

Invoice Guide

[SIGN IN](#)

The project director's email address is your organization's log in. Use the project director's email and password to sign in and access your assigned invoices. Use the "Forgot Your Password" option to have a reset password link sent to your email.

To change your password, sign in, click on your name on the top right hand corner, choose Edit My Profile, click on Change Password and follow the instructions.

[YOUR DASHBOARD](#)

The Applicant Dashboard lets you apply to a new grant cycle, access current and past applications, and view your organization's history. The Applicant information for your project director (User) assigned to this account and your Organization information are displayed at the top of the page.

If you serve as an NMA review panelist, the Dashboard will default to your Panelist Dashboard. Use the Role Selection feature on the upper right hand side, below your name, to switch between your Applicant and Panelist Dashboards.

You can return to your selected Dashboard any time by clicking on the Home icon. Any blue type indicates hyperlinks that may be clicked on to access documents & useful information.

Note: Please contact New Mexico Arts if your project director/user changes or your organization information changes.

[PROCESS](#)

The Process is the grant cycle to which you have applied. The current Process is named FY24 Annual Cycle.

[VIEW APPLICATION](#)

You can access your FY24 application from the Applicant Dashboard by clicking on View Application under FY24. You may view the application online or select Application Packet at the top right hand corner of the application tab to download a PDF of the entire application.

FOLLOW UP FORMS

Invoices 1 & 2 and the Final Invoice and Report appear under the Follow Up Forms section.

(Please note that you may submit **UP TO** two interim invoices. **You can also submit only the Final Invoice when your funded project is complete.**)

FORM NAME: The number of the invoice.

ASSIGNED TO: The project director/user that is responsible for completing the form.

DUE DATE: Invoices 1 & 2 are optional and have been set to the due date of your Final Invoice and Report. The due date is listed in your contract. Interim invoices may be submitted at any time during the year, as needed.

STATUS: Shows the status of your Follow Up Reports. The following statuses may be seen:

Assigned: The Invoice is ready for you to use.

Draft: You have started the invoice, but not yet submitted it, and can make updates to the form before submission.

Complete: You have submitted the invoice. You won't be able to make changes to the form without contacting New Mexico Arts. You can view all your submitted Invoice(s) or Report(s).

EDIT/VIEW: Click here to edit Invoices in Assigned or Draft status or view submitted Invoices in Complete status.

A pdf of your submission may be printed by selecting FollowUp Package in the right hand corner of your screen. You can create a pdf or select the questions by clicking on Question List.

SAVING AND SUBMITTING

The system will automatically save your work. However, it is good practice to regularly save your work.

To save, click the Save Follow Up button at the bottom of the page. Click Continue to return to the invoice draft. When you are ready to submit select Submit Follow Up at the bottom of the page.