



How to View Payments in the System:

1. Log into <https://awards.cff.org/>
2. On the **My Awards** Dashboard, Click on **Scheduled Payments** under **My Payments**

The screenshot shows the 'My Awards' dashboard. At the top right, there is a navigation menu with 'My Awards' highlighted. Below the header, there are three main sections: 'My Awards' with 1 Active Awards and 0 Past Awards; 'My Activities' with 3 Upcoming Deliverables, 1 Submitted Deliverables, and 1 Completed Deliverables; and 'My Payments' with 2 Scheduled Payments and 0 Paid Payments. The 'Scheduled Payments' button in the 'My Payments' section is highlighted with a red box.

3. On the Scheduled Payments page, you can view all scheduled payments for the Award for which you are affiliated. You must first be added as a contact to an award to see the payments. (For more information, see "How to Add Contacts").

The screenshot shows the 'Scheduled Payments' page. At the top right, there is a navigation menu with 'My Awards' highlighted. Below the header, there is a search bar and a table with the following data:

#	Award Number	Date	Payment Amount
1	CC500	11/30/2019	\$20,657.50
2	CC500	02/28/2020	\$22,342.50



- Once you click on a **Scheduled Payment**, the system will display the deliverable(s) associated with that payment that remain to be completed by the awardee before the payment can be scheduled. Associated payment(s) will remain contingent upon receipt and approval of the deliverable(s). All deliverable(s) received after the deadline will be queued for review and approval. Payment(s) will be released in the payment cycle following approval of deliverable(s).

←

000153CC320 - Payment

Activity Type: Payment

Status: Contingent

i This payment is contingent upon the following:

- Previous year's Report of Expenditures due on 10/01/2020
- Award Letter due on 07/18/2020
- Estimated Budget due on 07/18/2020
- Regulatory Approvals due on 07/18/2020
- Payment due on 11/01/2020

Payment Number: 2

- You may also view all previously paid/issued payments by clicking on **Paid Payments** under **My Payments**.

The screenshot shows a user interface with a navigation bar at the top containing links for My Awards, My Applications, Funding Opportunities, External Requests, User Guide, and Privacy & Security. Below the navigation bar are three main sections: My Awards, My Activities, and My Payments. Each section has a header bar with a plus sign. Under My Awards, there are two buttons: '1 Active Awards' and '0 Past Awards'. Under My Activities, there are three buttons: '3 Upcoming Deliverables', '1 Submitted Deliverables', and '1 Completed Deliverables'. Under My Payments, there are two buttons: '1 Scheduled Payments' and '1 Paid Payments', with the 'Paid Payments' button highlighted by a blue border.