

Invoice Guide

SIGN IN

Your organization's project director's email address is your user log in. Use this email address and password to sign in and access your assigned invoices (**Follow Ups**). If your password is unknown, 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 view your organization's history, access current and past applications, and apply to a new grant cycle. The Applicant information for your project director (User) assigned to the account and your organization information is displayed at the top of the page.

*If you have served as an NMA review panelist, the Dashboard will default to your Panelist Role. 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 by clicking on the Home  icon. Any blue type indicates hyperlinks that may be clicked on to access documents & useful information.

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. (Example: **FY26 Annual Cycle.**)

VIEW APPLICATION

You can access the current annual cycle application from the Applicant Dashboard by clicking on View Application under the "**Request**" tab.

Contact Info	Request	Documents 6
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Current Status: Follow Up Draft

Stage	Status	Initial Submission	Last Modified
 Application	Submitted	10/16/2024	08/27/2025 

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 application.

Application

Document Viewer

Application Packet

Question List

FOLLOW UP FORMS

Invoices 1 & 2 and the Final Invoice and Report appear under the “Follow Up” Forms section (See Example Below)

ASSIGNED TO YOU (3)

UPCOMING (0)

FY20__ Invoice #1

Due

06/15/20__

Start

FY20__ Community Art Organization

FY20__ Invoice #2

Due

06/15/20__

Start

FY20__ Community Art Organization

FY20__ Final Invoice and Report

Due

06/15/20__

Continue

FY20__ Community Art Organization

COMPLETE AN INVOICE

Start: Click the button to begin filling out the invoice.

Continue: You have started the invoice but have not yet submitted it. This allows you to 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 will be able to view all your submitted Invoice(s) or report(s).

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.

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 **"Follow Up Package"** in the right-hand corner of your screen. You can create a pdf or select the questions by clicking on **Question List**.

(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.)