

Navigating the COAST Service Provider Portal Dashboard

In this section, you will learn how to navigate the COAST service provider portal dashboard.

Organization Level Information

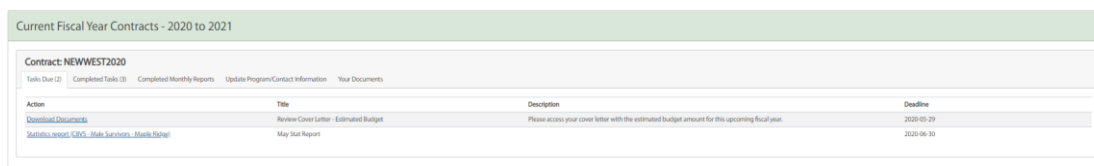
1. Your organization name, phone number, and email address can be found in the top left box
2. On the top right side of the page, the Ministry Program Manager's contact information is displayed for any questions or concerns you may have about your contract.



The screenshot shows the 'Service Provider Dashboard' for the 'Victim Services Community Programs Unit'. The top navigation bar includes the British Columbia logo, the unit name, and a 'Sign Out' link for 'Alissia Nielsen'. The dashboard is divided into two main sections. The left section, titled 'City of New Westminster', displays the organization's phone number (778) 451-2233 and email address sert@gmail.com, with buttons for 'Update Organization Profile', 'Update Agency Staff', and 'Upload General Documents'. The right section, titled 'Ministry Contact', lists the Program Manager as Bill Gates, with contact details: Phone (604) 967-2632 and Email bgates@testgov.bc.ca.

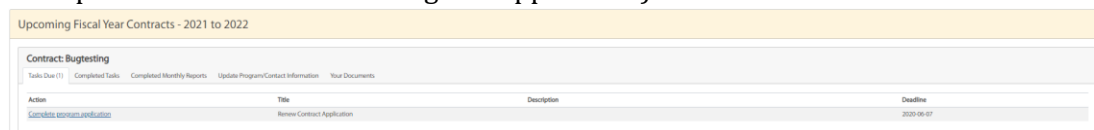
Contract Level Information

1. Below is the organization level information the Contract level information is displayed
2. The contract groupings are divided into 3 categories:
 - a. **Current Fiscal Year Contracts** (Green) – the contracts that your organization has entered into with the branch for the current fiscal year (e.g. April 1, 2020 – March 31, 2021) are displayed here.



The screenshot shows the 'Current Fiscal Year Contracts - 2020 to 2021' section. It features a header for 'Contract: NEWWEST2020' and a navigation bar with links for 'Tasks Due (2)', 'Completed Tasks (3)', 'Completed Monthly Reports', 'Update Program/Contact Information', and 'Your Documents'. Below this is a table with columns for 'Action', 'Title', 'Description', and 'Deadline'. The table contains two rows: one for 'Download Documents' with a description to review a cover letter and a deadline of 2020-03-29, and another for 'Submit report: CPOV, Title Searches, Make Files' with a description to submit a May Year Report and a deadline of 2020-06-30.

- b. **Upcoming Fiscal Year Contracts** (Yellow) – the upcoming contracts your organization will enter into with the branch for next fiscal year (e.g. April 1, 2021 – March 31, 2022) are displayed here. Typically, the Program Application for the upcoming fiscal year will be displayed in the portal on the task bar in the fall/early winter of each year (see below for example on where to find the Program Application).



The screenshot shows the 'Upcoming Fiscal Year Contracts - 2021 to 2022' section. It features a header for 'Contract: Bugtesting' and a navigation bar with links for 'Tasks Due (1)', 'Completed Tasks', 'Completed Monthly Reports', 'Update Program/Contact Information', and 'Your Documents'. Below this is a table with columns for 'Action', 'Title', 'Description', and 'Deadline'. The table contains one row: 'Complete contract application' with a description to review the contract application and a deadline of 2020-09-07.

c. Previous Fiscal Year Contracts (Blue) – the contracts that your organization has entered into with the branch from the previous fiscal year (e.g. April 1, 2019- - March 31, 2020) are displayed here. When a contract is completed, it will be moved to this section for ease of reference.

Previous Fiscal Years Contracts
No past contracts at this time.