



Petco Love Partner Portal Guide

Test Me4

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Applications & Forms: This is where you will find all our current grant applications, the New Adoption Partner Application*, and the Organization Update Form.

FAQs: in this section, you will find additional instructions, recorded webinars, and presentation slides.

Starting your Annual Data Report (ADR): Click **Organization Info** and select the blue plus sign to create your data report. A drop-down menu will populate, select the correct year you are entering data/financials for and save.

Annual Data: Once created, this is where you will find the data report in various stages. An instructional video may be found under the **FAQs** section. Please be sure to periodically save your report as the Partner Portal does not autosave.

Reports In Process: Saved reports that have not been submitted are located here. Please be sure to click "Edit" at the top right to make the form fillable and "submit" at the bottom of the form when ready.

Submitted: Once you click "submit" on your report, it will be moved here for review by our team.

Need more Info: If we have questions or need additional information, we will send the form back to you for editing. You will receive an email notifying you that updates are needed. Please be sure to click "Re-submit" when finished.

Requests: Once you begin a grant application and have clicked save, this is where you will locate it. Please be sure to periodically save your report as the Partner Portal does not autosave. If you need to return to a draft application, you will find that under **Pending Requests**. To verify your application went through after clicking submit, please check under **Submitted Requests**.

Reports: You will find any required grant reporting and the due date under **Reports Due**. If there are questions about a submitted report, it will be sent to **Reports to Edit**. You will receive an email when edits are needed and reminders for when reports are due.

*New adoption partners must complete their Annual Data Report and the New Adoption Partner Application.

Additional information about our grant opportunities may be found on our website:

<https://petcolove.org/for-partners/investment-opportunities/>

An **Animal Data Worksheet** is available to assist with your Annual Data Report:

https://drive.google.com/file/d/11xMbTE8lb06dzsUwQWezk_jvpiwFotS5/view