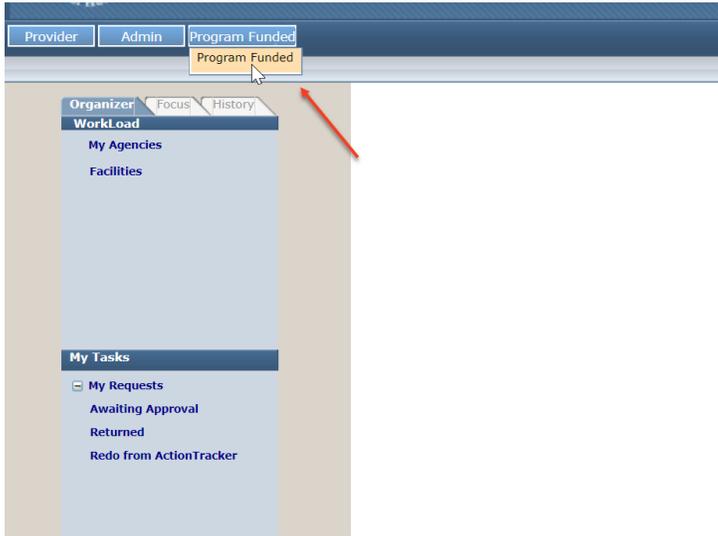
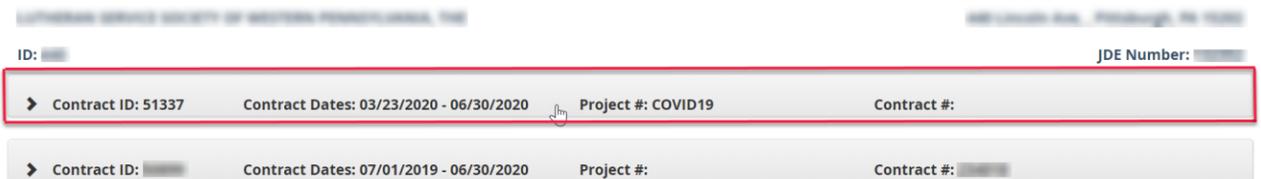


COVID-19 User Guide:

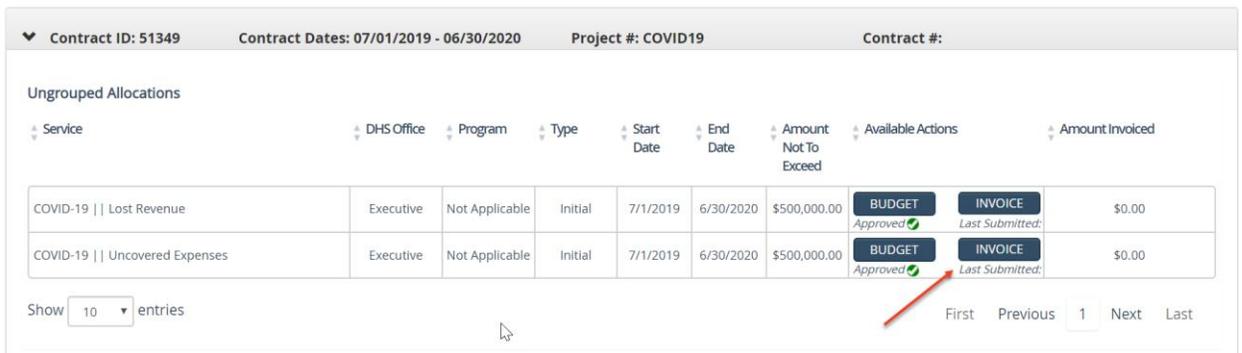
1. Log into MPER by clicking on the [MPER](#) hyperlink
2. Hover over the Program Funded menu item at the top left of the screen and click on the Program Funded dropdown



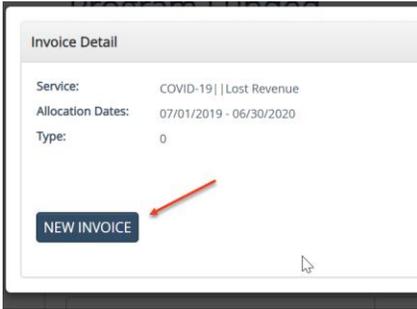
3. Click anywhere in the COVID-19 contract grid  
Program Funded



4. Click on the **Invoice** button for the COVID-19 service you want to document expenses against



5. Click on New Invoice



6. Complete the required invoice fields and expense information

Expense Year \*      Expense Month \*      Provider Claim ID

-Select-      -Select-     

Object Of Expense	Category	Approved Budget	Budget Remaining Before Current Expenditure	Current Month Expenditures *	Service *	Program *	Budget Remaining After Current Expenditure	Percentage Spent
Communications	Operating & Office	\$25,000.00	\$25,000.00	\$0.00	COVID-19   Lo	Not Applic:	\$25,000.00	0.00 %
Supplies	Operating & Office	\$25,000.00	\$25,000.00	\$0.00	COVID-19   Lo	Not Applic:	\$25,000.00	0.00 %
Transportation	Client Expenses	\$25,000.00	\$25,000.00	\$0.00	COVID-19   Lo	Not Applic:	\$25,000.00	0.00 %
Other	Other	\$25,000.00	\$25,000.00	\$0.00	COVID-19   Lo	Not Applic:	\$25,000.00	0.00 %
Personnel	Personnel	\$250,000.00	\$250,000.00	\$0.00	COVID-19   Lo	Not Applic:	\$250,000.00	0.00 %
Indirect Costs	Indirect Costs	\$25,000.00	\$25,000.00	\$0.00	COVID-19   Lo	Not Applic:	\$25,000.00	0.00 %
Fixed Assets	Fixed Assets	\$25,000.00	\$25,000.00	\$0.00	COVID-19   Lo	Not Applic:	\$25,000.00	0.00 %
Professional/Technical Services	Operating & Office	\$25,000.00	\$25,000.00	\$0.00	COVID-19   Lo	Not Applic:	\$25,000.00	0.00 %
Service Contracts	Operating & Office	\$25,000.00	\$25,000.00	\$0.00	COVID-19   Lo	Not Applic:	\$25,000.00	0.00 %
Facility Expenses	Operating & Office	\$50,000.00	\$50,000.00	\$0.00	COVID-19   Lo	Not Applic:	\$50,000.00	0.00 %

7. Upload corresponding documentation that supports the COVID-19 expenses. **Browse**, then enter a description, and then **Upload**

Additional Documentation

File  **BROWSE**

Description  **UPLOAD**

No additional documents

8. **Update** saves the invoice and you can go back and make corrections. **Update and Submit** submits invoice

Comment History

Comments

**VOID** **SEND BACK UPDATE** **UPDATE & SUBMIT**

9. Click submit as the last step to submit invoice

You have selected to submit this claim/invoice. Once submitted you will not be able to make any updates.  
Click 'SUBMIT' to proceed or 'CANCEL' to make further updates.

**SUBMIT** **CANCEL**