



Introduction

Many transfer payment programs require a recipient to report on deliverables as part of the transfer payment agreement. The specifics and timing of these deliverables are dependent upon the requirements of the transfer payment program and may vary from program to program.

Transfer Payment Ontario provides an online report form to record the deliverables.

Accessing Reports

Reports are located in the **Submit Report to Ministry** Quick Menu Card in the Transfer Payment Ontario system. Use your ONE-Key ID and password to log in and access the reports for the funding Ministry.

Ontario

Home Grid Mail Chat Help User Profile Power

I am looking to:

- Submit for Funding
- Submit Report to Ministry
- See My Payments
- See My Funding History
- See My Repayments
- Approve My Contracts

Hello,
Upgrade Test04
Welcome to Transfer Payment Ontario!

Organization
Friends of Allan Gardens

Recently Viewed

- 2019-10-1-1379040066
Transfer Payment Ontario
- 2019-10-1-1380312359
Transfer Payment Ontario
- 2019-10-1-1379045261
Transfer Payment Ontario
- 2019-10-1-1379039751
Transfer Payment Ontario
- 2019-10-1-1379044370
Transfer Payment Ontario

Transfer Payment Ontario "I am looking to" page



Transfer Payment Ontario

In the **Submit Report to Ministry** view, reports can be reviewed, downloaded, and submitted from the **Outstanding Report Backs**, **Report Back By Case** and **All Report Backs** tabs (A).

To access a report, select the hyperlink for the report type name (B). You can also view reports in List view (C). Reports are only available for Active transfer payments or funding agreements.



Submit Report to Ministry

A



Outstanding Report Backs Report Back By Case All Report Backs

Review, download, and/or submit a report back. Below is a list of all your organization's reports, including any outstanding or previously submitted reports. You can query the list to narrow the results or find a specific type of report back.

C

List

Card

 <p>2020-03-1-1420793840 Interim Transfer Payment Ont... Submitted 2/28/2020</p>	 <p>2020-03-1-1420793840 <u>Year End Report</u> Transfer Payment Ont... Pending 3/31/2020</p>
---	--

B

Sample Transfer Payment Ontario Submit Report to Ministry: All Report Backs page

Report Statuses

There are three sequential statuses related to reports:

1. **Pending** – you have not started a report
2. **Draft** – you have a draft report in process
3. **Submitted** – your report has been submitted to the ministry.

Note: If the ministry requires more information after you have submitted your report, the status will revert from *Submitted* to *Draft*.



Submit Report

After selecting the hyperlink for the report type name, the first step of the report submission process page appears.

Ontario

We recommend using Adobe Acrobat Reader DC to fill out the PDF form. Please note: Adobe Pro is not compatible with our system. [Get Recommended Version](#)

Submit Report to Ministry
Year End Report

1 Report Back Details **2** Complete Report Back **3** Attach Supporting Documents **4** Submit Report Back

Step 1 - Report Back Details

Download Program Documentation

Below you will find a list of documentation related to this program. You are strongly encouraged to review all of this information prior to beginning your report. Click on the name of the document to download the file to your computer.

Document	Comments

First Previous Next Last

Program
Transfer Payment Ontario Training Category (TPTC) 2020

Case #
2020-03-1-1420793840

Type
Year End Report

Status
Pending

Description

Due Date
3/31/2020

Report Start Period
3/1/2020

Sample Transfer Payment Year End Report submission page

To submit a report, complete the four-step process:

Step 1 - Report Back Details: Contains a list of program documentation to review prior to completing a report

Step 2 - Complete Report Back: Download/upload the report back form (if applicable)

Step 3 - Attach Supporting Documents: Add documents requested as part of the report submission process

Step 4 - Submit Report Back: Confirm your report submission to the ministry. For a successful submission, the report status will change from 'Pending' to 'Submitted'