Completing Sponsor Verification Online

1. Login to eGrants.

2. Navigate to the MyAmeriCorps Portal home.

3. Navigate to the VISTA Workbasket and click on the “Sponsor Verification” tab.

4. Click on the project number to pull up that pay period’s verification roster.
5. Review the list of VISTAs. The drop-down menu defaults to “no action,” which indicates the VISTA member is still serving.

6. If a VISTA has left the project since the last report, select the reason by using the drop-down menu.

7. When all VISTAs are accounted for, click on the Certify button.

8. A message indicating successful submission will appear and the current pay period’s verification will appear in the list.

9. If a report is delinquent, it must be completed before a new report can be certified.

If you have questions, please contact your AmeriCorps Regional Office.

For help with technical issues, please contact the eGrants Help Desk via the AmeriCorps Hotline at 800-942-2677.

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