

Welcome to Local Government Information System (LGIS)

Submitting an Infrastructure Planning Grant Claim

Step-by-Step Instructions

Notes: This training PowerPoint presentation was created in the spring of 2020. The content of each slide is subject to change over time; therefore, when you are in LGIS, some of the screens may look slightly different, but the functions remain the same unless otherwise noted.

For optimum viewing and functionality of LGIS use **Internet Explorer 11**.

Please see the Viewing an Infrastructure Planning Grant Claim PowerPoint on the [LGIS Training site](#) if you need instructions on how to open an application. Submitting a claim results in your claim being forwarded to the Ministry for review.

1. With your claim form open, click on the **Submission** tab.
2. Complete all required fields.

You now have four options.

Note: Once your claim is submitted, the form can no longer be edited. If edits are required, please contact the Ministry.

- A. Cancel your last unsaved changes and return to the **Projects** screen.
 - I. Click on the **Cancel** button.
 - II. Click on **OK** in the message box.

Note: Claim will remain in **Incomplete** status. You can return to the project and make edits at a later date.

- B. Cancel the entire claim.
 - I. Click on **Cancel Claim**.
 - II. Click on **OK** in the message box.

Note: After clicking **OK** in the message box you will be returned to the **Instructions** tab on the claim form. The **Current Status of Claim** will now read **Cancelled**. **You will not be able to return and submit the claim at a later date.**

- C. Save then Close the claim.
 - I. Click on **Save** (a success message that reads “Changes have been saved” should appear).
 - II. Click on **Close**.

Note: Claim will remain in **Incomplete** status. You can return to the project and make edits at a later date.

Agree and Submit the claim, submitting the claim to the Ministry.

- I. Click on **Save**.
- II. Click on **Agree and Submit Claim**.
- III. Click on **OK** in the message box (after clicking **OK** a message should display that reads “The Claim has been successfully submitted”).
- IV. Click on **OK** in the second message box (you should be returned to the **Instructions** tab on the claim form. The **Current Status of Claim** will now read **Under Review**).

Note: Once your claim is submitted, the form can no longer be edited. If edits are required, please contact the Ministry.