subrecipient Monitoring Secure Portal - Forgot Password

Submit

Please enter new personal information. Enter email addresses and new password twice for verification.

Email Address 1: QUALITY.ASSURANCE@DOA.VIRGINIA.GOV  
Verify Email Address 1: quality.assurance@doa.virginia.gov  
Email Address 2: ComplianceOversight@doa.virginia.gov  
Verify Email Address: ComplianceOversight@doa.virginia.gov  
Password: ..... show password  Required Password is case-sensitive.  
Verify Password: ..... show password  Required Password is case-sensitive.  
Challenge Question 1: Name of your first pet ... show answer  Required  
Challenge Question 2: City in which you were born ..... show answer  Required  
Hint: Use what works for you

## Getting Started

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

Subrecipient Portal > Main Menu > Login

Main Menu  
Forgot Password  
New Account  
Log Off

DOA Subrecipient Monitoring  
Secure Portal

Search DOA Search

Contact Us

DOA Subrecipient Monitoring Secure Portal

Please enter your User ID and Password:

User ID: Quality.Assurance@doa.virginia.gov  
Password ..... show password  
(case-sensitive):   
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.

The screenshot shows the 'DOA Subrecipient Monitoring Secure Portal' interface. At the top left is the Virginia Department of Accounts logo and name. The main header includes the portal title and a search bar. Below the header is a navigation menu with 'Main Menu' selected. The main content area is titled 'Upload Files' and contains a form with the following fields:

User ID:	QUALITY.ASSURANCE@DOA.VIRGINIA.GOV
Locality:	L359
Transfer Type:	Municipal Utility Program
Expenditure Category:	Economic Support (Other than Small Business, Housing, and Food Assistance)
Description:	Comcast Invoice #12345 in the amount of \$12,345.67 <i>Required - up to 50 characters</i>
File to Upload:	Choose File   Treasury OIG-...F FAQs Final.pdf

Below the form is a 'Submit File' button. Underneath the form is an 'Upload History' section with a link to 'Upload History'.

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 Assistances
- 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.

The screenshot shows the 'DOA Subrecipient Monitoring Secure Portal' interface. At the top, there is a navigation bar with the Virginia Department of Accounts logo, a search bar, and a 'Contact Us' link. Below the navigation bar, there is a 'Main Menu' section with a 'Log Off' button. The main content area displays a red confirmation message: 'Thank You! Your file was uploaded successfully. The PDF file contained 19 page(s)'. Below the message is a form with the following fields: 'User ID' (QUALITY.ASSURANCE@DOA.VIRGINIA.GOV), 'Locality' (L359), 'Transfer Type' (Please Select Transfer Type), 'Expenditure Category' (Please Select Expenditure Category), 'Description' (Required - up to 50 characters), and 'File to Upload' (Choose File, No file chosen). A 'Submit File' button is located below the form. At the bottom of the page, there is an 'Upload History' section with a link to 'Upload History'.

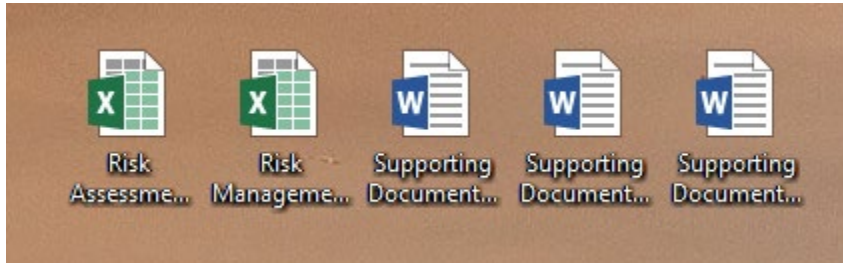
An Upload History is available by clicking the link at the bottom of the Upload Files page.


The screenshot shows the 'DOA Subrecipient Monitoring Secure Portal' interface, specifically the 'Subrecipient Reporting' page. The navigation bar includes the Virginia Department of Accounts logo, a search bar, and a 'Contact Us' link. Below the navigation bar, there is a 'Subrecipient Reports' section with a 'Log Off' button. The main content area displays a table of upload history with the following columns: 'Upload Date', 'Locality', 'Transfer Description', 'Expenditure Description', and 'File Description'. The table contains one row of data for the upload date 03/18/2021, with a locality of L359 - TOWN OF DUMFRIES, a transfer description of Broadband Expansion Program, an expenditure description of Economic Support (Other than Small Business, Housing, and Food Assistance), and a file description of Invoice #12345 Cox \$9,876.54. Below the table, there are links for 'Original File Name' and 'Server File Name'.

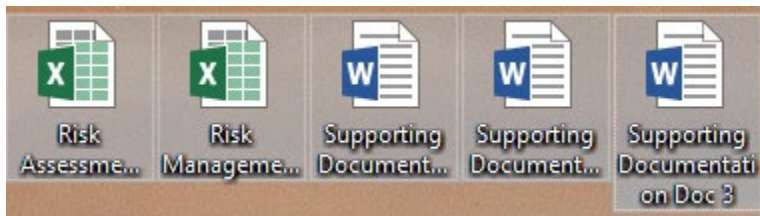
Upload Date	Locality	Transfer Description	Expenditure Description	File Description
03/18/2021	L359 - TOWN OF DUMFRIES	Broadband Expansion Program	Economic Support (Other than Small Business, Housing, and Food Assistance)	Invoice #12345 Cox \$9,876.54

## How to Create a Zip File

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



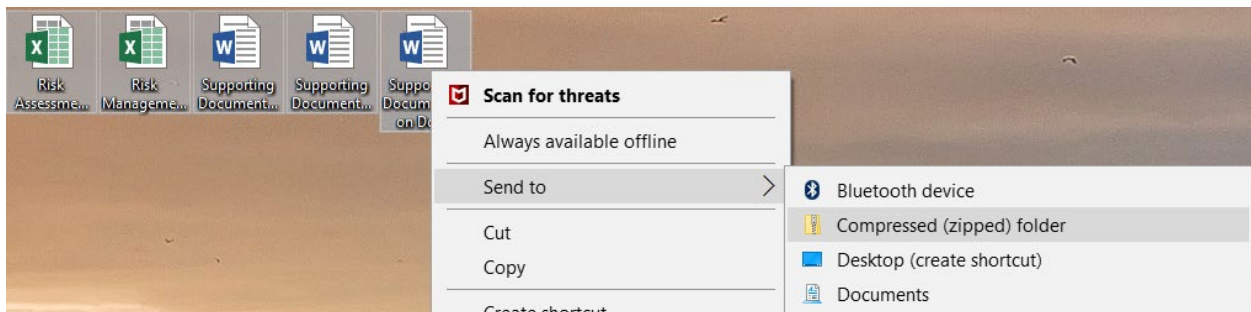
Press and hold the Control key  and select each file individually. As you select the files, you will notice the files appear “highlighted” which indicates you have captured the file.



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

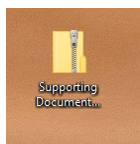
Send to >

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



## Version Table

<b>Version #</b>	<b>Date</b>	<b>Author</b>	<b>Comments</b>
<b>1.0</b>	<b>5/4/21</b>	<b>G Grigsby</b>	<b>Initial Version of User's Guide</b>
<b>1.1</b>			
<b>1.2</b>			
<b>1.3</b>			