Edit Saved, Returned, and Submitted Reimbursement Requests

STEP 1: Navigate to 'Manage Funds'

From the USNDP Grant Management Center Home Page:

- Click 'Manage Funds' in the top navigation bar
- This will take you to the funding source list page

STEP 2: View Active Funding

On the funding source list page:

- Locate the list view dropdown menu
- Click the small downward arrow icon (▼) next to the list view name
- Select ' Portal Active USNDP Funding' from the available options

STEP 3: Select Your Funding Source

Each funding source is like a separate account set aside for specific purposes.

- Review the list of available funding sources
- Click the name of the funding source that matches your reimbursement purpose

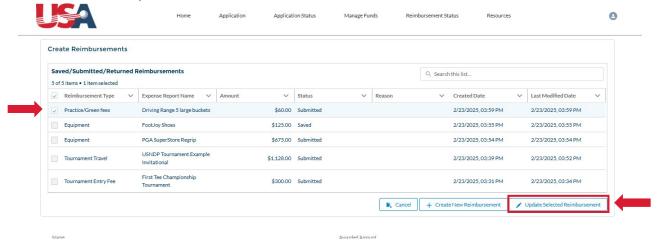## STEP 4: Access the Reimbursement Request Form

On the funding source details page:

- Click the blue 'Create/Edit Reimbursement Request' button.

STEP 5: Edit Reimbursement Request

From the 'Saved, Returned, and Submitted Reimbursements' List View:

- Select the checkbox adjacent to the reimbursement request that you would like to edit
- Click the 'Update Selected Reimbursement' button

All Information collected will be used in accordance with our Privacy Policy: USGA Privacy Policy

FOR THE GOOD OF THE GAME.