

### Available in alternate formats. Please contact:

LaMPSS External Organization Request Help Desk

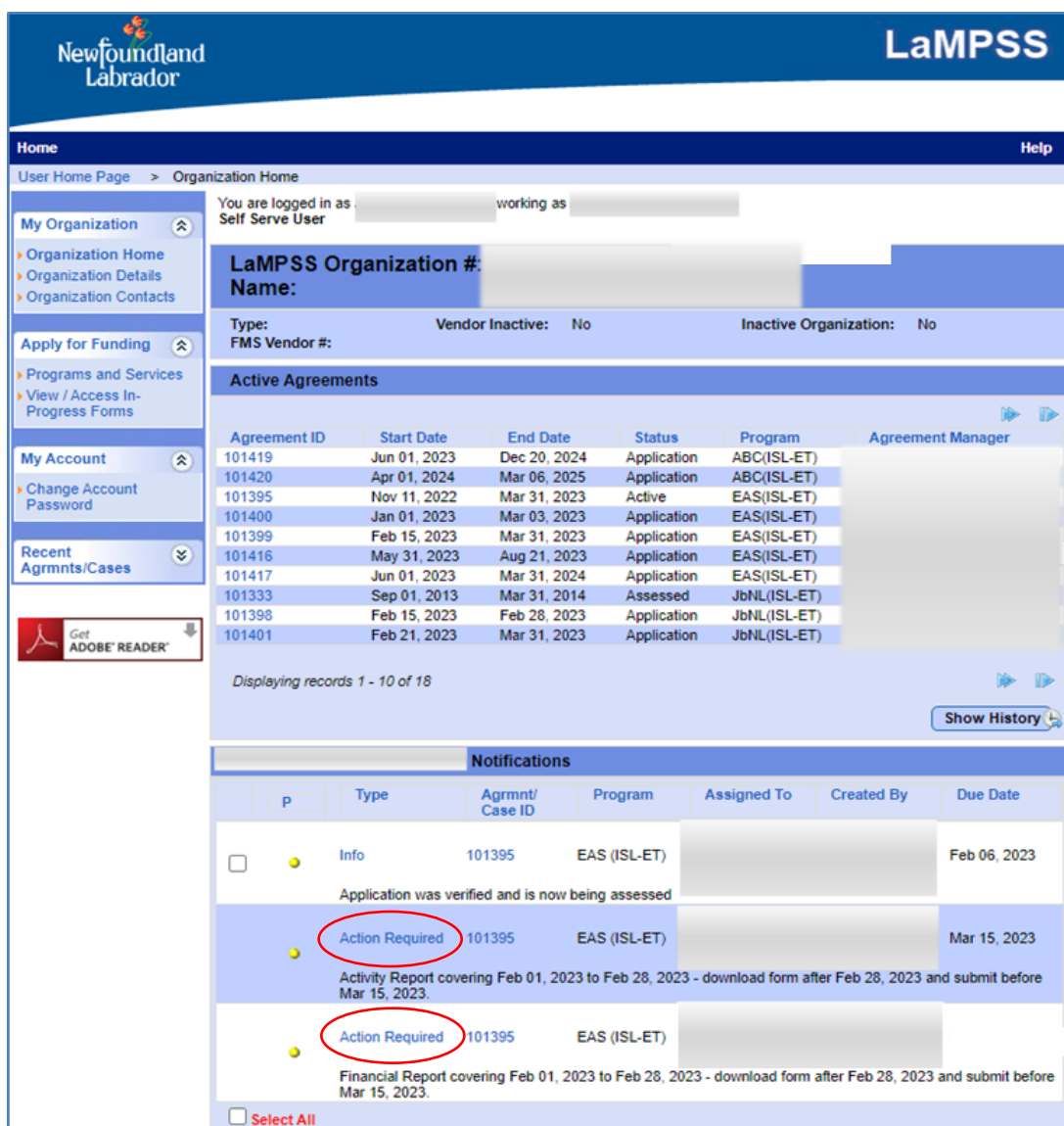
Immigration Population Growth and Skills

Email: [extorghelp@gov.nl.ca](mailto:extorghelp@gov.nl.ca)

Phone: 1-844-252-6777

## How to Complete and Submit Financial and Activity Reports

Notifications for Due and Overdue Financial and Activity reports are displayed on the Organization Homepage upon login to LAMPSS.



The screenshot shows the LaMPSS Organization Homepage. The left sidebar contains navigation links for 'My Organization', 'Apply for Funding', 'My Account', and 'Recent Agreements/Cases'. The main content area displays the 'LAMPSS Organization #:' and 'Name:' fields, followed by 'Type:' and 'FMS Vendor #:'. Below this is the 'Active Agreements' table, which lists various agreements with columns for Agreement ID, Start Date, End Date, Status, Program, and Agreement Manager. The bottom section, 'Notifications', displays a table with columns for Type, Agmt/Case ID, Program, Assigned To, Created By, and Due Date. Two notifications are highlighted with red circles and the text 'Action Required': one for an 'Activity Report' and another for a 'Financial Report', both due by March 15, 2023.

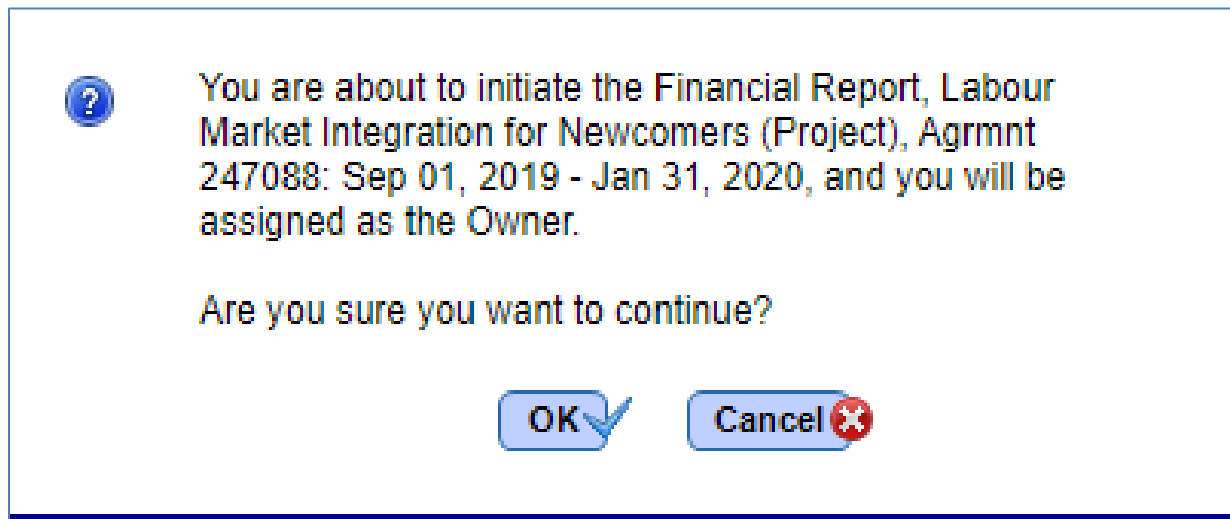
Agreement ID	Start Date	End Date	Status	Program	Agreement Manager
101419	Jun 01, 2023	Dec 20, 2024	Application	ABC(ISL-ET)	
101420	Apr 01, 2024	Mar 06, 2025	Application	ABC(ISL-ET)	
101395	Nov 11, 2022	Mar 31, 2023	Active	EAS(ISL-ET)	
101400	Jan 01, 2023	Mar 03, 2023	Application	EAS(ISL-ET)	
101399	Feb 15, 2023	Mar 31, 2023	Application	EAS(ISL-ET)	
101416	May 31, 2023	Aug 21, 2023	Application	EAS(ISL-ET)	
101417	Jun 01, 2023	Mar 31, 2024	Application	EAS(ISL-ET)	
101333	Sep 01, 2013	Mar 31, 2014	Assessed	JbNL(ISL-ET)	
101398	Feb 15, 2023	Feb 28, 2023	Application	JbNL(ISL-ET)	
101401	Feb 21, 2023	Mar 31, 2023	Application	JbNL(ISL-ET)	


Type	Agmt/Case ID	Program	Assigned To	Created By	Due Date
Info	101395	EAS (ISL-ET)			Feb 06, 2023
Action Required	101395	EAS (ISL-ET)			Mar 15, 2023
Action Required	101395	EAS (ISL-ET)			Mar 15, 2023

To initiate an Activity or Financial report, click on the 'Action Required' link in the

notifications. The link will launch the LaMPSS Online portal and the overview page for the selected form type.

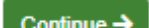
The notification will automatically be cleared after the form is submitted. LaMPSS will prompt with the following confirmation when once a new report is initiated:




After selecting  the user will be redirected to the LaMPSS Online Portal. An email will be sent to the the user with a link to the form that has been initiated for future reference.

The first page of a LaMPSS Online form is the landing page for the Activity or Financial Report. It will display key information about the form being completed:

- 'Before you Begin' section which contains information and instructions regarding the Activity or Financial report and form requirements.
- Links to the program website and any other relevant websites or resources.
- The estimated average time to complete the application may also be displayed if there is one provided

At the top of landing page there is an option to exit LaMPSS Online and return to LaMPSS. If you wish to start the form, you will click on the  button.



[Français](#)

Logout


### Labour Market Integration for Newcomers (Project)


#### Agrmnt Financial Reporting Form


Period: Sep 01, 2019 - Jan 31, 2020


[Exit to LaMPSS](#)

Employment and Training Division  
Immigration, Population Growth and Skills

 Agreement ID  
247088

 Average Completion Time  
15 Minutes

 Due Date  
Feb 10, 2020

 Status  
In Progress

**Before you Begin**

Please visit the program's website below and review the Program Guidelines. The guidelines will provide information on how to complete the Financial Report. Prepare or gather any documents required to submit with your report.

**Important Links**

- [Program Website](#)

Continue →

## Completing the Activity or Financial Report

When the user clicks on the [Start Now →](#) button they are navigated to the start of the form. At the top of the page, the following information will be displayed, **Important Links**, **Manage Access**, **Return to Overview** and **Exit to LaMPSS**. The Important links are the same links that were on the landing page, so users can reference the documents to complete their form. To grant access to any other staff members within your organization, select **Manage Access** where the user will be directed to LaMPSS to manage who can access and edit the form. To return to the LaMPSS Online landing page which provided key information about the form, select **Return to Overview**. To exit the form and navigate directly to LaMPSS, click on **Exit to LaMPSS**.



[Français](#)

Logout

### Labour Market Integration for Newcomers (Project)

#### Agrmnt Activity Reporting Form

Period: Sep 01, 2019 - Mar 31, 2020

[Important Links](#)
[Manage Access](#)
[Return to Overview](#)
[Exit to LaMPSS](#)

#### Employment and Training Division

#### Immigration, Population Growth and Skills

Complete all sections of this form. Some sections may be skipped and completed later. All sections will be available to review before the completed form is submitted. Select the Summary and Submission section to submit this form.



Agreement ID  
247049



Due Date  
Apr 10, 2020



Status  
In Progress

Form Section	Last Updated	Last Updated By	Status
1 <a href="#">Agreement Detail</a>	-	-	 Read-Only

The start of the form will list all form sections required to be completed. These sections can be completed in the order provided or they can be skipped and be completed later. Some sections must be completed in a specific order, if you navigate to a form section that requires a previous section be completed, a message will be displayed.

**All form sections must be completed to submit the application.**


A typical Activity Report Section list looks like this:

[Important Links](#)
[Manage Access](#)
[Return to Overview](#)
[Exit to LaMPSS](#)


### Employment and Training Division

### Immigration, Population Growth and Skills


Complete all sections of this form. Some sections may be skipped and completed later. All sections will be available to review before the completed form is submitted. Select the Summary and Submission section to submit this form.




Agreement ID  
247049



Due Date  
Apr 10, 2020



Status  
In Progress

	Form Section	Last Updated	Last Updated By	Status
1	<a href="#">Agreement Detail</a>	-	-	 Read-Only
2	<a href="#">Agreement Activity Update</a>			
3	<a href="#">Participants Update</a>			
4	<a href="#">Reporting Notes</a>			
5	<a href="#">Supporting Documents</a>			
6	<a href="#">Summary and Submission</a>			

Continue

A typical Financial Report Section List looks like this:

[Important Links](#)
[Manage Access](#)
[Return to Overview](#)
[Exit to LaMPSS](#)

### Employment and Training Division

### Immigration, Population Growth and Skills

Complete all sections of this form. Some sections may be skipped and completed later. All sections will be available to review before the completed form is submitted. Select the Summary and Submission section to submit this form.

Agreement ID  
247088

Due Date  
Feb 10, 2020

Status  
In Progress


	Form Section	Last Updated	Last Updated By	Status
1	<a href="#">Agreement Detail</a>	-	-	Read-Only
2	<a href="#">Agreement Budget Update</a>			
3	<a href="#">Project Cash Flow Update</a>			
4	<a href="#">Reporting Notes</a>			
5	<a href="#">Supporting Documents</a>			
6	<a href="#">Summary and Submission</a>			

Continue

The title of each **Form Section** provides a link to that section. Once user selects any one of the form sections or save and continue, the user will be directed to a step. Each step will list all questions under that specific section. To skip a section, click on the **Skip for Now** button at the bottom of the page. If answers have been provided to all questions, select Save and Continue to save the answers.

When all the required fields have been completed hit save and continue, or if **skip the section** is selected, then the application will move on to the next form section. To navigate to another section, return to the list of sections, by clicking on **Return to Section List** that is on the top of the page. User can also navigate around the steps of the form by selecting the drop-down menu on the step count that is listed above the section title.

Users may also select another form section to be completed using the drop-down menu.


Français

Logout

### Labour Market Integration for Newcomers (Project)

#### Agmmt Financial Reporting Form

Period: Sep 01, 2019 - Jan 31, 2020

[Important Links](#)
[Return to Section List](#)
[Exit to LaMPSS](#)

Agreement ID  
247088

Due Date  
Feb 10, 2020

Status  
In Progress

Step 2 of 6

### Agreement Budget Update

In the space provided below please report the Organizations' eligible expenses per budget item for this reporting period. If the Organization is reporting amounts over the remaining budget please provide details in the Report Notes section at the end of this form.

#### Program Delivery

##### Salaries and Benefits

Cost Item	Approved Budget	Reported and Approved to Date	Reported Amount this Period	Balance
Salaries	\$ 504.00	\$ 0.00	<input type="text" value="\$ 0.00"/>	\$ 504.00
MERC	\$ 0.00	\$ 0.00	<input type="text" value="\$ 0.00"/>	\$ 0.00
Workers Compensation	\$ 0.00	\$ 0.00	<input type="text" value="\$ 0.00"/>	\$ 0.00
Subtotal	\$ 504.00	\$ 0.00	\$ 0.00	\$ 504.00

#### Operational / Project

If answers are provided in the fields on a specific page and user attempts to navigate away from the page, the following pop-up will be displayed to notify the user that any unsaved changes will be lost. There is a 40-minute timeout on each section of the form. If you pause for more than 40 minutes within a section of the form, any information entered will be lost. Once a section has been saved you will not lose the information.

Are You Sure?

There are unsaved changes. All changes will be lost unless a save is performed.

Are you sure you want to navigate away from this page?


Save & Continue

Continue

Cancel

Once the form sections are completed, if you return to the **Section List** the form sections will be updated stating when the section was last updated, who updated the section and the status on the specific section. If a section is showing Locked, that means another organization contact that you provided access to, is currently working on that section.





[Français](#)

Logout

### Labour Market Integration for Newcomers (Project)

#### Agmmt Financial Reporting Form

Period: Sep 01, 2019 - Jan 31, 2020

[Important Links](#)
[Manage Access](#)
[Return to Overview](#)
[Exit to LaMPSS](#)

#### Employment and Training Division

#### Immigration, Population Growth and Skills

Complete all sections of this form. Some sections may be skipped and completed later. All sections will be available to review before the completed form is submitted. Select the Summary and Submission section to submit this form.

Agreement ID  
247088


Due Date  
Feb 10, 2020

Status  
In Progress

Form Section	Last Updated	Last Updated By	Status
1 <a href="#">Agreement Detail</a>	-	-	Read-Only
2 <a href="#">Agreement Budget Update</a>	Jun 14, 2023		Saved
3 <a href="#">Project Cash Flow Update</a>	Jun 14, 2023		Saved
4 <a href="#">Reporting Notes</a>	Jun 14, 2023		Saved
5 <a href="#">Supporting Documents</a>			
6 <a href="#">Summary and Submission</a>			

Continue

On every Activity or Financial Report there is a section for **Supporting Documents**, even if none are required for the submission of the form. This provides organizations the opportunity to provide any documentation in support of the report. If no documents are required, the section **Additional Documentation** can be used to provide the documentation. If documentation is mandatory to be provided for the submission of the application, the documents required will be listed under **Mandatory Documents** and there will also be a section to provide additional documents.



[Français](#)


Logout

### Labour Market Integration for Newcomers (Project)


#### Agmmt Financial Reporting Form

Period: Sep 01, 2019 - Jan 31, 2020


[Important Links](#)
[Return to Section List](#)
[Exit to LaMPSS](#)



Agreement ID  
247088



Due Date  
Feb 10, 2020



Status  
In Progress

Step 5 of 6

### Supporting Documents

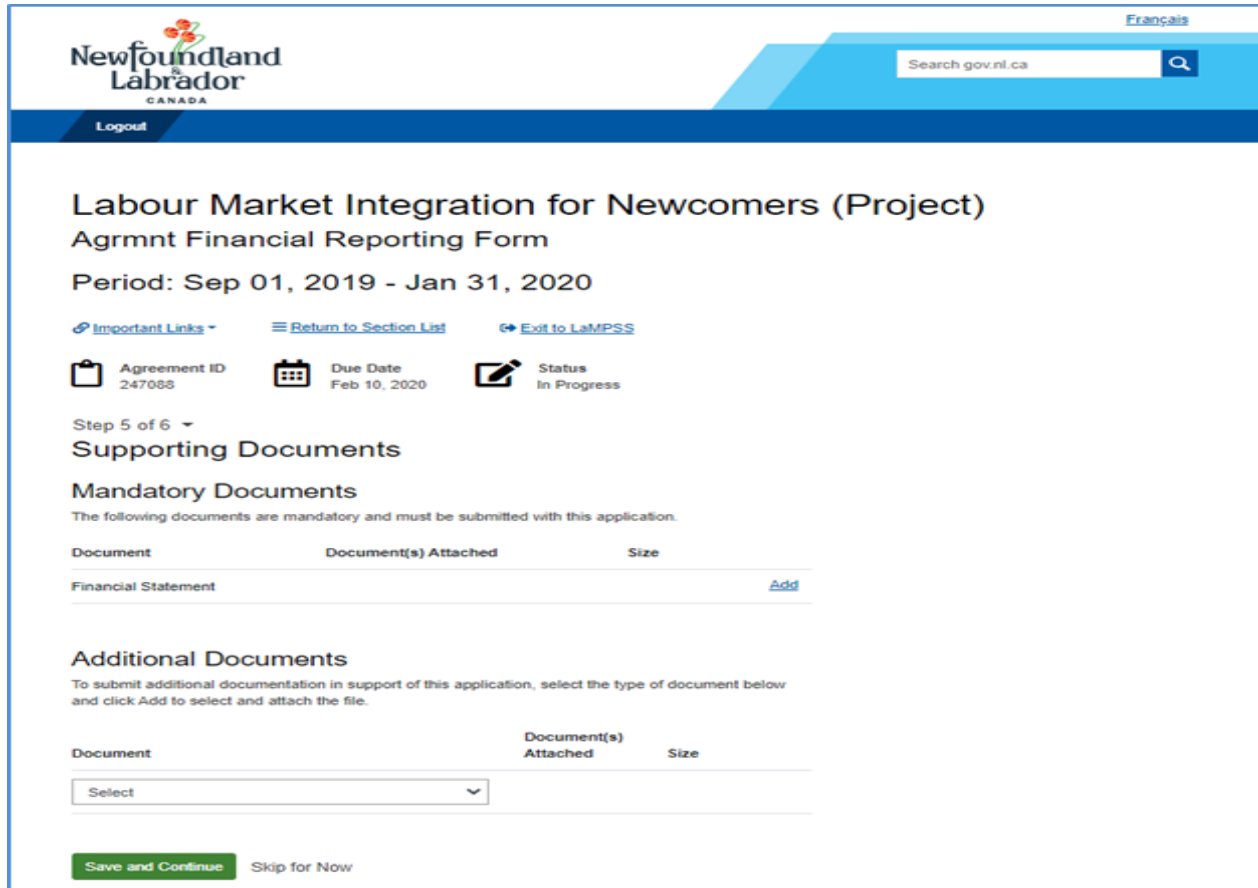
#### Additional Documents

To submit additional documentation in support of this application, select the type of document below and click Add to select and attach the file.

Document	Document(s) Attached	Size
<div>Select</div>		

Save and Continue

Skip for Now



**Labour Market Integration for Newcomers (Project)**  
 Agmmt Financial Reporting Form  
 Period: Sep 01, 2019 - Jan 31, 2020

[Important Links](#) [Return to Section List](#) [Exit to LaMPSS](#)

**Agreement ID** 247088 **Due Date** Feb 10, 2020 **Status** In Progress

Step 5 of 6

### Supporting Documents

#### Mandatory Documents

The following documents are mandatory and must be submitted with this application.

Document	Document(s) Attached	Size
Financial Statement		<a href="#">Add</a>

#### Additional Documents

To submit additional documentation in support of this application, select the type of document below and click Add to select and attach the file.

Document	Document(s) Attached	Size
<div>Select</div>		

[Save and Continue](#) [Skip for Now](#)

To add a document under mandatory documents, click on the **Add** link that appears to the right of the document name. An **Add** link will appear under the additional document section once the document has been selected to upload.

When the user clicks on the **Add** link the following pop up will appear. Documents can either be dragged and dropped in this box or click to browse for the specific file to upload.



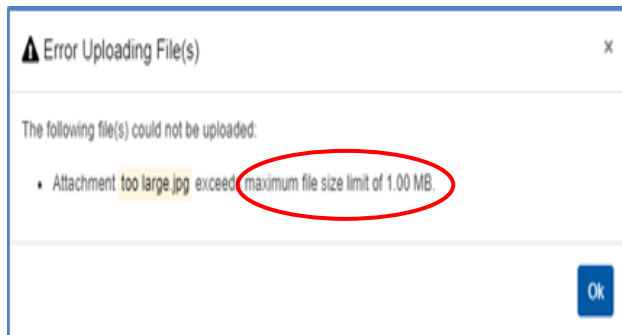
Upload Attachments (Detailed Project Description)



Drag Files Here or [Click to Browse](#)

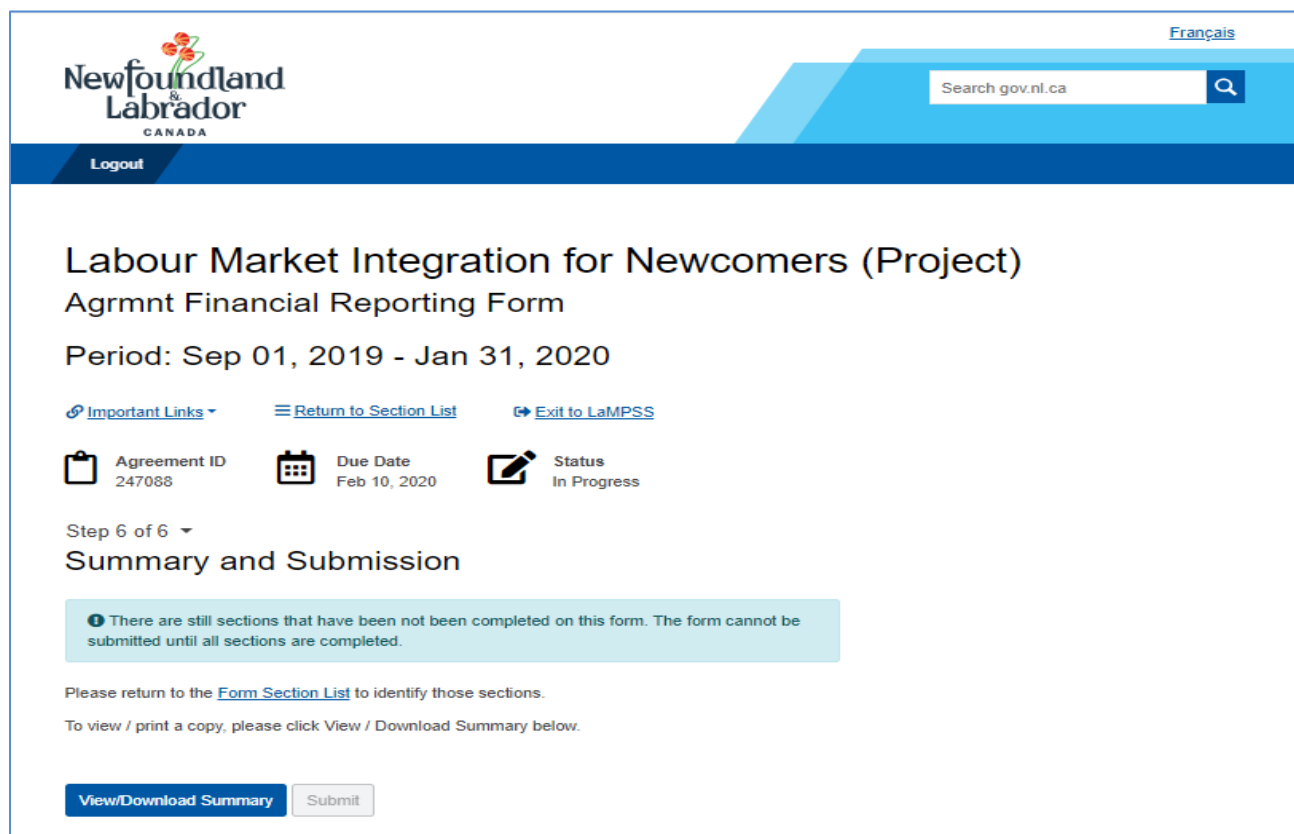
Cancel

Each file must have a unique file name and no one file can exceed 1MB in size and the overall submission, including all attachments, cannot exceed 5MB. If you try to upload a document that is larger than 1MB, you will receive the following error message.



### Submission of an Activity or Financial Report

The final step on every submission is the **Form Summary**. This is where users can View/Download a Summary of the form and can also submit the form. If all sections have not been completed for the form, users will be directed to return to the Form Section List to identify the sections that need to be completed.



The screenshot shows the "Labour Market Integration for Newcomers (Project)" form summary page. The header includes the Newfoundland & Labrador Canada logo, a "Logout" button, and a search bar. The main content area displays the form title, the reporting period (Sep 01, 2019 - Jan 31, 2020), and navigation links: "Important Links", "Return to Section List", and "Exit to LaMPSS". Below these are three status boxes: "Agreement ID 247088", "Due Date Feb 10, 2020", and "Status In Progress". The page indicates it is "Step 6 of 6" and titled "Summary and Submission". A light blue alert box states: "There are still sections that have been not been completed on this form. The form cannot be submitted until all sections are completed." Below this, instructions direct the user to return to the "Form Section List" and provide buttons for "View/Download Summary" and "Submit".

To download a PDF of the summary, click on View/Download Summary. By selecting the **Edit** link, to the right of the form section name, users can navigate to any section that may need to be updated. When the user clicks on a particular Edit link, they will be navigated to that form section that the link referenced. The user will then be able to update any information, if required.

### Labour Market Integration for Newcomers (Project)

Agmmt Financial Reporting Form

Period: Sep 01, 2019 - Jan 31, 2020

Immigration, Population Growth and Skills

Employment and Training Division

Agreement ID: 247088

Form Name LMIN Agmmt #247088 Agmmt Financial Reporting Form Sep 01, 2019 - Jan 31, 2020

#### Agreement Detail

View

Agreement Title Career Connection Initiative for Newcomers

Agreement Start Date 01/09/2019

Agreement End Date 31/03/2021

#### Agreement Budget Update

Edit

#### Program Delivery

##### Salaries and Benefits


Cost Item	Approved Budget	Reported and Approved to Date	Reported Amount this Period	Balance
Salaries	\$504.00	\$0.00	\$250.00	\$254.00
MERC	\$0.00	\$0.00	\$0.00	\$0.00
Workers Compensation	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$504.00	\$0.00	\$250.00	\$254.00

##### Quantitative Project

Download PDF

Close

Once all sections have been completed, the Submit button will be visible to submit the form.



[Français](#)


Logout

### Labour Market Integration for Newcomers (Project)


#### Agrmnt Financial Reporting Form

Period: Sep 01, 2019 - Jan 31, 2020


[Important Links](#)
[Return to Section List](#)
[Exit to LaMPSS](#)



Agreement ID  
247088



Due Date  
Feb 10, 2020



Status  
In Progress

Step 6 of 6 ▾

### Summary and Submission

Your form appears to be ready for submission.


Review all information carefully prior to submission to ensure the required information has been provided.

To view / print a copy, please click View / Download Summary below.

If you feel ready to submit, please click Submit.

[View/Download Summary](#)
[Submit](#)

Once the form is successfully submitted, you will receive the following message.



[Français](#)

Logout

### Labour Market Integration for Newcomers (Project)

#### Agrmnt Financial Reporting Form

Period: Sep 01, 2019 - Jan 31, 2020

[Exit to LaMPSS](#)

### Submission Successful

Thank you, the submission was received. It is now pending review.

[View/Download Summary](#)