



THIS PLATFORM IS CURRENTLY SERVING AS THE NEW REPOSITORY FOR MEDIATION GRANT DOCUMENTS.  
THE LONG-TERM GOAL FOR THE PLATFORM WILL BE TO RECEIVE GRANT DATA AND USE SAID DATA TO GENERATE AN INVOICE WHICH IS THEN DIRECTLY SENT TO AOC FISCAL.

## HOW TO ACCESS THE GRANT MANAGEMENT SYSTEM

**BEGINNING 9/1/2025 PI&MF & VO&P GRANTEEES MUST SUBMIT CONTRACT DOCUMENTS TO THE GMS PORTAL**

**HOW TO ACCESS GMS**

**What is an AMP account?** Each grantee is required to establish an account via the AOC's Access Management Portal (AMP) system. AMP houses several different portals utilized by the AOC for data collection, etc. 1 AMP account will grant access to multiple portals depending on the account's business needs.

**Existing AMP account -** If the grantee has an existing AMP account, log into the account and request access to the GMS portal by clicking "request additional access" at the top left-hand corner of the AMP HOME page. When approved, AMP will send a confirmation email.

**New AMP account -** If the grantee does not have an existing account, please create an AMP account by clicking on this link <https://amp.hrcourt.ca.gov/home/Messages> and following the instructions. AMP will send a registration confirmation with the new account info. Once the account is established, please go back to the AMP home page and "request additional access" to gain access to the Grant Management System Link.

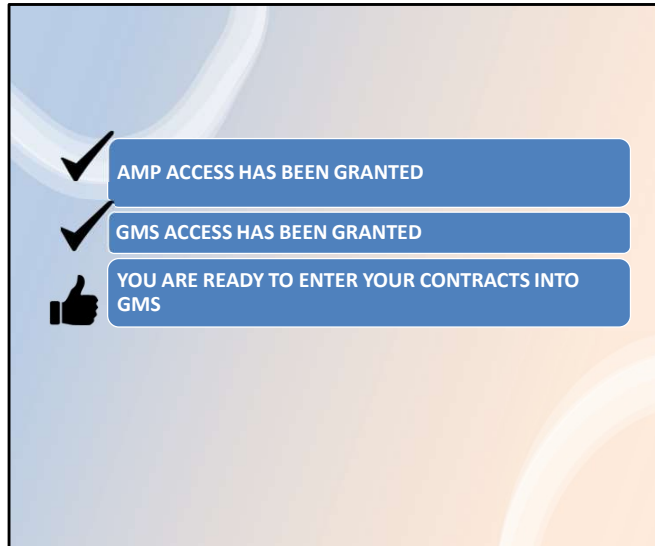
**CLICK HERE TO SEEK ACCESS TO THE GRANT MANAGEMENT SYSTEM**

**System Messages:**

If you experience any issues while in the system please contact the AOC Access Management Administrator at 615-741-2667.

**CLICK GREEN BUTTON TO ACCESS GRANT CONTRACT MENU OPTIONS**

THIS IS THE AMP HOME PAGE



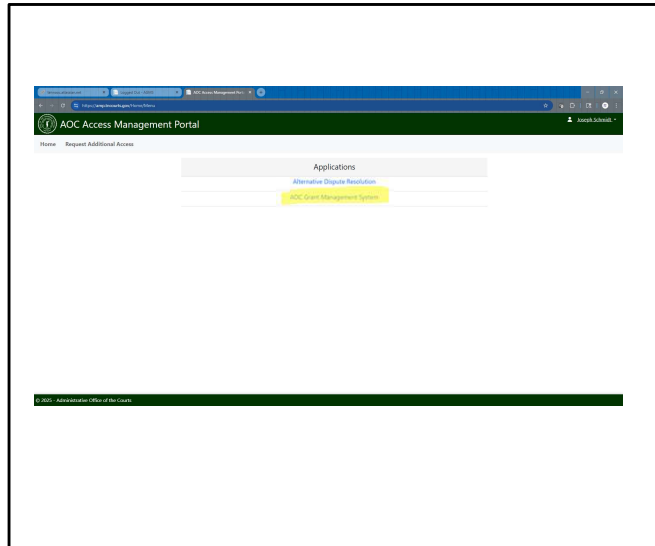
NOW THAT YOU HAVE AMP ACCESS; WHEN YOU LOG INTO AMP, YOU WILL BE DIRECTED TO THE PORTAL HOME PAGE

## STEP #1

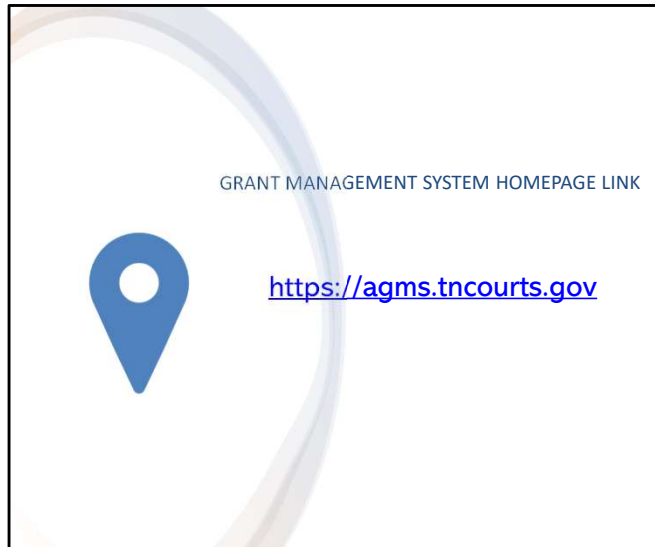


## HOW TO ESTABLISH YOUR CONTRACTS IN THE PORTAL

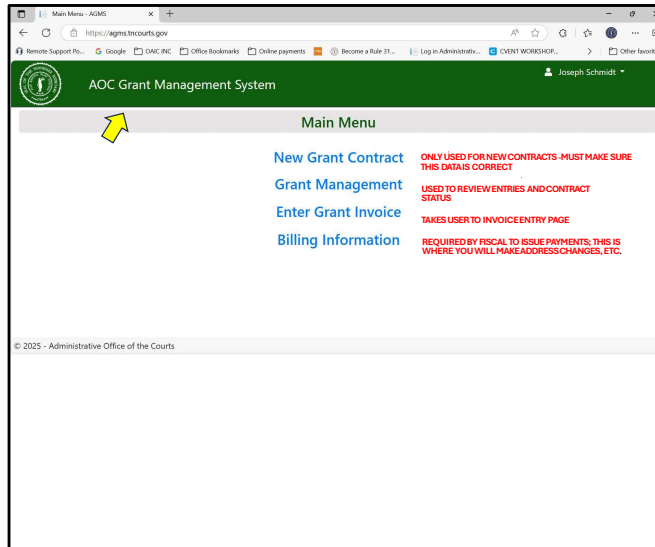




AMP PORTAL HOME PAGE – SELECT THE PORTAL YOU WHICH TO ACCESS

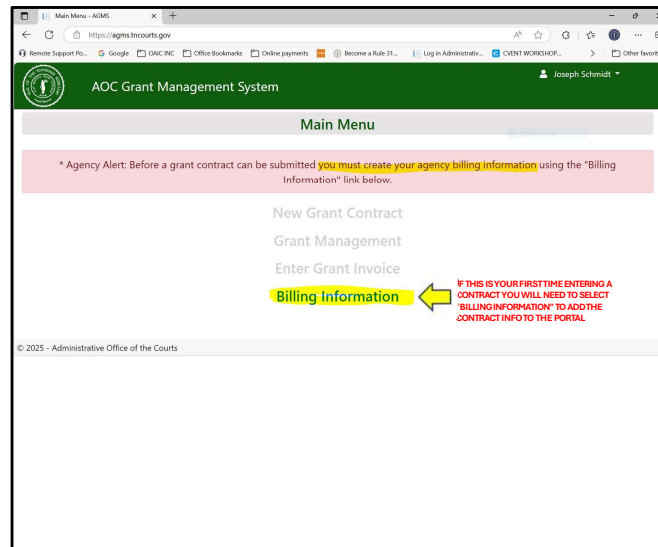


- Go to the GMS HOME PAGE (<https://agms.tncourts.gov/>)
- WE RECOMMEND YOU SAVE THIS LINK TO YOUR BROWSER FOR QUICK ACCESS.



THIS IS THE GRANT MANAGEMENT SYSTEM **MAIN MENU** PAGE





- **BILLING INFORMATION LINK-**
- THIS PAGE IS THE FIRST STEP REQUIRED TO CREATE THE CONTRACT ACCOUNT.
- ONCE THE BILLING INFO IS ENTERED MULTIPLE CONTRACTS MAY BE ENTERED UNDER THIS INFO

The screenshot shows a web browser window with the URL <https://agms.tncourts.gov/home/Profile>. The page title is "AOC Grant Management System" and the user is logged in as "Joseph Schmidt". The form is titled "Agency Billing Information" and contains the following fields: "Agency:", "Address 1:", "Address 2:", "City:", "State:" (a dropdown menu), and "Zip:". A yellow highlight is under the "Address 1:" field with the text "Address must be the same as the address listed on the agency's current W-9". To the right of the form, a red warning message states: "ALWAYS MAKE SURE THE ADDRESS IS THE SAME AS WHAT IS STATED ON THE AGENCY'S W-9; A MISMATCH WILL RESULT IN A REJECTED INVOICE BY FISCAL AND MOST LIKELY A DELAY IN PAYMENT." The footer of the page reads "© 2025 - Administrative Office of the Courts".

### **PAYMENT PROCESS AFTER SUBMISSION:**

- THE AOC DOES NOT PAY INVOICES DIRECTLY
- THE AOC FISCAL DIVISION REVIEWS INVOICES FOR ACCURACY AND SUBMITS THEM TO THE FINANCE AND ADMINISTRATION DEPARTMENT FOR PAYMENT TO ISSUE
- IF THE FISCAL DIVISION FINDS AN ERROR THE REQUEST WILL BE RETURNED TO GRANT STAFF FOR CORRECTION; **THIS WILL DELAY PAYMENT PROCESSING.**
- PLEASE KEEP BILLING INFO UPDATE THROUGHOUT THE GRANT CYCLE

Main Menu - AGAC

https://agms.tncourts.gov/home/Profile

Remote Support Po... Google OAC NC Offer Backlinks Online payments Become a Rule 31... Log in Administrat... CYENT WORKSHOP... Other location

the agency's current W-9

Address 2:

City:

State:

Zip:

Phone:

Email used for billing:

WHEN YOU HAVE ENTERED THE BILLING INFO PLEASE SAVE IT BY CLICKING THE GREEN "SAVE" BUTTON; ONCE SAVED YOU CAN NOW ENTER THE INVOICE INFO

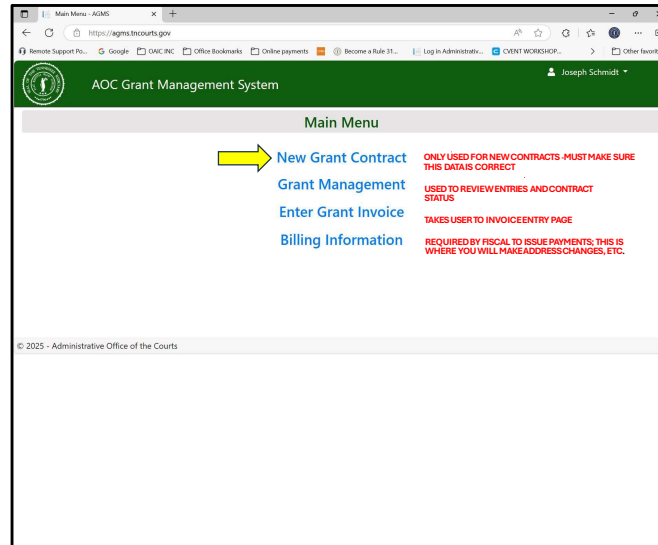
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## STEP #2



## HOW TO ENTER CONTRACT INFORMATION





1<sup>ST</sup> RETURN TO THE MAIN MENU AND SELECT ***NEW GRANT CONTRACT***

The screenshot shows a web application interface for submitting contract data. The browser address bar displays `https://agrms.incourts.gov/application?ShowMessage=True`. The form includes the following fields and annotations:

- Grant Type:** A dropdown menu with a red arrow pointing to it and the text "THIS DROP-DOWN BOX CONTAINS THE GRANT TYPES: VORP OR PEMP".
- Fiscal Year:** A dropdown menu with a red arrow pointing to it and the text "FISCAL YEAR WILL ONLY BE 25-26".
- Payroll Amount:** A text input field with a red arrow pointing to it and the text "THIS AMOUNT SHOULD MATCH THE AMOUNT ON CONTRACT".
- Operational Amount:** A text input field with a red arrow pointing to it and the text "THIS AMOUNT SHOULD MATCH THE AMOUNT ON CONTRACT".
- Grant Total:** A text input field with a red arrow pointing to it and the text "THIS AMOUNT SHOULD MATCH THE AMOUNT ON CONTRACT".
- Grant Contract:** A button labeled "Contract" and a text field showing "No file selected". A red arrow points to the text field with the text "UPLOAD THE FULLY EXECUTED CONTRACT YOU RECEIVED FROM THE AOC. THIS IS USED TO".
- Documentation:** A link labeled "Add Attachment" with a red arrow pointing to it.
- Submit Contract:** A green button labeled "Submit Contract" with a red arrow pointing to it and the text "WHEN YOU SUBMIT THE CONTRACT YOU WILL RECEIVE A CONFIRMATION NOTICE".

At the bottom of the page, there is a copyright notice: "© 2025 - Administrative Office of the Courts".

THIS PAGE IS VERY IMPORTANT  
PLEASE ENSURE THE CONTRACT DATA IS ENTERED CORRECTLY  
IF OTHER DOCUMENTS ARE REQUIRED FROM YOUR AGENCY, PLEASE CLICK ***THE ADD ATTACHMENT***

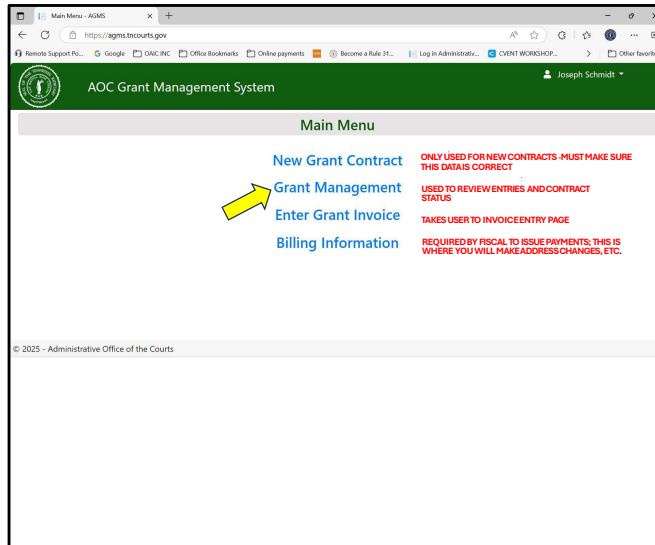
## STEP #3



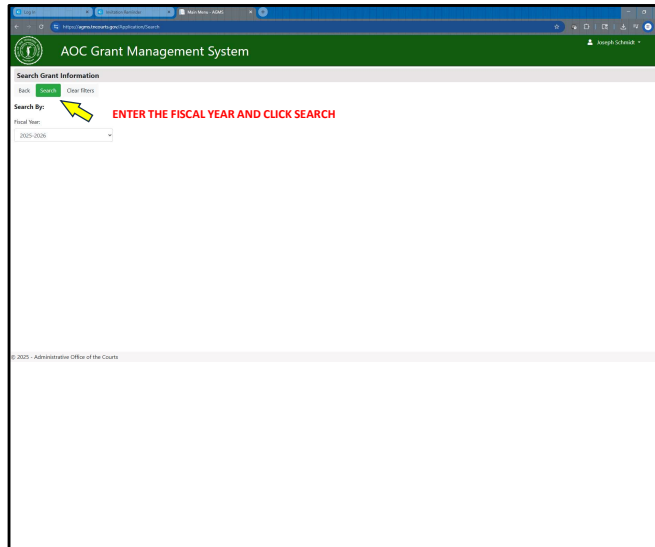


HOW TO QUICKLY REVIEW YOUR  
GRANT ACTIVITY, STATUS, ETC.

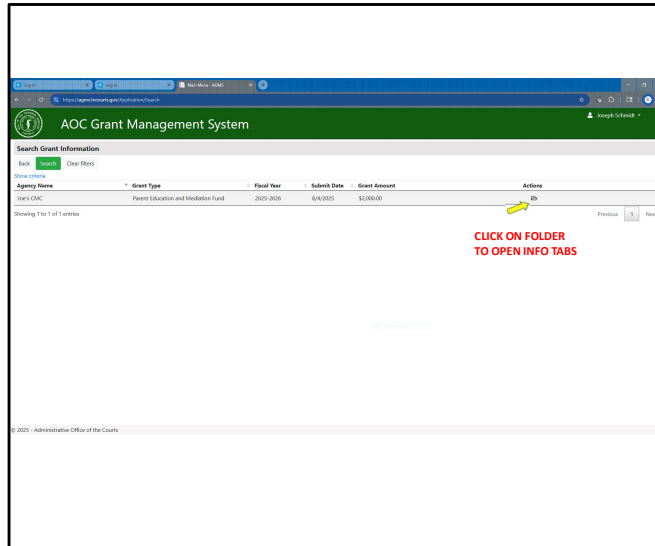




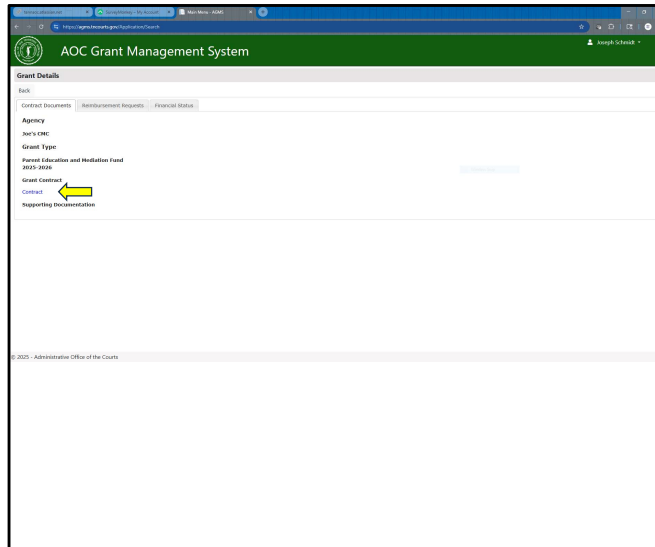
SELECT ***GRANT MANAGEMENT*** TO REVIEW PREVIOUSLY SUBMITTED INVOICES, ETC.



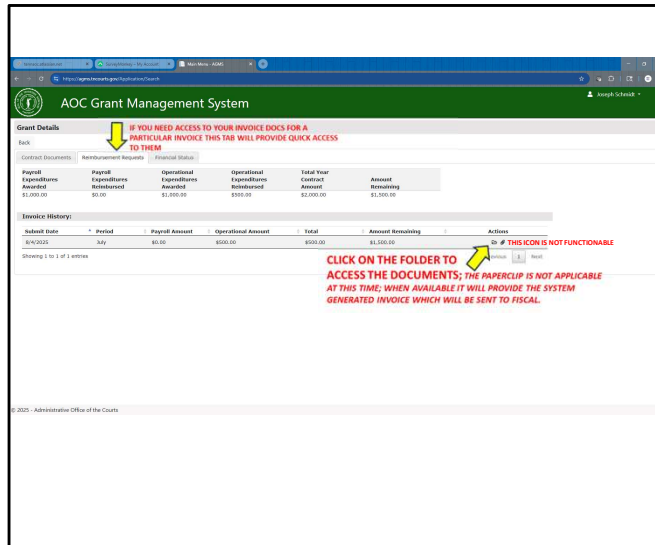
SEARCH FOR THE GRANT YOU WANT TO ACCESS FOR BILLING, ETC.



YOUR GRANTS WILL POPULATE  
YOU WILL CLICK ON THE ACTION ICON (FOLDER) TO REVIEW THE CONTRACT INFORMATION

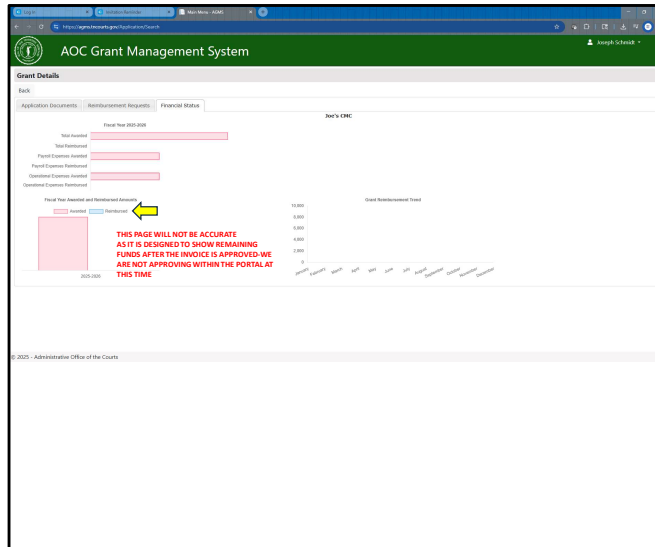


- 3 INFO TABS
- IMPORTANT INFO RELATED TO THE CONTRACT AND INVOICE ACTIVITY ARE LOCATED UNDER EACH TAB
- TO VIEW THE CONTRACT, SIMPLY CLICK ON **CONTRACT**



## REIMBURSEMENTS REQUEST TABS

- USE THIS TAB TO REVIEW ALL INVOICES SUBMITTED TO THE AOC
- THE PLATFORM DOES NOT GENERATE INVOICES AT THIS TIME



3<sup>RD</sup> TAB IS NOT FUNCTIONAL AT THIS TIME BUT IS INTENDED TO TRACK GRANT ACTIVITY

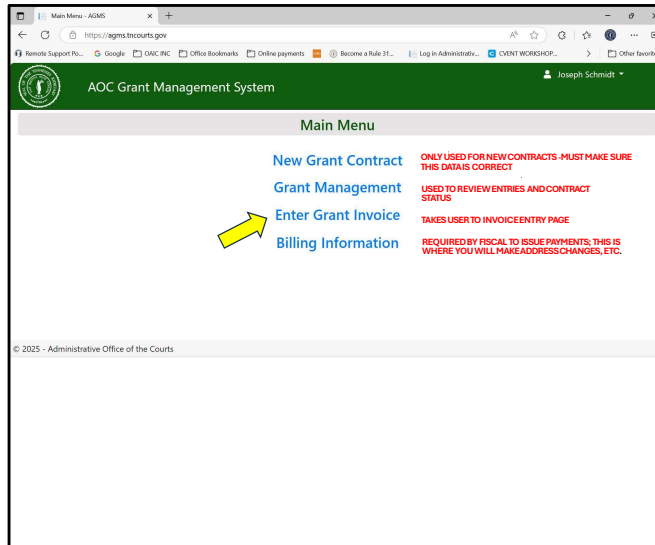
## STEP #4







## HOW TO ENTER AN INVOICE



INSTRUCTIONS:

1. GO TO THE MAIN MENU AND CLICK ***ENTER GRANT INVOICE***

The screenshot shows a web browser window with the title 'AOC Grant Management System'. The page header is green with a logo on the left and the user name 'Joseph Schmitt' on the right. The main content area is titled 'Enter Grant Invoice - Joe's CMC'. Below this title, there are two dropdown menus. The first is labeled 'Grant Type' and has 'Parent Education and Mediation Fund' selected. The second is labeled 'Invoice Period' and is currently empty. Below the 'Grant Type' dropdown, there is a red text annotation: 'SELECT YOUR GRANT TYPE FROM THIS DROP-DOWN BOX'. Below the 'Invoice Period' dropdown, there is a red text annotation: 'THIS IS A DROP-DOWN BOX THAT CONTAINS EACH BILLING MONTH; SELECT THE APPLICABLE MONTH FOR THE PAGE TO POPULATE'. At the bottom of the form, there is a light blue button labeled 'Get Invoice'. The footer of the page says '© 2020 - Administrative Office of the Courts'.

2. YOU MUST SELECT THE GRANT TYPE AND INVOICE PERIOD ( THE MONTH FOR WHICH YOU ARE SEEKING REIMBURSEMENT ) FROM THE DROP-DOWN LISTS

**AOC Grant Management System**

Enter Grant Invoice - Joe's CMC

Grant Type: Parent Education and Mediation Fund Invoice Period: August

Expense Line Item	Total Contract Amount	Invoice Amount	Amount Remaining
Payroll Expenses	\$1,000.00	70% (not used)	\$1,000.00
Operational Expenses	\$1,000.00	70% (not used)	\$1,000.00
Total	\$2,000.00		\$1,000.00

Add required documentation:

**S.F.A. Substantive Financial Report** No file selected

**Instructions:**

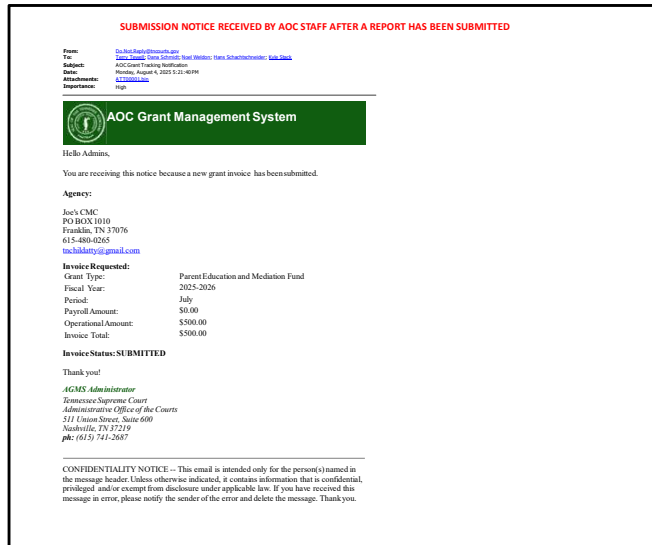
- CLICK THE BLUE BUTTONS TO ACCESS & UPLOAD THE REQUIRED DOCUMENTATION TO THE ACCOUNT;
- ONLY 3 DOCUMENTS SHOULD BE UPLOADED
- THE INVOICE COVERSHEET & SUPPORTING FINANCIALS I.E. UTILITY BILLS, RENT, ETC. ARE UPLOADED AS 1 S.F.A. DOCUMENT
- THE NARRATIVE & S.F.A. SHOULD BE IN PDF FORMAT

Invoice History:

Submit Date	Period	Payroll Amount	Operational Amount	Total	Amount Remaining	Actions
7/1/2025	July	\$0.00	\$100.00	\$100.00	\$1,500.00	DS #

### 3. GRANT INVOICE ENTRY PAGE

- THIS IS THE PAGE THAT YOU ALLOW YOU TO UPLOAD YOUR REPORT DOCUMENTS;
- THE LAST STEP REQUIRES A PARTY TO CERTIFY THE SUBMISSION AND CLICK THE “SUBMIT” BUTTON TO GENERATE THE INVOICE.
- THIS IS SAVES YOUR DOUCMENT AND NOTIFIES STAFF THE REIMBURSEMENT REQUEST HAS BEEN SUBMITTED



#### 4. CONFIRMATION EMAIL

- AFTER THE REQUEST IS SUBMITTED A CONFIRMATION MESSAGE IS GENERATED
- THE EMAIL IS SENT TO THE EMAIL ADDRESS ON FILE



### **VERY IMPORTANT TIP FOR PAYMENT PROCESSING**

IF YOU HAVE NOT REQUESTED DIRECT DEPOSIT, WE ASK YOU  
SERIOUSLY CONSIDER DOING THIS FOR YOUR AGENCY.

WE DO NOT PROCESS THIS REQUEST – YOU WILL NEED TO  
ACCESS SUPPLIER INFORMATION HERE:

<https://www.tn.gov/generalservices/procurement/central-procurement-office--cpo-/supplier-information/faq.html>



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