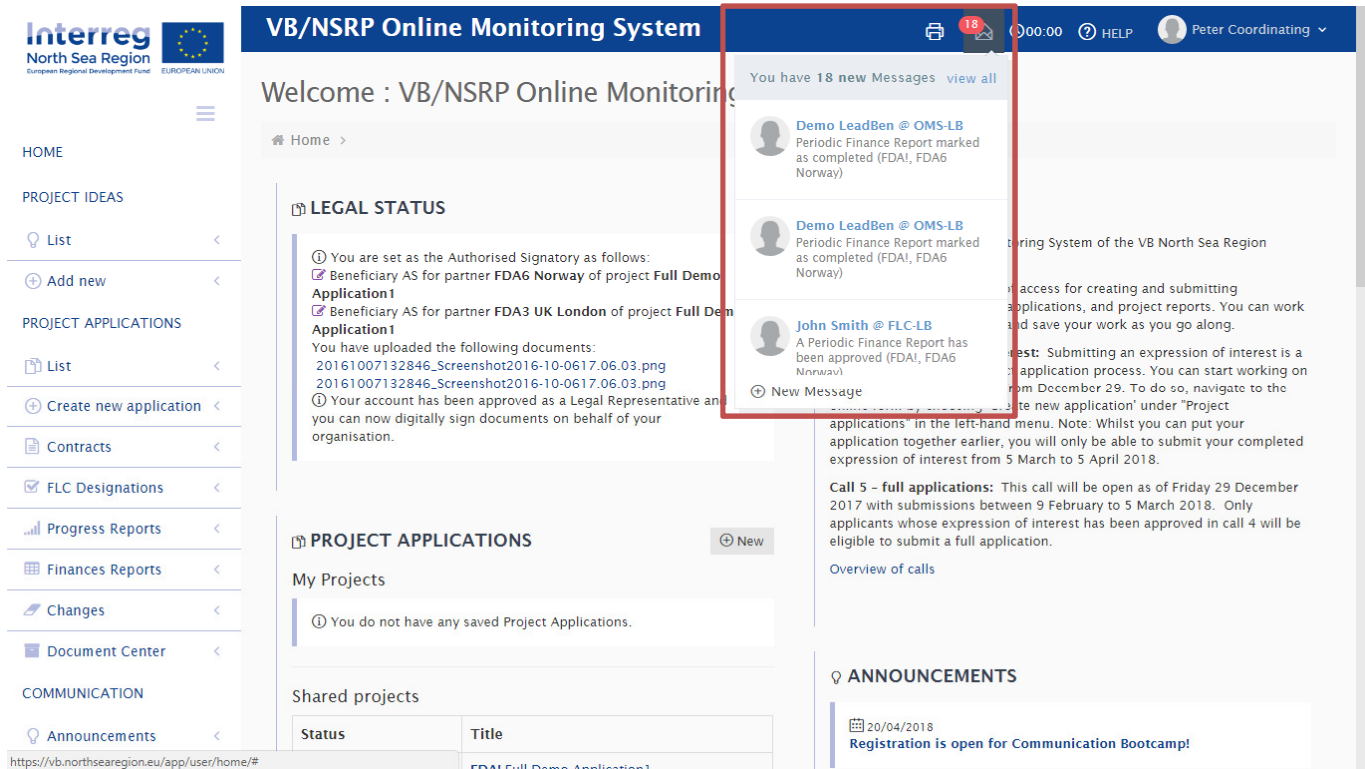# Guidance for Authorised Signatories

How to sign and submit Finance and Activity reports in the Online Monitoring System

When both finance and progress reports have been completed in the Online Monitoring System (OMS) by the beneficiary managing user and the First Level Controller (FLC) has verified the finance report (if expenditure is being reported), an automated message will be sent to your OMS user account and this will generate a notification to you by email (either immediately or in a digest at the end of the day. See your account settings for the option you have selected).

Please note: this guidance is applicable for project-level Authorised Signatories as well. The screenshots, however, are for beneficiary-level reports.

1) When you log in to the OMS you will see in the top bar that you have an unread message. Click on the link to this message.
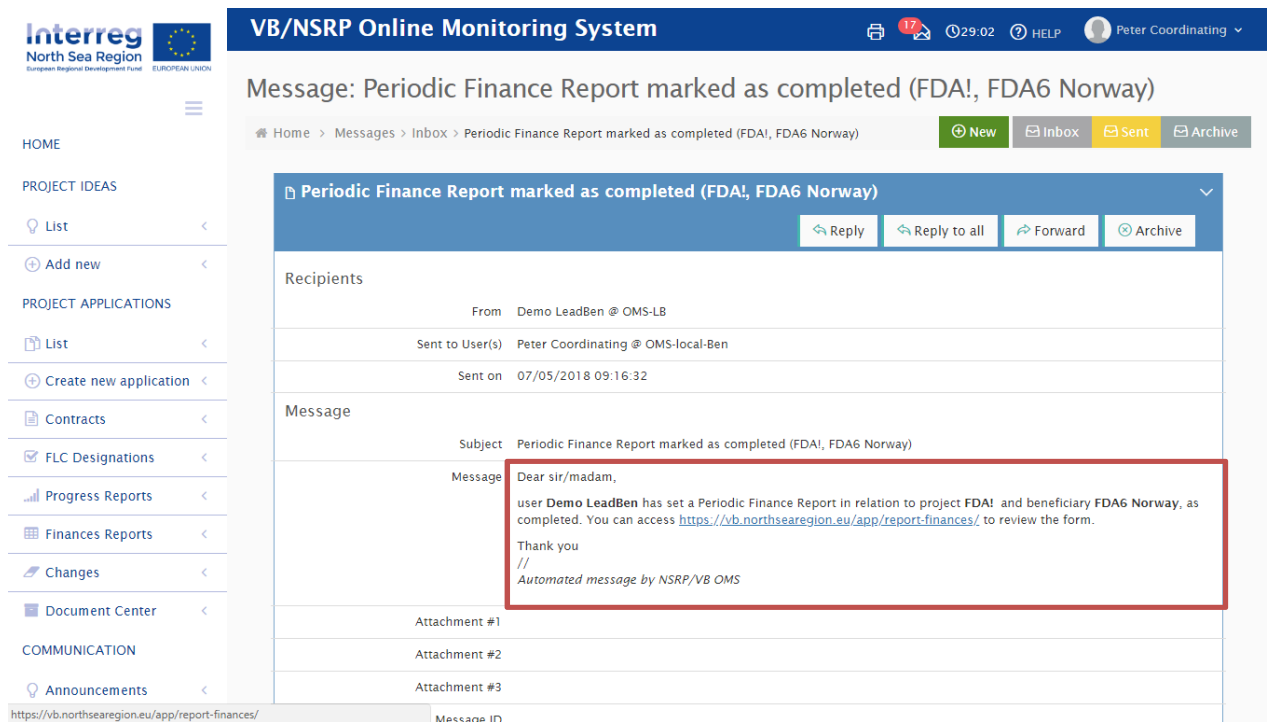
2) The message tells you that a finance repot is ready for you to sign. Click on the link presented in the message, which will take you to the overview of available reports.

OBS: *Remember that you have to sign <u>both</u> the finance report and the activity report!* You have to approve and sign the finance report first. Then you can approve and sign the activity report. By signing the activity report, you submit the entire report.
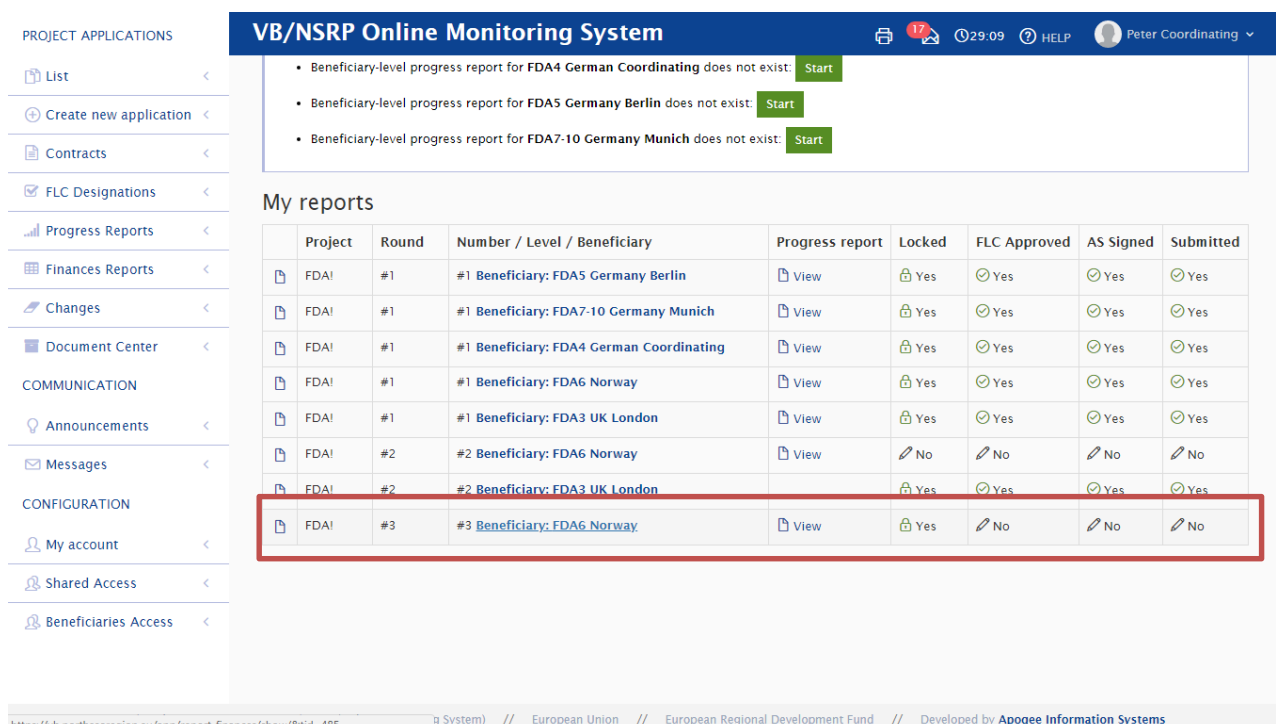
3) In the list you can see the finance reports that you have already signed and approved as well as the ones that need your attention. Find the relevant report and go to it by clicking on the highlighted text.

4) Now you are looking at the report you have been asked to sign. If you are satisfied with the report, click the button "Sign & Submit to LB."

5) You are now asked to <u>confirm</u> that you want to sign and thereby approve the report. If yes, then click on the green button labeled "Proceed."
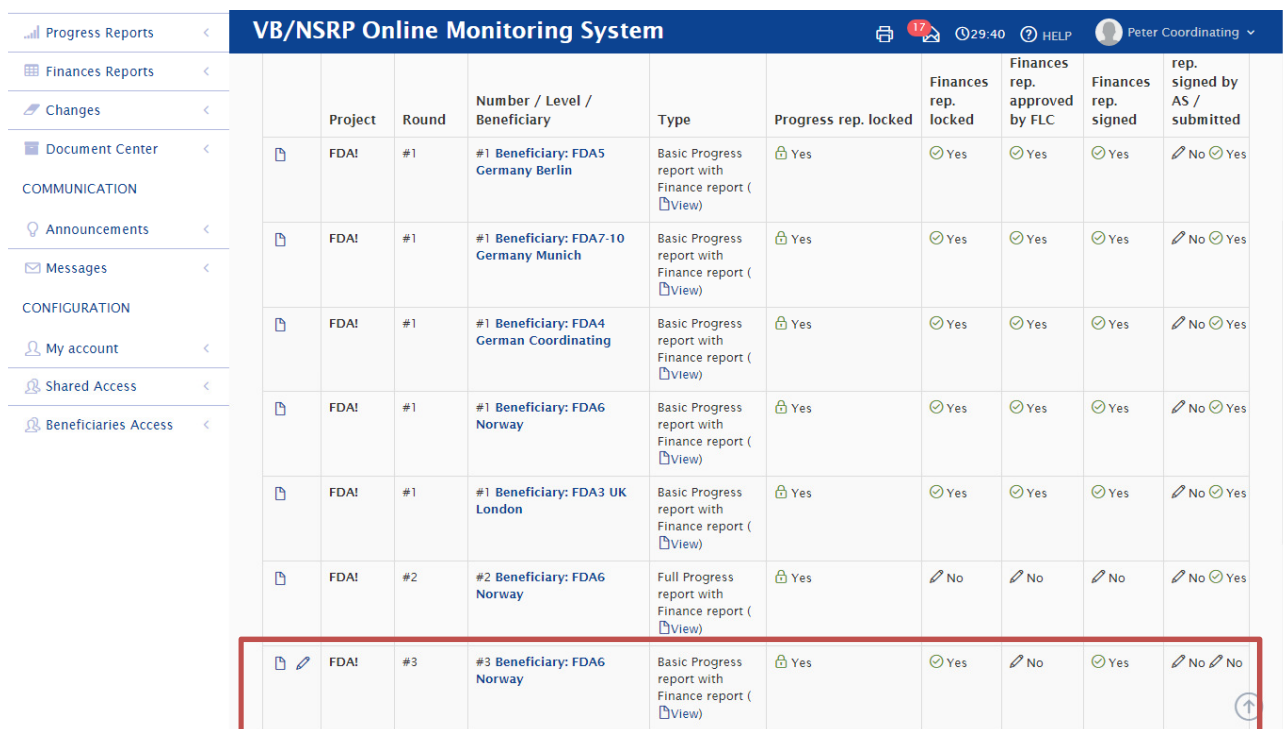
6) A message will appear that says, "The form is now signed and submitted". Next you should find the corresponding activity report. You can do this by finding the item in the menu to the left called "Progress reports." Click on it.

7) From the overview of progress reports you will find your beneficiary's progress report. Click on the highlighted text to enter the report. (You can see, in the right hand column in the screenshot below, that this beneficiary's Authorised Signatory has not yet signed the report.)

8) You can now view your beneficiary's progress report on activities. If you are satisfied with the content you can sign and submit it by clicking the green button labeled "Sign & Submit."

9) You are now asked to <u>confirm</u> that you want to sign and thereby approve the report. If yes, then click on the green button labeled "Proceed."

10) A message will appear that says, "The form is now signed and submitted".

11) By returning to the overview of the activity reports you can see that the report you just signed is now, indeed, signed. This is visible in the right-hand column in the table.

Congratulations! You have now signed and submitted the entire report for your beneficiary, and the procedure is finalised.