



How to Navigate Tabs on the COAST Service Provider Dashboard

Throughout the year, service providers will be able to view and complete all contract management tasks on the COAST service provider portal. It is important for service providers to log into the portal on a regular basis (e.g. at least once a month) to complete all required tasks.

Tasks Due

In this section service providers will be alerted to tasks that require attention related to the contract management process including reviewing and/or submitting the following;

- Program Applications
- Contracts and Modification Agreements
- Budget Proposals
- Expense Reports (Schedule Gs)
- Monthly Statistics Reports

The **Tasks Due** tab is located under each contract number displayed on the service provider dashboard.

The screenshot shows a dashboard for a contract titled "Contract: July 26 Klo Test A". Below the title are several tabs: "Tasks Due (1)", "Completed Tasks", "Completed Monthly Reports", "Update Program/Contact Information", and "Your Documents". The "Tasks Due (1)" tab is selected. Below the tabs is a table with two columns: "Action" and "Title". The table contains one row with the following data:

Action	Title
Complete program application	Renew Contract Application

Completed Tasks

Throughout the year, service providers will be able to view all completed contract management tasks on the COAST service provider portal.

Completed Monthly Reports

Throughout the year, service providers will be able to view all completed monthly reports that have been submitted through the COAST service provider portal.

Update Program/Contact Information

Throughout the year, service providers will be able to update program/contact information on the COAST service provider portal.

Each year, the branch will automatically copy or “clone” over all information from the previous year’s contract to populate the Program Application. This feature provides information from each contract that is on file with the branch and therefore, only requires you to review and update information that is inaccurate. By having this feature, it allows the contract and program information to be updated anytime during the contract year.

1. Navigate to the contract/program that you wish to update.
2. Locate the Update Program/Contact Information tab inside the contract box – click on the tab
3. Click on Update Program/Contact Information hyperlink



4. Review the information in the Program/ Contact Information section – if this is incorrect please update it.
5. Please complete/update all necessary information. If the field is **Optional**, it is not required to be completed. All other fields are mandatory fields and must be completed.
6. Please click on **Save and Exit**. Remember, you can access and update the information on this page any time of the year.

Your Documents

Throughout the year, service providers will be able to view all the documents uploaded on the COAST service provider portal by staff of your organization. The following diagram captures where service providers can review the **Your Documents** within the Portal.

