Wyoming Broadband Office

BEAD Program

Euna Post-Award Guide

June 2026

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Introduction

This guide provides instructions for Wyoming Broadband Equity, Access, and Deployment (BEAD) Program subgrantees to complete required post-award tasks within the Wyoming Broadband Office BEAD grants portal. Wyoming uses Euna Grants powered by Euna as its grants management system.

The guide is intended to assist subgrantees in navigating the portal. For questions about your award, compliance, disbursement, and other issues, email Chad Bolling, Broadband Manager for the Wyoming Broadband Office at chad.bolling@wyo.gov. For technical assistance, email GMSAssist@ctcnet.us.

Getting Started

How to Log in to the Portal

If you have not created an account, you will receive an email inviting you to join your organization in Euna.

> Dear [redacted],
>
> You have been invited to use Euna Grants as part of our organization. This is the product we use to help manage our grant-related activities.
>
> If you've never used Euna Grants, please use this link to set your password and login.
>
> If you are an existing user of Euna Grants, login using your current email address and password. To switch between organizations, use the dropdown in the top right of the screen.
>
> Regards,
> Euna Grants Administrator

Click the link in the email and create your password on the landing page.

Once you have created an account, you may log in to the portal.

1. Go to gotomygrants.com.
2. In the login window, enter your **email** and **password**.
3. Click **Login**.

How to Add a New User

You can add a new user to Euna in the Administration module.

- Open Administration > System Security > Users.
- Click the **+ (Create Icon)** in the Icon Bar.
- Under User Information, select if the new user will subscribe to daily emails and/or subscribe to weekly emails. Once the user activates their account, they can update their email subscription preferences.
- Select the user's department (optional). This list pulls from Administration > System Security > Departments.

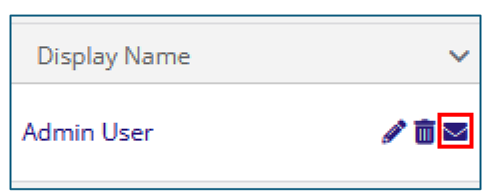
Note: Depending on your Euna account type, you may have different Record Types available to you.

Under the Security section, you will assign the user's role by setting their access level for your organization's Object Types. "Object Types" are elements within Euna that represent different types of data a user will interact with, such as grant applications, budgets, and custom forms.

- Select the Object Type:
  - **Account**: Account access will apply to all Record Types. All Account users will have access to all areas of the account, including Administration. Account Admin are the only users who can create and delete user records and can act as other users.
  - **Departments (all records linked to departments)**: This includes any records that are linked to the user's department, which could include awards, funds, grants, opportunities, or projects.
  - **Grants**: This includes all grants that your organization has received, as well as any grant opportunities or subawards.
- Select the Access level for each Object Type that you choose:
  - **Admin**: The user can view, create, edit, and delete records; can add progress against a record and collaborate; and has access to Administration areas.
  - **Editor**: The user can view and edit records (but cannot create or delete); and can add progress against a record and collaborate.
  - **User**: The user can view record details (but cannot create, edit, or delete); and can add progress against a record and collaborate.
  - **View Only**: The user can view a record only (but cannot create, edit, delete, add progress, or collaborate).
- Select any account-wide restrictions for the new user under Advance Restrictions. If you select one or all these restrictions, the new user will not be able to view or access restricted content, regardless of any other role or permission. You can select from the following restrictions:
  - **Approvals**: The user cannot approve or reject records including payment requests, payment authorizations, or amendments.
  - **Budget**: The user cannot access budget or expense data.
  - **Payment Authorizations**: The user cannot create or edit payment authorizations, but can view them.
  - **Post-Award**: The user cannot access any post-award data.
  - **Salary**: The user cannot access any salary data.

Finish creating the user by adding the user information in the fields displayed.

- In the Status dropdown, select **Enabled**.
- Click **Create**.
- Send an invitation email to the new user by clicking the envelope icon next to the user's display name.



Note: Euna login usernames (i.e., the user's email address) cannot be edited in the system. However, you can update a user's primary email address as necessary. If you need to change the Euna username, email Chad Bolling, Broadband Manager for the Wyoming Broadband Office at chad.bolling@wyo.gov for assistance.

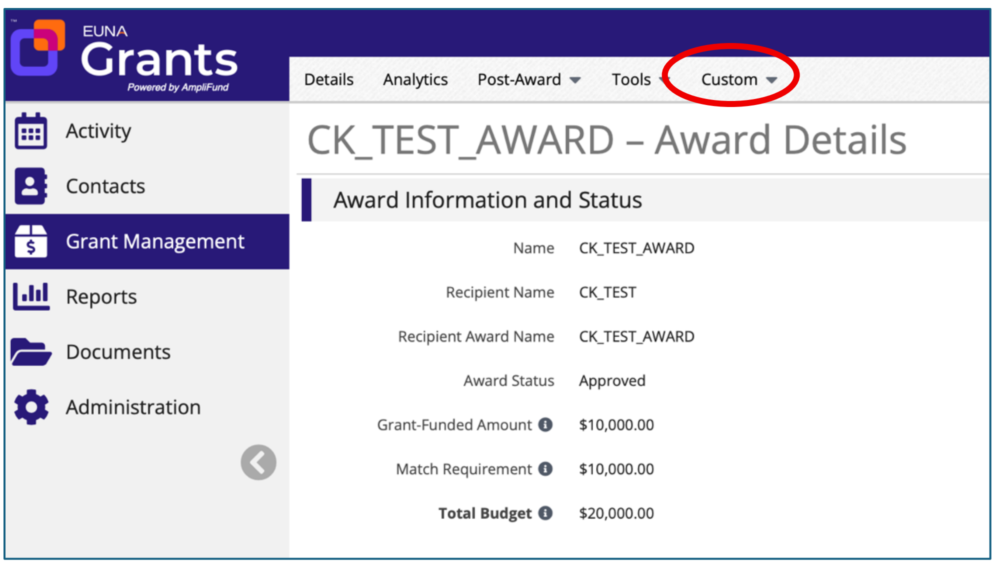
How to Contact the Wyoming Broadband Office for Assistance

For questions related to the functionality of the portal, your award, compliance, disbursement, or any other issues, email chad.bolling@wyo.gov. For technical assistance, email GMSAssist@ctcnet.us.

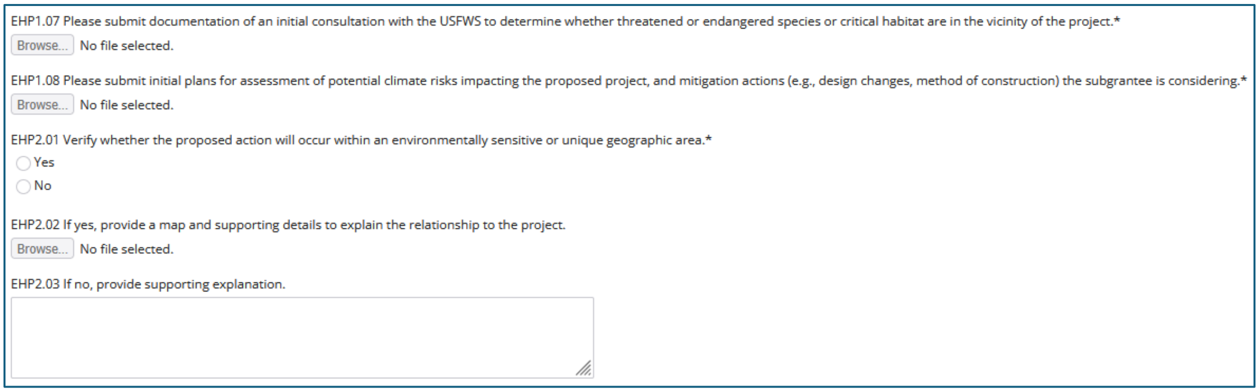
Reporting

You will follow the same process in Euna to submit all required reports and forms.

- From the landing page, click on Grant Management, and then "Grants" in the dropdown.
- Click on your award to enter the Award Details page.
- From the top row, open "Custom" and select from the dropdown the report or other form you are submitting.



- Click on the **+ (Create Icon)** in the top right to create a new form.
- Answer the questions, paying close attention to the directions. Depending on your answer to certain questions, you may not need to answer questions that follow; the question language will instruct you whether an answer is required. Questions that are required for all subrecipients are indicated with an asterisk. You may be required to answer additional questions that are not marked with an asterisk if they apply to you.



EHP1.07 Please submit documentation of an initial consultation with the USFWS to determine whether threatened or endangered species or critical habitat are in the vicinity of the project.*

Browse... No file selected.

EHP1.08 Please submit initial plans for assessment of potential climate risks impacting the proposed project, and mitigation actions (e.g., design changes, method of construction) the subgrantee is considering.*

Browse... No file selected.

EHP2.01 Verify whether the proposed action will occur within an environmentally sensitive or unique geographic area.*

Yes

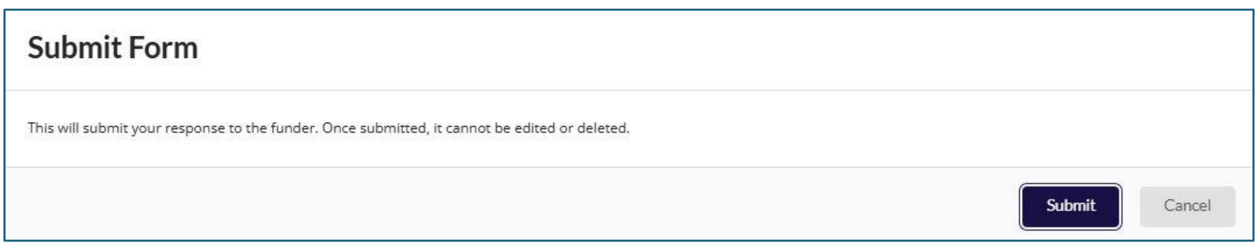
No

EHP2.02 If yes, provide a map and supporting details to explain the relationship to the project.

Browse... No file selected.

EHP2.03 If no, provide supporting explanation.

- If you would like to save your progress, click on "Save as Draft." At this point, your form is saved, and you can return at a later point to finish the form.
    - You can access a saved form by navigating to your Award Details page, opening Custom from the top row, and selecting the form from the dropdown.
    - Select the pencil icon on the table to edit. Alternatively, you may select the name of the form to enter the page, and then select the pencil icon on the top right to edit.
- When the form is complete, click "Submit."
    - Once you click Submit, you cannot make changes to the report.
    - If a report you submit requires curing, the Wyoming Broadband Office will contact you with instructions on what to cure and reopen the report in Euna.



Submit Form

This will submit your response to the funder. Once submitted, it cannot be edited or deleted.

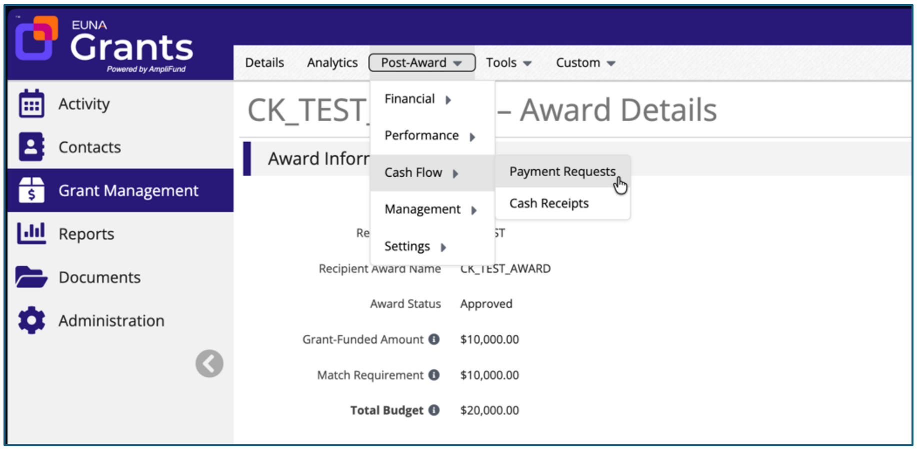
Submit Cancel

Payment Requests

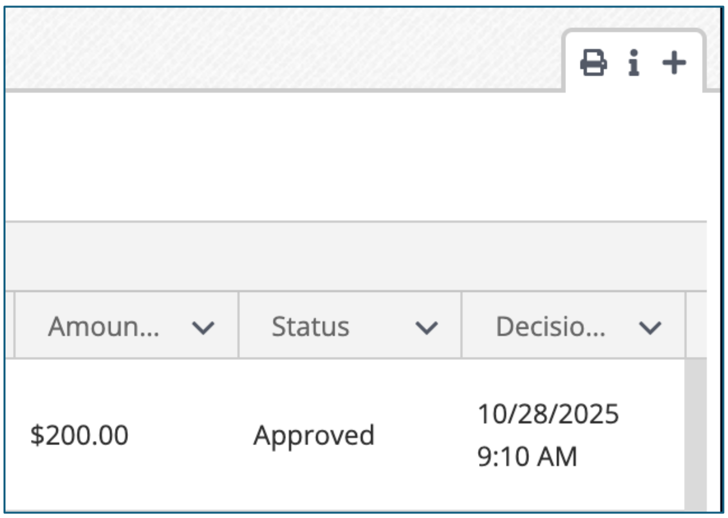
Subgrantees will submit payment requests based on the completion of milestones as specified in their grant agreement. Subrecipients may only request payment for a completed milestone, and can include multiple milestones within one payment request.

How to Create a New Payment Request

- Log in to Euna. From the landing page, click on Grant Management and then click Grants in the dropdown.
- Click on the award for which you are adding a payment request to enter the Award Details page.
- From the top navigation bar, open Post-Award > Cash Flow > Payment Requests.



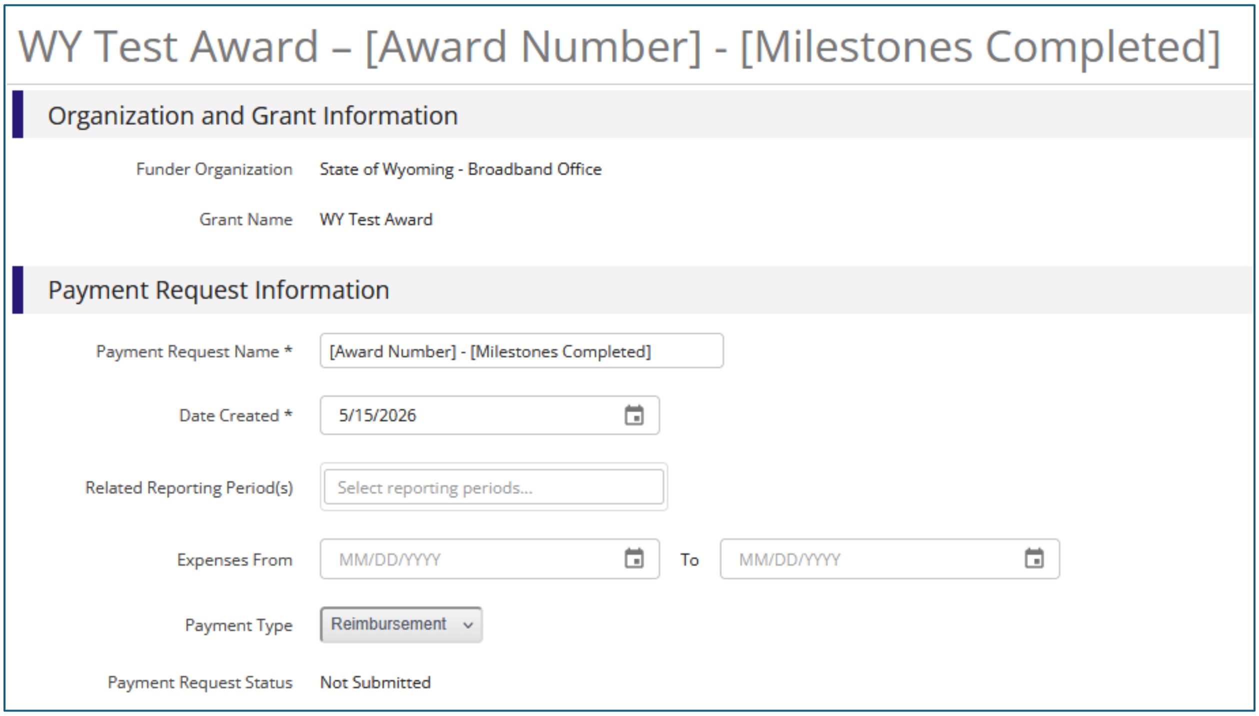
- Click on the **+ (Create Icon)** in the top right to create a new payment request.



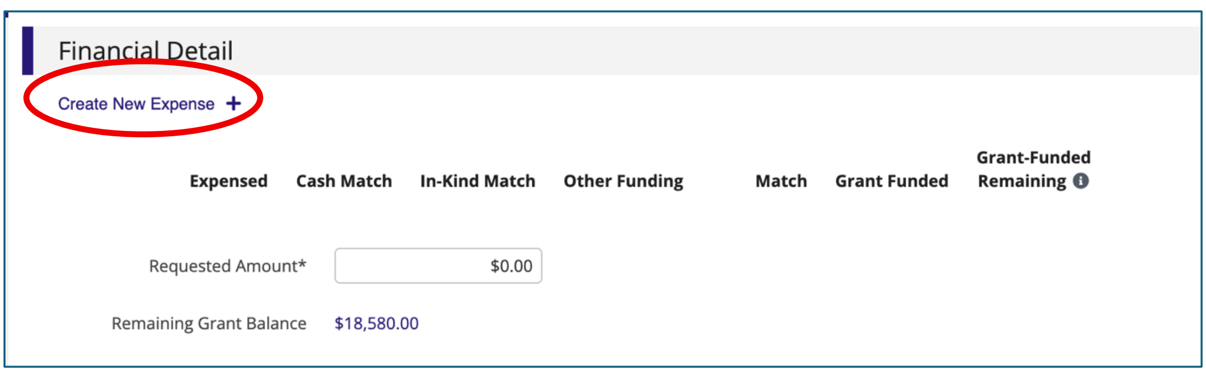
How to Complete the Payment Request

- Confirm the Funder Organization and Grant Name.
- Enter a Payment Request Name in the following format: [Award Number] – [Milestone(s) for which you are submitting the payment request].
- Leave the Date Created field as is.
    - This field automatically populates with the date the payment request is opened.
- To set the expense range, select the beginning and end dates milestones were reached for this payment request as “Expenses From” and “Expenses To.”
    - *Important considerations:*
        - *Euna uses the term “expense” to reference the item Euna uses to populate a payment request. Under the BEAD Program’s milestone disbursement model, subgrantees will not submit itemized costs in their “expense” but rather the amount they are requesting for disbursement for each milestone as defined in their contract.*

        - *When you create the expense(s) for the milestone(s) in this request (described below),* ***the expense date(s) must fall within the date range you set using the "Expenses From" and "Expenses To" fields to be associated with the milestone disbursement request.*** *Ensure you set the range accordingly.*
- Do not change the Payment Type.

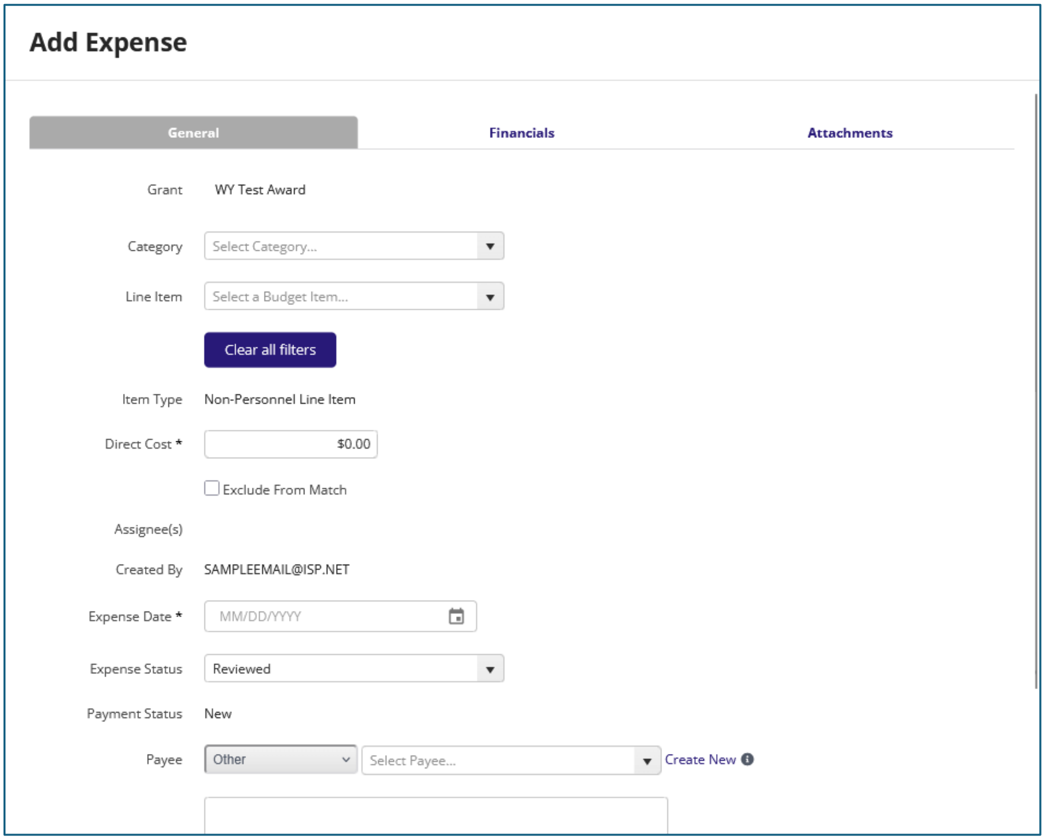


- Click on **Create New Expense**. This will open a form with three tabs.

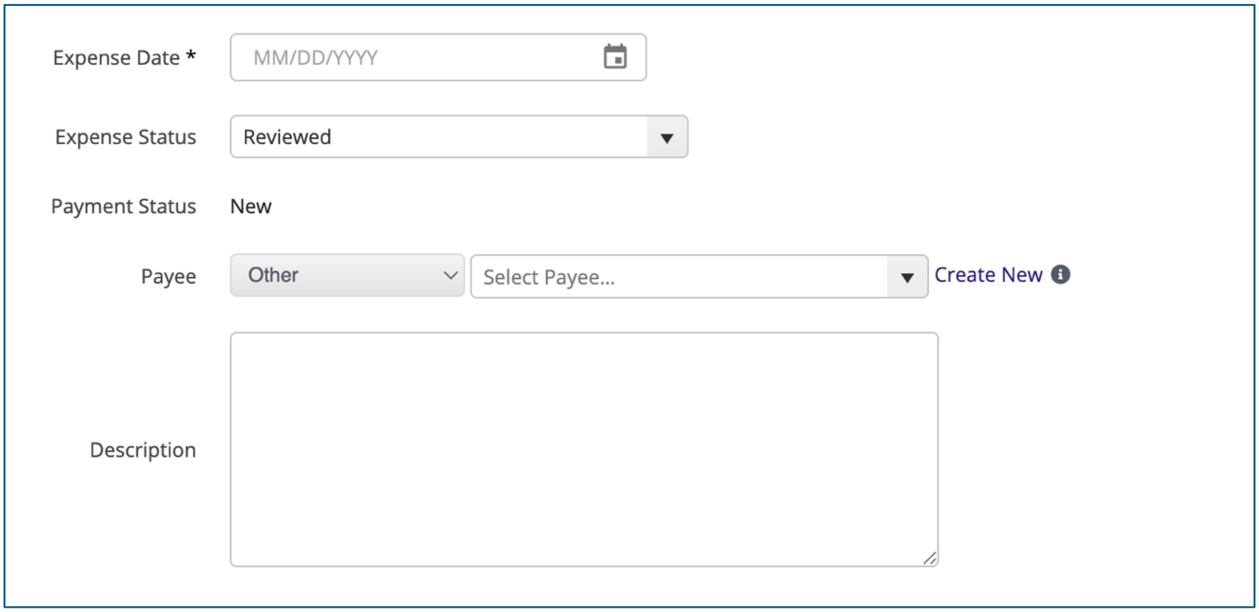


    - In the General tab:
        - For the budget Category, select the milestone for which you are submitting the payment request.
            - If you are including multiple milestones within the payment request, create one expense for each milestone.
        - Select the budget Line Item.
        - Enter the Direct Cost of the expense.

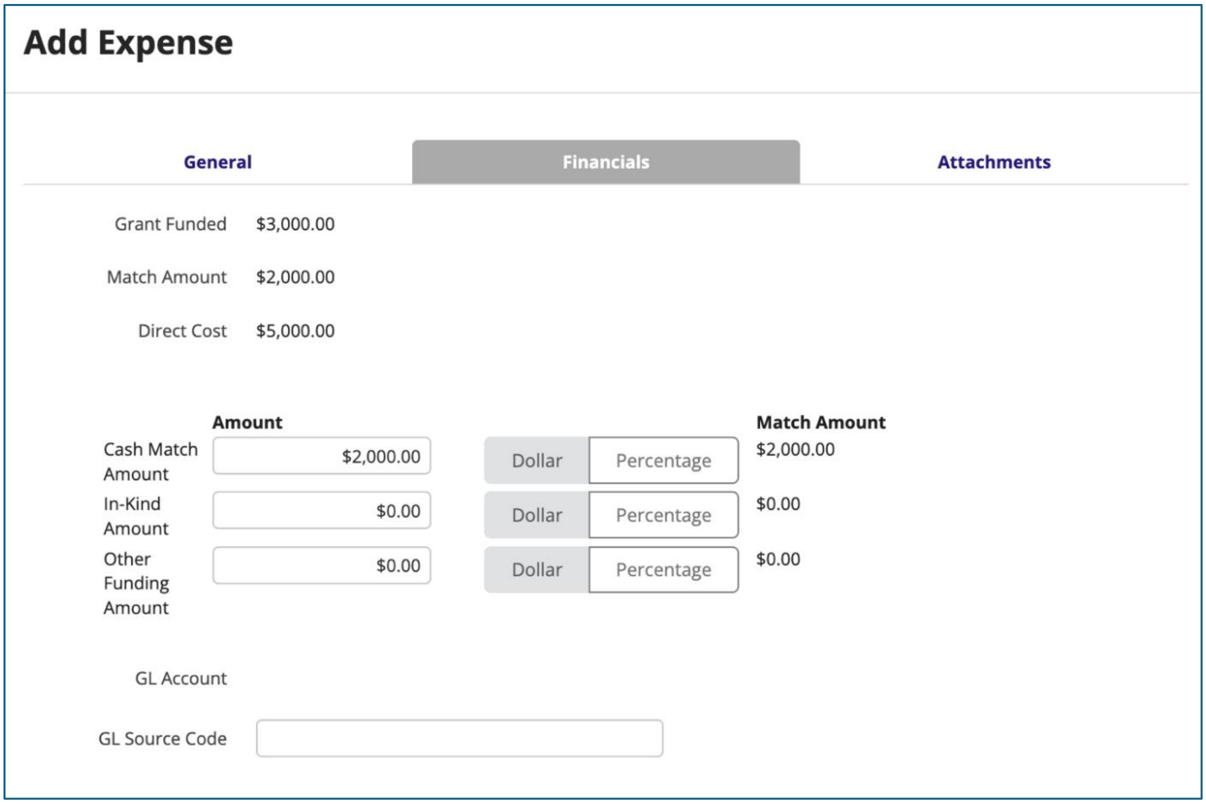
- For the Direct Cost, enter the grant-funded amount plus the amount of match expended.
- Only create one expense per milestone.



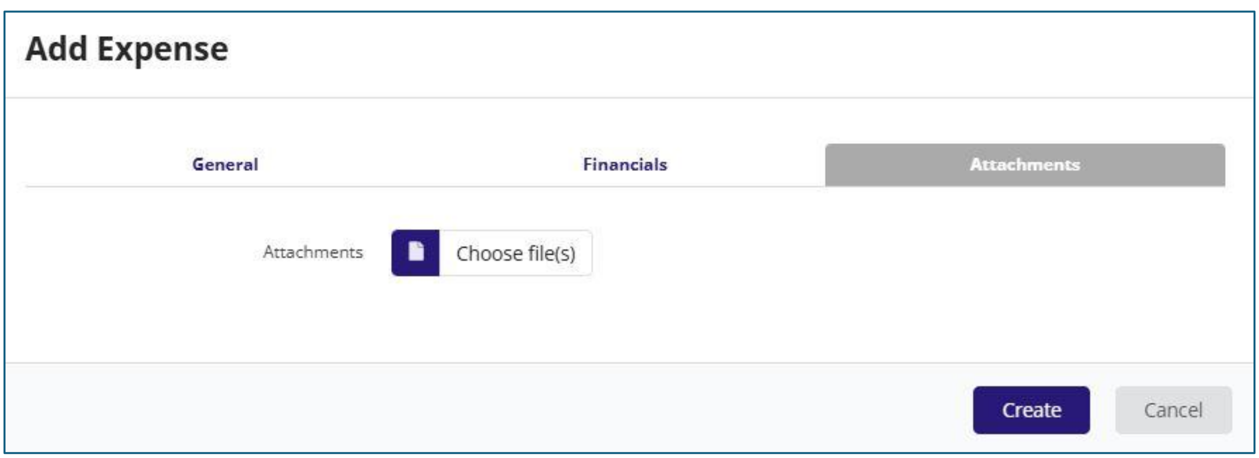
- Enter the Expense Date.
  - ***The Expense Date must be within the expense range for the payment request you set above.*** *If the Expense Date falls outside that date range, the expense will not be pulled into the payment request.*
- Leave the expense status as “Reviewed.”
  - *Note: Only expenses with a status of “Reviewed” will be associated with the payment request.*
- Leave the Payee section as is (shown below.)



- In the Financials tab:
  - Select the Dollar option for Cash Match Amount and In-Kind Match Amount, if applicable.
  - Enter the match expended for each match type, ensuring that the match amount is accurately categorized between cash and in-kind (if applicable).
  - Validate the expense by checking that the Grant Funded Amount on the Financials tab matches the Grant Funded Amount on the Budget page.

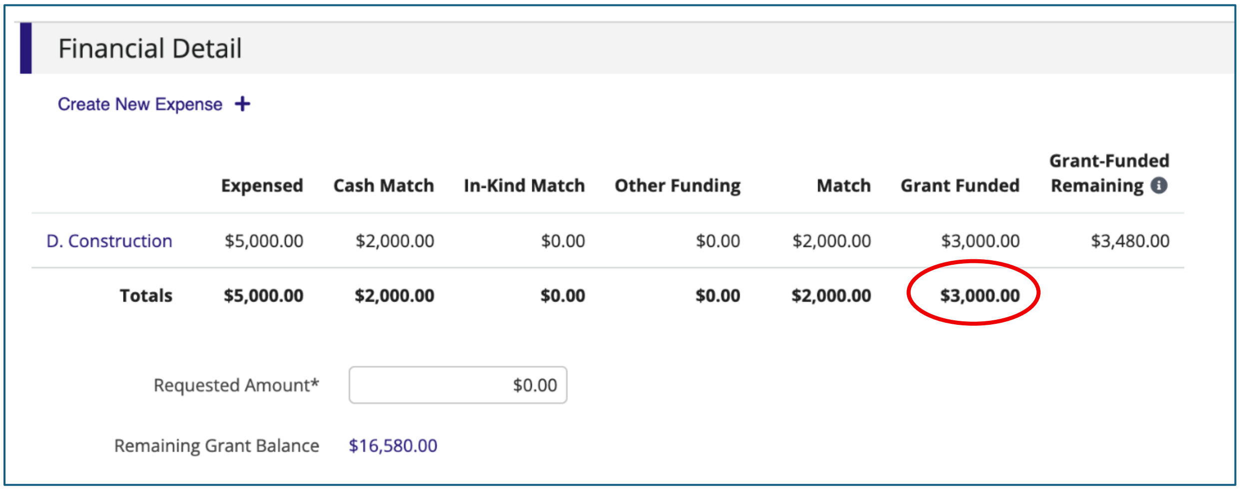


- In the Attachments tab:
  - Any documentation for the milestone(s) required by the Wyoming Broadband Office should be uploaded to this section.
  - Please be advised that multiple attachments should be uploaded as individual documents, not in a combined zip file.
  - Select **Create** to finalize the expense.



- A table will automatically populate on the Payment Request page with your expense information.
- Once you have entered your expense(s), **copy the Total from the last row of the Grant Funded column** in the table and paste it into the Requested Amount field below.

- This is the amount you are requesting for disbursement from the Wyoming Broadband Office.



Financial Detail

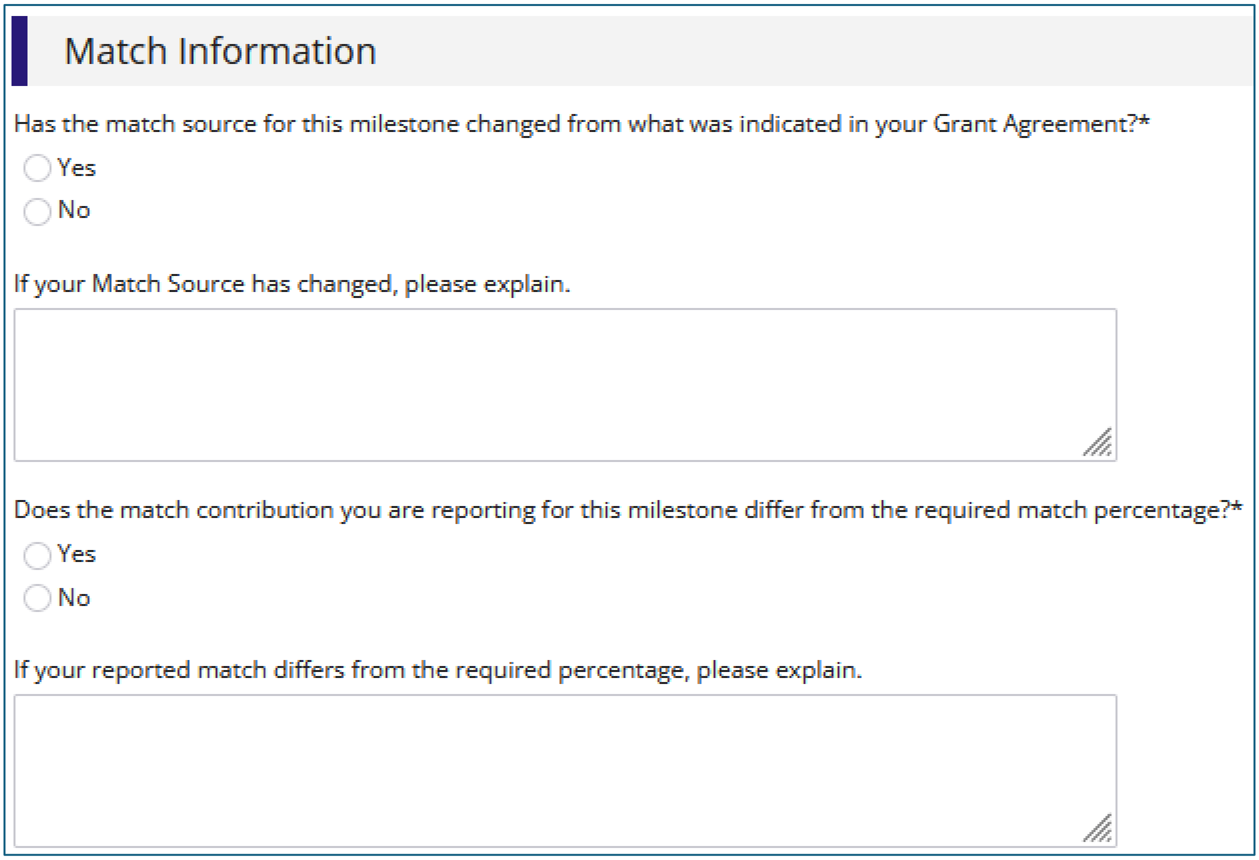
Create New Expense +

	Expensed	Cash Match	In-Kind Match	Other Funding	Match	Grant Funded	Grant-Funded Remaining
D. Construction	$5,000.00	$2,000.00	$0.00	$0.00	$2,000.00	$3,000.00	$3,480.00
Totals	**$5,000.00**	**$2,000.00**	**$0.00**	**$0.00**	**$2,000.00**	**$3,000.00**	

Requested Amount* $0.00

Remaining Grant Balance $16,580.00

- Please only use the fields in the Additional Information section if instructed by WBO.
- Under the Match Information section:
  - First, select "Yes" or "No" to indicate whether your match source has changed from what is stated in your signed grant agreement.
    - If your match source has changed, provide a written explanation for the change.
  - Second, select "Yes" or "No" to indicate whether the match contribution you are reporting for this milestone differs from the match percentage required in your signed grant agreement.
    - If your reported match amount for this milestone is different than the amount required in your signed grant agreement, provide a written explanation for the difference.


Match Information

Has the match source for this milestone changed from what was indicated in your Grant Agreement?*

Yes

No

If your Match Source has changed, please explain.

Does the match contribution you are reporting for this milestone differ from the required match percentage?*

Yes

No

If your reported match differs from the required percentage, please explain.

- Click **Submit** to send the payment request for approval.
    - Before clicking Submit, verify that the Requested Amount displayed in the pop-up message is correct.
    - No changes can be made to the payment request after selecting Submit.
    - Note: If, at any time before submitting a payment request, you would like to save your progress and return later to complete the request, click Create or Save (the Save button will display if you have already selected Create). To access a saved payment request:
        - Navigate to your Award Details page and open Post-Award > Cash Flow > Payment Requests from the top row.
        - Select the pencil icon on the table to edit. Alternatively, you may select the name of the payment request to enter the page, and then select the pencil icon on the top right to edit.
        - Note that you will not be able to save a payment request unless a response is selected to the required question in Match Information section.
- When a payment request is approved, you will receive a notification email from Euna indicating the request is approved.

How to Cure a Payment Request

- If a payment request is rejected, the subgrantee will receive a notification email from Euna indicating that the request was rejected. The request will be reopened in the portal for you to edit, with a comment containing instructions on what to cure.
- Go to the reopened payment request in the portal to view the instructions.
- Edit the request as directed.
- When you are done, click **Submit** to send the revised payment request for approval.

Euna Resources

- Euna Grants Resources Page (Note: You must create a Zendesk account to access the official Euna Grants resources.)
- Euna Grants Video Tutorials (Note: You must create a Zendesk account to access the official video tutorials.)
- Applicant Portal User Guide
- Applicant Portal FAQ
- Applicant Portal Terminology Guide