Louisiana Believes

2019-2020
21st CCLC: Claims Processing
Logon Page

- Enter User ID
- Enter Password
Main Menu

- Main menu shows pages that you have been given access to
- Click on *GMS Access / Select*
### Accessing Payments Section

- **21st CCLC** is listed under Competitive Grant
- Select Payments to enter the portal

<table>
<thead>
<tr>
<th>Application Name</th>
<th>Revision</th>
<th>Status</th>
<th>Date</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>21st CCLC</td>
<td>Original Application</td>
<td>Final Approved</td>
<td>7/29/2015</td>
<td>Open Amend Payments Review Summary Delete Application</td>
</tr>
</tbody>
</table>

- Select **View Reimbursement Request/Expenditure Reports**
- Reimbursement Request Menu (Above)
- Expenditure Report Menu (Below)

See eGMS Quick Reference Payment and PER Guide for more details
• eGMS Quick Reference Payment and PER Guide

• Appropriation Control Staff Contact Information:
  
  Susan Gonzales
  Accountant III (225) 342-4998

  Janice Wilcox
  Accountant II (225) 342-5836
• Upload and attach documents
• Label and upload the attachment(s)

➢ Ex: Object Code 100 – Salaries
   Object Code 300 – Contract Services/PD
   Object Code 600 – Supplies

Follow the example above for each object code