

# Transfer Payment Ontario

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Hello and welcome to the Transfer Payment Ontario Orientation video.

In this video, we will explore:

- Logging into Transfer Payment Ontario
- Accessing your organization information
- Submit for funding opportunities, and
- General navigation features of the Transfer Payment Ontario system.

Welcome to the Transfer Payment Ontario Home Page.

Grants Ontario is now called Transfer Payment Ontario. New name, same great service: Grants Ontario is now called Transfer Payment Ontario! We're working to re-name the system and other online material to reflect the new name. Please be patient with us during this transition period.

To log into Transfer Payment Ontario, select the Log In Button. The button will take you to an option to log into our system using ONE-Key or GO Secure. For the purpose of today's video, we will access the system using ONE-Key.

If you do not have a ONE-Key ID and password, select the Sign up Now hyperlink to create your own ONE-Key ID and password.

Once entered, the system will transfer you to the new Transfer Payment Ontario home page. From here, you can view/update your organization information or access funding opportunities through the See Funding Opportunities menu card.

Menu options are available at the top of the page include:

- Switching languages by selecting the word francais
- The 'home' icon which will return you to the current page
- The 'chat bot' icon which will open GOBot, the artificial intelligence feature of Transfer Payment Ontario where you can ask the system questions and it will provide a response
- The User Menu icon where you can register a new organization or join an existing organization among other things; and finally
- The log out icon which will return you to the ONE-Key login page.

In the centre of the screen, you will notice two menu cards: View/Update organization and See Funding Opportunities.

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View/Update Organization will open a list of registered organizations for your user profile. To view or update organization information, select the hyperlink in the legal name column.

Once selected, you will be able to view/update the Organization Profile; Address; Contacts and any documents uploaded into the system.

To return to the previous screen, select the home icon from the menu bar located at the top right of the page.

See Funding Opportunities will open a list of registered organizations associated with your profile for whom you can apply for funding on behalf of. Select the hyperlink for the Organization Legal Name to access the Funding Opportunities home page.

The system will open the Funding Opportunities home page known as the “I am looking to” landing page.

From here, you will be able to select a menu card to take you to that feature.

Before we explore the menu cards, lets take a look at the menu options located on the top right side of the page. These options include:

- The home icon to return to the Transfer Payment Ontario home page
- The Rubik’s cube icon which will return the user to the “I am looking to” landing page.
- The envelope icon which will display any communication from the ministry
- The chat icon which will open GOBot where you can ask for assistance from the artificial intelligence feature
- The assistance request icon where you can send an online assistance request to our Client Care team as well as access help documents
- The My Profile icon where you can view and manage specific items related to your organization and user profiles and, finally;
- The log out icon which will take you back to the ONe-Key log in page.

Let’s return to the I’m looking to landing page by selecting the Rubik’s Cube icon to explore other features of the system.

To find a list of funding opportunities, select the Submit for Funding menu card.

Funding opportunities are listed in two tabs –Invitational programs for my Organization and Open Programs. To toggle between the two, select the name in the tab.

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Programs can be listed in a list view or in the menu card format. To change the current view, select either 'list' or 'card' to change the view. Either view provides you with the opportunity to submit a funding request. In the card view, select the hyperlink for the Transfer Payment program to review program information and submit for funding. In the list view, select the hyperlink 'New' for the Transfer Payment program to review program information and submit for funding.

Returning to the "I'm looking to:" landing page, let's explore the other menu cards:

See My Funding History will display a list of applications in Draft; Submitted; Active or Closed status. To access a file, select the hyperlink associated with the specific file.

Submit Report to Ministry is a where organizations will submit a report to the ministry. Reports can be sorted by Program or in a list format by selecting the tab.

See My Payments displays a list of payments paid to your organization from successful funding opportunities.

See My Repayments displays a list of repayments made to the ministry, if applicable.

Approve my Contracts is a new feature which will allow organizations to see and approve transfer payment contracts. This feature will be introduced in the near future.

Other quick features of the I am looking to: landing page include a hello and welcome message as well as list of recently viewed items. To access a recently viewed item, select the hyperlink for the item. The system will take you to the record.

This concludes the orientation video for Transfer Payment Ontario. Thank you for watching.