

Annual Data Report (ADR)

1. Once logged into the [Partner Portal](#), from the left side menu under **Organizations**, please click **Organizational Info**. You will then need to click the **plus sign** that is located under the instructions (screenshot below).

Organization Profile

Organization Type:

Nonprofit organization that is primarily a foster based rescue

Organizations that conduct adoptions or are primarily transport organizations are required to submit an annual data report to be eligible for grant payments. The annual report only needs to be submitted once each year to be eligible for **all** potential grant awards! This form also needs to be completed annually to showcase pets for adoption in Petco stores.

Renew your partnership and stay eligible for grant awards! As of January 1 2021 you may now submit your 2020 Annual Data Report.

To begin your report simply:

- Click the "Plus" button on the Annual Data Report line below
- Select "2020" from the drop down list
- Click "Save" to start your new report

To complete your report you can access it in the left-hand menu in the Annual Data section. When a new report is started, a **gold** indicator will appear! If your organization has provided annual report information for previous years, you will see the reports listed below. **Due to a change in grant systems, reports prior to 2018 may appear incomplete.**

Annual Data Forms



2. A small screen will populate: **Add a Annual Data Forms** – use the drop down menu to select the most recent calendar year and click **Save** at the bottom.

Add a Annual Data Forms



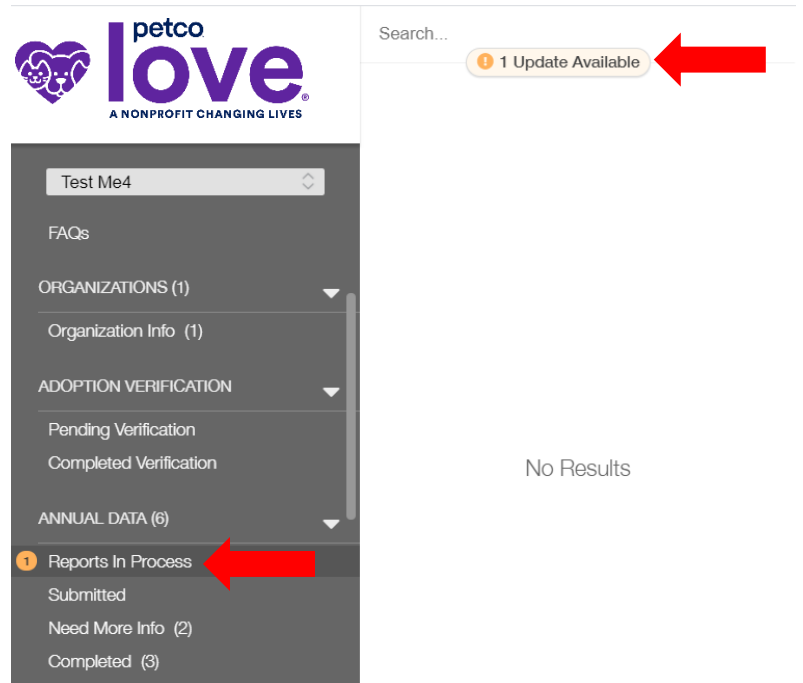
To begin a new report:

- Click the Reporting Year box below
- Select the previous calendar year
- Click **SAVE**
- Return to your dashboard to edit the full report

Reporting Year

Save

3. There will now be an orange number 1 in the left menu next to **Annual Data> Reports in Process**, click that. The screen will expand to show the update at the very top in orange – click **1 Update Available**.



4. The update should look like the screen shot below, click on the report to open it. At the top right click **Edit** in order to fill in your data and attached any supporting documents.
- *Please note: this form does not auto-save, please occasionally click save at the bottom.*
- If you are not ready to submit your data report, click **save** at the bottom to finish editing later. Please remember to click **submit** when the report is completed.
 - Once submitted, the form will appear on the left menu under **Annual Data – Submitted**
 - If we are in need of additional information or corrections, you will receive an email and the report will be moved to **Annual Data – Need More Info**

