



AMIS TRAINING MANUAL

SUBSEQUENT PAYMENT REQUEST SUBMISSION

Capital Magnet Fund (CMF)

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1. Introduction

AMIS Training Manual – Getting Started - Navigating AMIS (for CDFI Fund External Users) is a pre-requisite for the training manual you are currently viewing. The objective of this training manual is to provide CMF Award Recipients with instructions on how to create and submit Subsequent Payment Requests in AMIS. Payment requests are then approved in multiple steps by different CDFI Fund business units through AMIS.

After the initial payment is made, Award Recipients must initiate the Subsequent Payment Request through AMIS.

Note: The following conditions must be met before a user can submit a Subsequent Payment Request:

- a. The Award is set up with a CMF Initial Payment Amount and a CMF Subsequent Payment Amount.
- b. The CMF Initial Payment Amount is approved and paid.
- c. The sum of the CMF Initial Payment Amount and CMF Subsequent Payment Amount is equal to the Award Amount.
- d. The Available Award Amount is greater than zero.
- e. The person signing the payment request must be an active Authorized Representative of the organization.

2. Getting Started and Designating an Authorized Representative

To request a subsequent payment, you must be authorized to sign legal agreements on behalf of your organization and an Authorized Representative in AMIS.

If you are already an Authorized Representative, you can skip to [Section 3. Upload a Certificate of Good Standing.](#)

To designate a contact as an Authorized Representative within the Organization Profile you must be an existing contact of the organization and Admin User within AMIS. Follow the steps below:

1. Log in to the AMIS Portal
2. From your home page, select your organization
3. From the Organization's Profile record, navigate to the Related tab and find the Contacts Related View list
4. Locate the contact who you want to change to an Authorized Representative (AR)
5. Select the 'Edit' link from the dropdown list to the far left of the contact who you are changing to an AR (shown below)

Details **Related**

Org Related Attachments (0)

Financial Data (0)

Contacts (2) New

Contact Name	Title	Email	Phone
TestUser Org11AR01	CEO.	test201801252343@example.com	
TestUser Org11POC01		test201801252344@example.com	

Edit View All

Figure 1. Selecting a Contact to edit

6. Select '**Authorized Representative**' from the dropdown list in the **Type** field (shown below).

Edit Test External

Contact Owner: AMIS Support User

Legacy ID:

* Name

Salutation: --None--

First Name: Test

* Last Name: External

* Organization Name: CDFI Test Organization-Unregulated

Title:

Type: **Authorized Representative**

Casefied ID: 003t0000001Q904AAC
This field is calculated upon save

TEMP mark for mass email: ☐

Save & New Save

Figure 2. Editing Contacts in AMIS

3. Upload a Certificate of Good Standing

NOTE: Regulated Institution, are not required to upload a Certificate of Good Standing as part of the Subsequent Payment Request. Please skip to Section 4. Create a Payment Request.

Any organization that was required to submit a Certificate of Good Standing from the Secretary of State, or other issuing agency, during the original closing process is also required to submit a COGS when they make a Subsequent Payment Request. The COGS must be dated within 180 days prior to the date the Subsequent Payment Request is made, per Schedule II Section 3.7(c) of the Assistant

Agreement. Recipients should upload the COGS to the Award Record in AMIS following the steps below. If a COGS cannot be issued for the organization, an opinion of Recipient counsel as described in Schedule II Section 3.6(b)(ii) of the Assistant Agreement, should be upload to the Award Record in AMIS using the steps below.

1. Click the **'Awards'** tab to access the **Awards Home Page**.

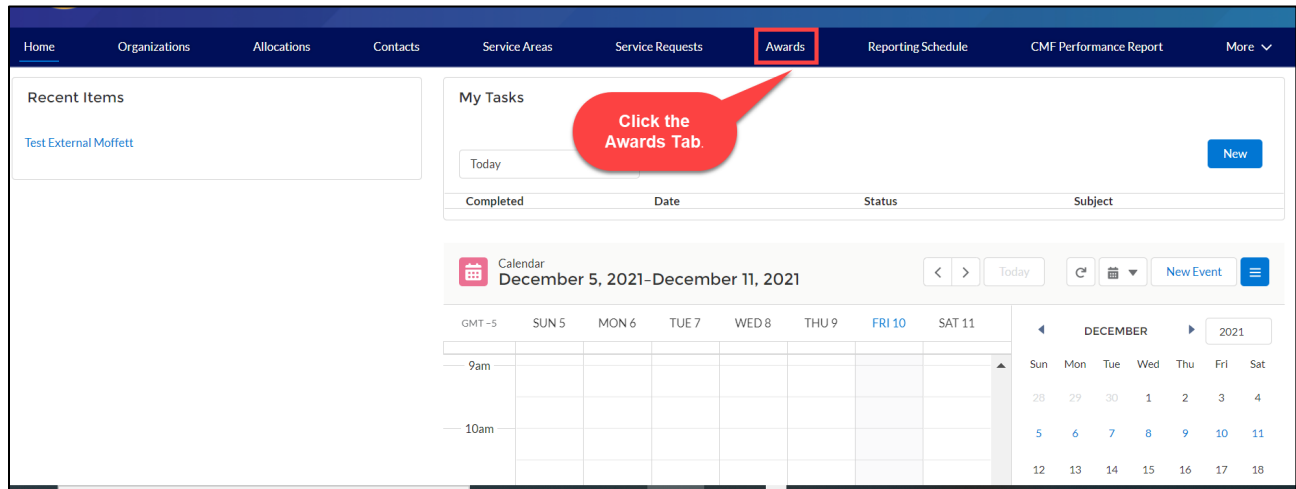


Figure 3. AMIS Portal Home Page

2. Navigate to the **'All'** Award list view. If the 'All' Award list view is not visible when you first access the Awards Home Page, you will find it under the dropdown in the upper left of the page next to the icon and under the word 'Awards'.
3. Click on the appropriate **'Award Name'** to access the **Award Detail** page.
4. Navigate to the **Related** tab of the **Award Record**.
5. Scroll down to the **Notes & Attachments** page.
6. Click on **'Upload Files'**.
7. Select the Certificate of Good Standing or Legal Opinion to upload.



Figure 4. Notes & Attachments section on the Related tab of the Award record

4. Create a Payment Request

NOTE: If your organization completed Section 3. Upload a Certificate of Good Standing you can skip to step 6.

1. Click the **'Awards'** tab to access the **Awards Home Page**.

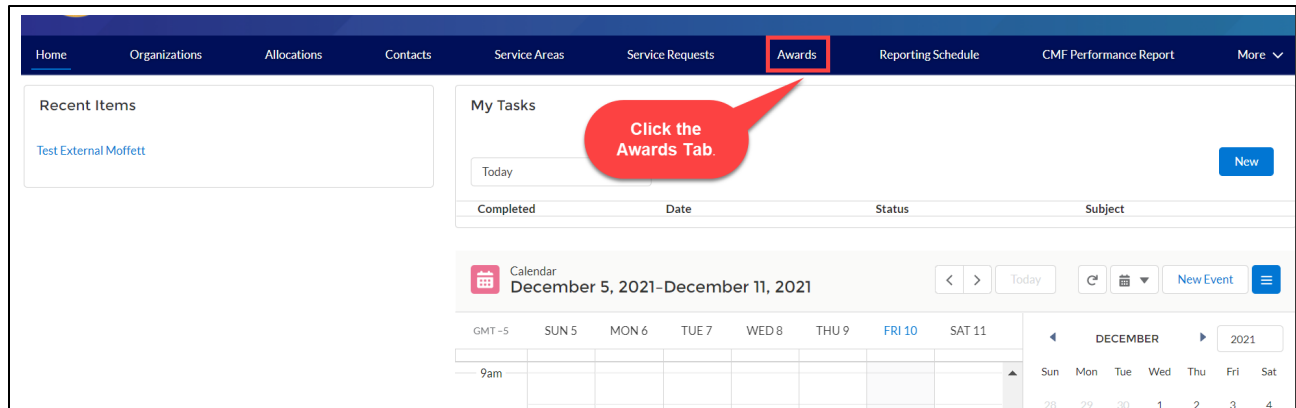


Figure 5. AMIS Portal Home Page

2. Navigate to the **'All'** Award list view. If the **'All'** Award list view is not visible when you first access the Awards Home Page, you will find it under the dropdown in the upper left of the page next to the icon and under the word **'Awards'**.
3. Click on the appropriate **'Award Name'** to access the **Award Detail** page.
4. Navigate to the **Related** tab of the **Award Record**.
5. Click on the appropriate **'Award Name'** to access the **Award Detail** page.
6. From the Award Detail page, click on the **'Payment Request'** button, located in the upper right-hand corner of the Award record. You may need to use the dropdown arrow to see the button as shown in the screenshot below.

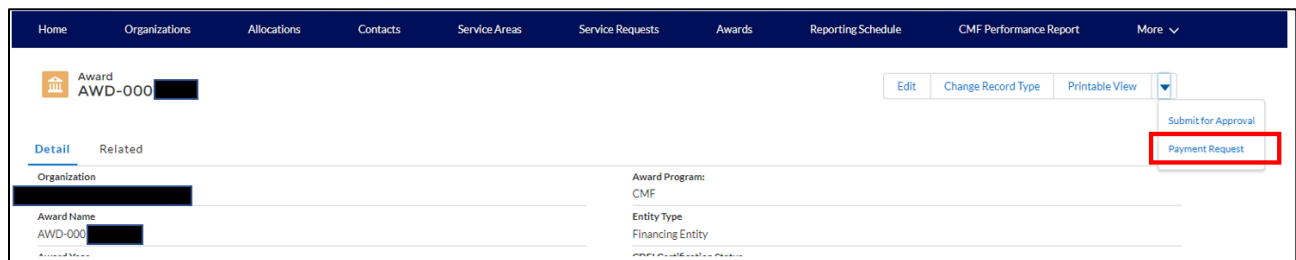


Figure 6. Awards Detail - Payment Request

7. A new **Payment Request** record will automatically generate, directing you to the new **Payment Request** detail page. From this page, click on the **'Edit'** button.

The screenshot displays the 'Payment Request' form in the AMIS system. The top navigation bar includes links for Home, Organizations, Allocations, Contacts, Service Areas, Service Requests, Awards, Reporting Schedule, CMF Performance Report, and More. The left sidebar shows the 'Detail' tab selected, with sub-tabs for 'Payment Request Number' (Second) and 'Payment Request Status' (New). The main content area displays the following information:

- Payment Request Number:** PYRQT-000000
- Payment Request Status:** New
- Request Date:**
- Award:** AWD-000
- Award Program:** CMF
- Award Control Number:** 211CM
- Available Award Amount:** \$400,000.00
- Current Total Paid To Date:** \$600,000.00
- Last Payment Paid:**
- Requested Amount:** \$0.00
- Justification:**
- Payment Contact:**

Callouts indicate that the 'Second payment request' is being made and that the 'First payment amount' of \$600,000 has already been paid.

Figure 7. Second Payment Request Record

Notes:

- The CMF Award recipient can have up to two (2) payments and can only request the second payment after the first payment has been processed and paid. The example above shows that the first payment of \$600,000 has already been paid.
- The recipient must request the second payment by the date specified in Schedule 1, Section 3.7 of the Assistance Agreement. This date is approximately 10 months after the Effective Date of the Assistance Agreement.

8. The Edit Payment Request form opens.

Edit Payment Request

Payment Request Number	Award
Second	AWD-000 [REDACTED]
Payment Request Status	Award Program
New	CMF
Request Date	Award Control Number
	211CM [REDACTED]
	Available Award Amount
	\$400,000.00
	Current Total Paid To Date
	\$600,000.00
	Last Payment Paid

Actual Use of Funds Since Last Payment and Request

Payment Request Attestation
 I, the Authorized Representative of the Recipient, do hereby certify on behalf of the Recipient: 1) The Recipient has performed and complied with all general award terms and conditions required by the Assistance Agreement. 2) All required attachments have been uploaded to AMIS pursuant to the Assistance Agreement, including a current Certificate of Good Standing or Legal Opinion letter, if applicable. 3) All information contained in or attached to this subsequent payment request is true, accurate and complete.

Requested Amount ⓘ
 \$0.00

Justification ⓘ

Payment Contact ⓘ
 Search Contacts... 🔍

Figure 8. Edit Payment Request Form

Note that in Figure 8 above, the 'Last Payment Paid' field is blank. This field refers to the last payment made directly associated with this specific request. At this point in the payment request process, no payments have been approved and paid. For CMF, only one payment is made per payment request. As soon as this request is processed and paid, the date of payment will display in this field.

9. Complete the required information on the page.

- I. Enter the **Requested Amount**
- II. Enter the **Justification**
- III. Enter the **Payment Contact**

Notes:

- The **Requested Amount** must equal the **CMF Subsequent Payment Amount** on the Award Detail Page. This amount should equal the **Available Award Amount** the the Payment Request Detail Page. If the recipient does not believe that the whole award amount is needed, they must follow the established procedures to request an

Amendment to the original Assistance Agreement.

- The **Justification** must explain the Recipient's plans to expend the Award. See the example Justification below:
 - Example Justification: "Our total CMF Award is \$10,000,000. Our first payment amount was \$5,000,000 and we are requesting our second payment amount of \$5,000,000. To date, we have committed \$3,000,000 of the Award to projects. Based on our pipeline and projection, we expect to have \$7,000,000 of the Award committed by the first commitment deadline (October 14, 2024). We do not anticipate any issues having the full \$10,000,000 Award committed by the second commitment deadline (October 14, 2025)

We have uploaded a Certification of Good Standing to the Award record that is dated less than 180 days prior to this request."

- The **Payment Contact** can be the Authorized Representative who is submitting the request or another point of contact for the organization who is an active contact within AMIS. Start typing the name of the Authorized Representative and a list of available options will come up. Please DO NOT add a new contact.

Edit Payment Request

Payment Request Number
Second

Payment Request Status
New

Request Date

Award
AWD-000 [REDACTED]

Award Program
CMF

Award Control Number
211CM [REDACTED]

Available Award Amount
\$400,000.00

Current Total Paid To Date ⓘ
\$600,000.00

Last Payment Paid

Actual Use of Funds Since Last Payment and Request

Payment Request Attestation

I, the Authorized Representative of the Recipient, do hereby certify on behalf of the Recipient: 1) The Recipient has performed and complied with all general award terms and conditions required by the Assistance Agreement. 2) All required attachments have been uploaded to AMIS pursuant to the Assistance Agreement, including a current Certificate of Good Standing or Legal Opinion letter, if applicable. 3) All information contained in or attached to this subsequent payment request is true, accurate and complete.

*** Requested Amount** ⓘ

\$400,000.00

Justification ⓘ

This payment will be used for the following purposes...

Payment Contact ⓘ

[Icon] [REDACTED] ×

Figure 9. Edit Payment Request Form with required fields populated

10. As the Authorized Representative, read the Payment Request Attestation. Check the signature box to sign the Payment Request as the Authorized Representative.

Payment Request Attestation
I, the Authorized Representative of the Recipient, do hereby certify on behalf of the Recipient: 1) The Recipient has performed and complied with all general award terms and conditions required by the Assistance Agreement. 2) All required attachments have been uploaded to AMIS pursuant to the Assistance Agreement, including a current Certificate of Good Standing or Legal Opinion letter, if applicable. 3) All information contained in or attached to this subsequent payment request is true, accurate and complete.

Requested Amount ⓘ
\$400,000.00

Justification ⓘ
This payment will be used for the following purposes...

Payment Contact ⓘ
[Redacted]

Signature
☒

System Information
Created By [Redacted] 7/13/2022 5:20 PM
Last Modified By [Redacted] 7/13/2022 5:20 PM

Cancel Save & New **Save**

Figure 10. Payment Request - Signature and Save

11. Select the **'Save'** button to save the record. Do not click the **'Save & New'** button.
12. You will receive a confirmation stating the Payment Request has been updated.

Payment Request "PYRQT-0000003296" was saved.

Home Organizations Allocations Contacts Service Areas Service Requests Awards Reporting Schedule CMF Performance Report More

Payment Request PYRQT-000000 [Redacted]

Edit Submit Payment Request Printable View

Figure 11. Payment Request Saved Confirmation

13. Select the **'Submit Payment Request'** button. The request will be submitted to the CDFI Fund and go through an approval process before payment is made.

The screenshot shows the AMIS interface with a navigation bar at the top containing links like Home, Organizations, Allocations, Contacts, Service Areas, Service Requests, Awards, Reporting Schedule, CMF Performance Report, and More. Below the navigation bar, the page title is 'Payment Request' with the ID 'PYRQT-000000'. On the right, there are buttons for 'Edit', 'Clone', and 'Submit Payment Request', with the latter being highlighted by a red rectangle. The main content area is divided into 'Detail' and 'Related' tabs. Under the 'Detail' tab, there are fields for 'Payment Request Number' (Second), 'Payment Request Status' (New), and 'Request Date'. To the right, there are fields for 'Award' (AWD-000), 'Award Program' (CMF), 'Award Control Number' (211CM), 'Available Award Amount' (\$400,000.00), 'Current Total Paid To Date' (\$600,000.00), and 'Last Payment Paid'.

Figure 12. Submit Payment Request

14. Once you click the **'Submit Payment Request'** button, AMIS will display a message to confirm your intent to submit the payment request. Click the **'OK'** button to confirm.

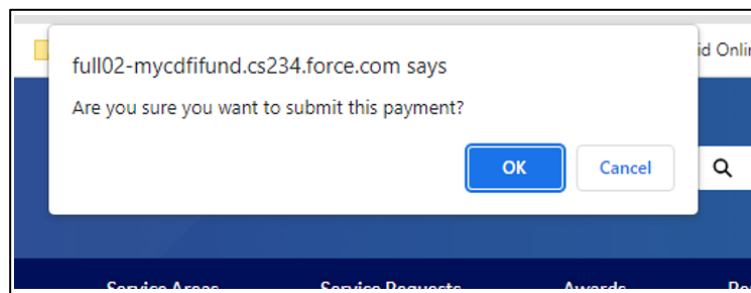


Figure 13. Payment Request Detail Page - Submit for Approval Confirmation

Note: AMIS creates a Payment Request Review Pending Task and assigns it to the appropriate CDFI Fund staff for approval. You will not be able to edit the Payment Request while it is undergoing CDFI Fund staff review. If the submitted Payment Request is rejected by the CDFI Fund, you will be able to edit the Payment Request and resubmit it with the appropriate information.

15. Once submitted, the **Payment Request Status** field will update to "Program review in progress" on the Payment Request Detail page.

The screenshot shows the AMIS interface with the same navigation bar as Figure 12. The page title is 'Payment Request' with the ID 'PYRQT-000000'. On the right, there are buttons for 'Edit', 'Clone', and 'Submit Payment Request'. The main content area is divided into 'Detail' and 'Related' tabs. Under the 'Detail' tab, there are fields for 'Payment Request Number' (Second), 'Payment Request Status' (Program review in progress), and 'Request Date' (7/14/2022 12:40 PM). To the right, there are fields for 'Award' (AWD-000), 'Award Program' (CMF), 'Award Control Number' (211CM), 'Available Award Amount' (\$400,000.00), 'Current Total Paid To Date' (\$600,000.00), and 'Last Payment Paid'. The 'Payment Request Status' field is highlighted with a red rectangle.

Figure 14. Payment Request Status - Program Review in Progress

5. What if the Payment Request is Rejected

1. If the Payment Request is rejected, you will receive an email notification from the CMF Program Staff. The email will provide details on what needs to be corrected.
2. Correct the issue(s) outlined in the rejection email and repeat steps 6-15 of Section 4. Create Payment Request to resubmit the Payment request.

Notes:

- Only two payment requests per Award record are allowed for CMF Award records set up with a CMF Initial Payment Amount and a CMF Subsequent Payment Amount.
- Once the Subsequent Payment Request has been created in Section 4. Create Payment Request, you and other Authorized Representatives of your organization will NOT be able to create another new payment request for the Award Record. You and other Authorized Representatives of your organization will only be able to edit and resubmit the original Subsequent Payment Request.