

Welcome to Local Government Information System (LGIS)

Viewing 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**.

You can view your organization's claims at any time via the **Payments** section. Only claims in an 'Incomplete' status can be re-opened to continue editing. Claims in a(n) 'Under Review', 'Cancelled' or 'Paid' status are read-only (editing is disabled).

1. Click on **Conditional Grants**.
2. Click on **Projects**.
3. Click on the **Project Number** of the project with a claim(s) you want to view.
4. Click to expand the **Payments** section.

Note: The **Status** column will update as submitted claims are reviewed by Ministry staff.

5. Click on any claim number link to view the corresponding claim.