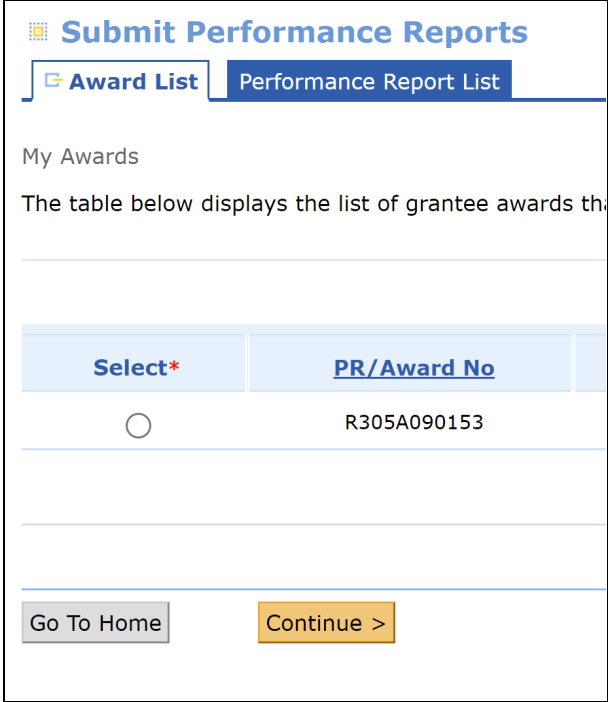# G6 - Submitting Project Performance Reports

1. Log in to your G5 account with either Login.gov or email/password.

2. Under Grant Maintenance, choose Performance Reports > Package Submission.

3. **Select the Award from the list of awards > Click Continue.**

4. There are two sections: Current report packages and My Performance report.

5. To start a new report, select the report and click Initiate.

6. The new report will open. It will show the forms that should be filled out for the progress report.

To fill out a form, select it. Then click "Edit Form".

Fill out the form and upload any necessary attachments using the "Browse" function.

When finished, click "Form Complete". Then Save and Return to Package.
When all forms have been completed, click Save. You can also click on Preview Package.

To preview the package, click on View the Report Package Document.

A PDF document will open in your browser window.
It will contain a cover page, and the filled out forms for your progress report.
Once you have reviewed the PDF, you can close the PDF window.
The final step is to proceed to the Summary, and Submit the report.

You will receive confirmation that the report was submitted.

More information can be found on the G5 External Users guide.