



Submitting Monthly 9-1-1 Financial Reports Checklist

1. Collect and scan all invoices for the reporting period you are requesting
2. Complete [Monthly Finance Report Sheet](#)
 - a. Report can be found on AZ911 website
 - i. Hover over "Funding" tab and select "Reporting Forms"
3. Using Google Chrome, sign into eCivis to submit request
 - a. Utilize the User guide for [Submitting Financial Reports](#)
 - i. User guide can be found on AZ911 website
 1. Hover over "Funding" tab and select "Reporting Forms"
 - b. Attach invoices and reporting sheet
 - c. When all fields are completed, click "Submit Report"
4. Once your financial report has been approved and payment has been sent, a green "Paid" icon will appear

Note: Monthly Financial Reports are due by the 25th of each month