Annual Data Report (ADR)

1. Once logged into the <u>Partner Portal</u>, 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. <u>The annual report only needs to be submitted once each year</u> 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**.
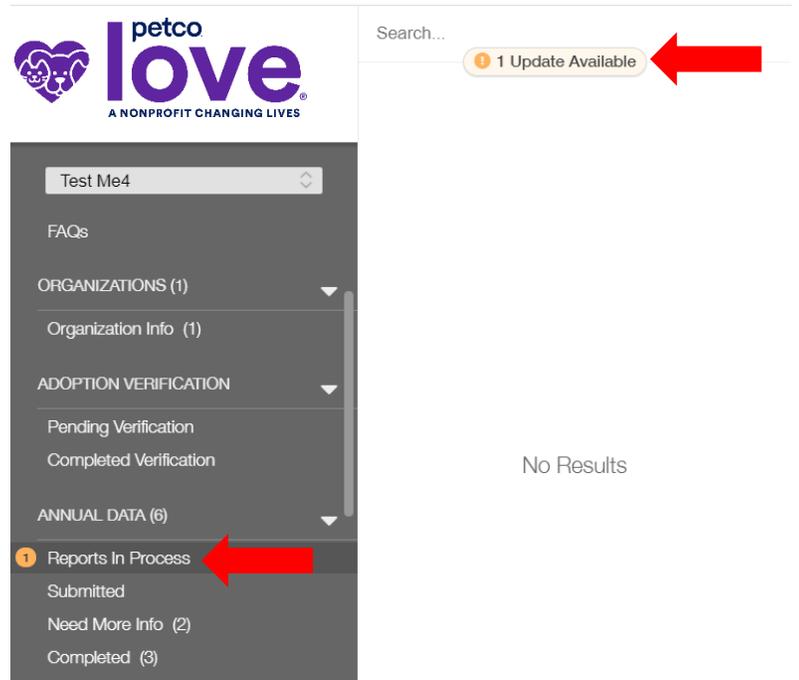
4. The update should look like the screen shot below, click on the report to open it. At the top right click **Edit** in order to fill in your data and attached any supporting documents.
   Please note: this form does not auto-save, please occasionally click save at the bottom.
   - If you are not ready 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**

Click here to open report for editing

Click "Edit" to complete & submit the ADR

Annual Data Report

Test Me4
Tax ID: 12-1212121
Form ID: 838972
Status   Draft

Reporting Year: 2020

Thank you for completing your annual data report. All animal sheltering partners are required to complete this report to be eligible for grant awards, conduct adoptions in Petco stores, or participate in Petco store and Petco Foundation events.

Please note: This portal does not autosave. You must click the "Save" button at the bottom of this page to ensure your data will not be lost. After saving, simply click the "Edit" button at the top of the page to resume your work.

All questions are required! Please take care to review your application and answer all questions before submitting.