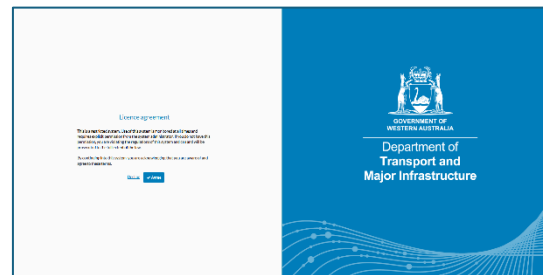
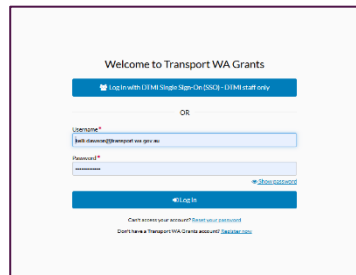


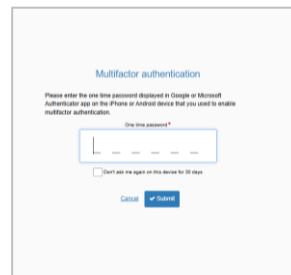
Transport WA Grants (OmniStar)

Step 1: Log into account

1. Go to <https://grants.transport.wa.gov.au/>
2. Enter your username (email address) and password in the field provided and click on 'Log In'.



3. Please follow the instructions provided on your login screen to complete multifactor authentication:

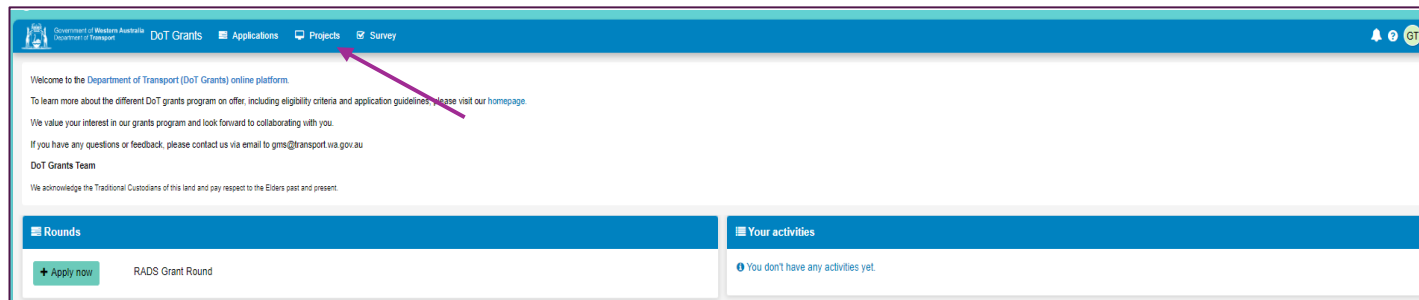


- Open the Google/Microsoft Authenticator app on your smartphone or mobile device.
- Find the one-time 6-digits code for your Transport WA Grants account and enter it into the text field box.
- Once you have entered the code, click 'Submit'.

4. If you have any questions or need assistance with setting up your MFA, please contact the Grants Management team via email to gms@transport.wa.gov.au
5. If you forget your password, click on 'Reset your Password' (link is located under the 'Log In' box). If you do not receive either a verification email or reset your password email, please contact the Grants Management Team on gms@transport.wa.gov.au.

Step 2: Submit an acquittal

1. To submit an acquittal, log into Transport WA Grants (OmniStar) and click on the 'Projects' tab from the top menu.



2. Select the project you want to acquit.
3. Click on the 'Title' link.

TITLE	IDENTIFIER	STATUS	START DATE	END DATE	ORGANISATION	FUNDS INVOICED	FUNDS REMAINING	TOTAL MILESTONES
2024 WA Bike Month - Bike Activation Event (TEST)	2024/WABM1002	Approved	01/10/2024	15/10/2024	test	\$0.00	\$1,000.00	1
DFRADS app	2024/RADS0212	Closed	14/06/2024	30/06/2025	Hungry Planes	\$2,100.00	\$0.00	10

4. Click on the 'Milestones' tab.

The screenshot shows a web application interface for project management. The top navigation bar includes 'Applications', 'Details', 'Forms', 'KPIs', 'Milestones', 'More information requests', and 'Variations'. The 'Milestones' tab is highlighted with a purple arrow. Below the navigation bar, there are sections for 'Project details are on this page', 'Additional fields', and 'Contacts'. The 'Contacts' section contains a table with the following data:

USER	FULL NAME	CONTACT TYPE	ORGANISATION	EMAIL	IDENTIFIER
	Davson (DoT), Kelli	Primary Contact		kelli.davson@transport.wa.gov.au	2024/WABM1002

5. Select the milestone to acquit.

The screenshot shows the 'Milestones' tab selected. A table lists project milestones with the following data:

IDENTIFIER	MILESTONE TITLE	DETAIL	ORGANISATION	STATUS	DAYS REMAINING	DUE DATE	AMOUNT	REMAINING	INVOICED (EXCL)	TAX
2024/WABM1002	Final Account and Payment		test	Pending	31 days	15/11/2024	\$1,000.00	\$1,000.00	\$0.00	\$0.00

A purple arrow points to the 'Final Account and Payment' milestone. To the right of the table, there is a 'Milestone status summary' section with a large grey circle and a 'Milestone amounts by type' bar chart. The bar chart shows a single bar for 'Paid' with a value of 1000.

6. The acquittal form will appear. Complete all required fields in the form. Make sure you have all supporting documentation ready as these will need to be uploaded with the form.

7. The checklist is the last page of the acquittal form.

As requirements are met (including uploading supporting documents) each page is marked with a green tick as shown below on the right hand side (1). Note: You will not be able to submit the acquittal form until all mandatory questions and fields have been completed.

Once done, click on the 'Submit' button to complete the acquittal (2). An alert box will appear to confirm the grant acquittal has been successfully submitted (3).