MINNESOTA
OFFICE OF CANNABIS MANAGEMENT

USER GUIDE

OCM Grants Portal

July 22, 2026

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Introduction

Welcome to the Minnesota Office of Cannabis Management (OCM). This user guide provides comprehensive instructions for grantees navigating the OCM Grants Portal.

The OCM Grants Portal serves as the primary interface for external applicants and grantees to interact with OCM. The system is the primary interface for applicants and grantees to successfully submit grant applications, request invoice reimbursement, upload documentation for a grant project, and so on.

We highly recommend reviewing this user guide and other assistance materials on our website (https://mn.gov/ocm/).

Program overview and objectives

The OCM Grants Portal system is designed to streamline:

- **User authentication:** Secure access through MFA.
- **Application management:** Submission and real-time status tracking.
- **Compliance and reporting:** Document uploads and mandatory QPRs.
- **Financial operations:** Invoice submission, internal review, and integration with the state's SWIFT payment system.

Technical prerequisites

To ensure a seamless user experience and maintain data integrity, the following requirements must be met:

System access

- **Salesforce authenticator:** All users must install the Salesforce Authenticator app (iOS or Android) to complete MFA.
  - Alternative authenticator apps may be used, but are not preferred, including Google Authenticator or Authy.
- **Supported browsers:** Use a modern desktop or laptop browser for the best experience during the application process.

Data requirements for internal processing

Before executing contracts or processing payments, verify that the following data points are included and correct:

- **Contract generation:** Grant start/end dates, point of contact details, and organization address.
- **SWIFT integration:** Vendor ID, vendor location, SWIFT profile ID, and PO number.

About the OCM Grants Portal

The OCM Grants Portal is the primary interface for applicants and grantees to:

- Submit and track grant applications via Formstack for Salesforce
- Upload required documentation
- Submit quarterly progress reports (QPRs) (coming soon)
- Submit invoices for reimbursement (coming soon)
- Monitor budget utilization and payment status (coming soon)

Operational lifecycle overview

Before performing tasks in the OCM Grants Portal, it is important to understand the end-to-end workflow of a grant agreement and reimbursement process.

1. **Supplier registration:**
   The grantee registers in the Statewide Integrated Financial Tools (SWIFT) system and provides their supplier ID and address to the OCM grant coordinator.
2. **Verification:**
   OCM confirms the supplier information and enters the supplier ID into Salesforce.
3. **Contract drafting:**
   OCM prepares the contract and encumbrance worksheet.
4. **Contract execution:**
   The agreement is routed and signed via DocuSign.
5. **Financial setup:**
   A purchase order (PO) is issued, and the grant coordinator uploads the PO and contract to Salesforce.
6. **Activity and invoicing:**
   The grantee submits invoices through the OCM Grants Portal; OCM and the finance team review submissions, and approved payments are processed through SWIFT.
7. **Reporting:**
   OCM requests specific documentation. The grantee uploads and manages the documentation for the grant project. Grantee reviews and submits documentation for the QPR.

Users and roles

Grantees

Primary contacts

The *primary contact* for a grant project is the main point of contact from the organization for a specific grant project. When OCM emails an account, the primary contact is defaulted as the main recipient of the email. Only primary contacts can submit invoice reimbursement requests.

Grantee users

Non-primary contact *grantee users* are individuals associated with a grant project. Grantees are responsible for submitting accurate and complete applications, maintaining compliance with grant requirements, submitting required reports, and working with the primary contact to request reimbursements.

Grant management

Grants manager

In addition to day-to-day grant activities, the grants manager ensures grant projects meet the requirements agreed to in the grant contract and verifies program compliance. Grants managers review submitted materials and provide final approval on all invoice requests before they go to finance for processing.

Grant coordinator

Grant coordinators are responsible for day-to-day grant activities, such as grant administration, account management, technical assistance, submitting invoices for official approval, etc. Grant coordinators support grantees throughout the lifecycle of their grant.

Finance user

Finance users are responsible for ensuring the submitted invoice information is correct, approving payments and financial transactions, and ensuring financial compliance.

Navigating the OCM Grants Portal

Overview

The OCM Grants Portal is your central hub for managing your partnership with OCM.

This secure, Salesforce-based platform is designed to streamline your grant experience by providing a single location to track project milestones, submit required financial documentation, and communicate progress. Use this section to familiarize yourself with the navigation menu in the OCM Grants Portal.

Home

The **Home** page is your landing page for the OCM Grants Portal. The **My Projects** table on the **Home** page lists all the grant projects you have with OCM. You can select the **Grant Project** link to access the details of that project. You can also select the different **Grant** links to learn more about the different grant applications.

My Projects

The **My Projects** tab is the central hub for all your grant projects. This tab lists all the various grant projects you are associated with. You can drill down into the details of an individual grant project by selecting a project link.

To Do

The **To Do** tab serves as your task manager. Any items that require action from your side—such as incomplete forms, a requested document, or a report that needs revisions—are listed here with their associated due dates to ensure you stay in compliance. You can select a document link to view the document details for that specific file.

Quarterly Progress Reports (QPRs)

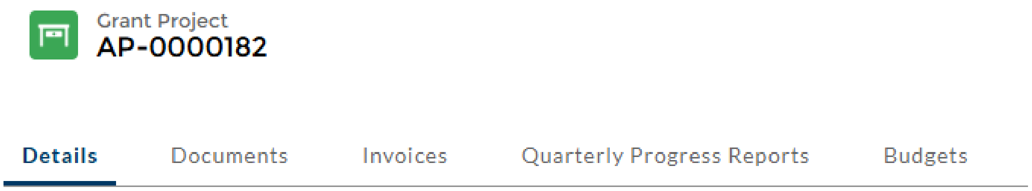
Use the **Quarterly Progress Reports** tab to fulfill your periodic reporting requirements. All your corresponding QPRs are listed on this tab. If a QPR request has been made by your grant coordinator, the request is listed on this tab and on the specific grant project. You can start new reports, save drafts in progress, and view the submission history of previous reports. This tab provides OCM updates on your project's milestones and achievements.

My Budgets

The **My Budgets** tab lists all the budgets that exist for all your grant projects and provides a real-time view of your project's budget health. You can select a **Budget** link to view the details of the budget, such as the budget line information and remaining balances for specific line items.

Grant Project Details page

When you select a grant project link, you can view the details of your project and manage things like documents and invoices.



Note: These tabs are specific to the individual project you have selected. To switch to a different grant project, return to the **My Projects** link or **Home** from the main navigation menu.

Details

The **Details** tab serves as the source of truth for your specific grant award. It contains foundational information, including your unique project name, your SWIFT profile ID, important start and end dates, and the primary contact information for both your organization and your assigned OCM grant coordinator.

Documents

Use the **Documents** tab to manage all files associated with this project. Here, you can access any documents that have been requested by OCM and any documentation you have uploaded for your grant project. You can also upload required supplemental files, such as any contracts or legal disclosures, directly to the project record.

You can select an existing document or document request to manage the file associated with that document record or request.

Invoices

The **Invoices** tab is where you manage your financial reimbursements. From this view, you can submit new payment requests by selecting **Request Reimbursement**, upload supporting financial documentation (like receipts or payroll records) to an invoice, and monitor the real-time status of pending invoices as they move through the OCM approval process.

You can select your invoices to view additional details, such as any documents, the application the invoice is for, and the **Invoice Line** used for the invoice.

Quarterly Progress Reports (QPRs)

The **Quarterly Progress Reports** tab displays the reporting history and upcoming requirements specific to this project. Use this tab to access the online reporting form or create a QPR record or draft that you can upload documents to. OCM grants management may also request a QPR that creates a record on this tab for you. You can submit your narrative updates, track performance metrics, and ensure your project remains compliant with the reporting schedule outlined in your agreement.

Select a QPR link from the table to review an existing QPR for the project.

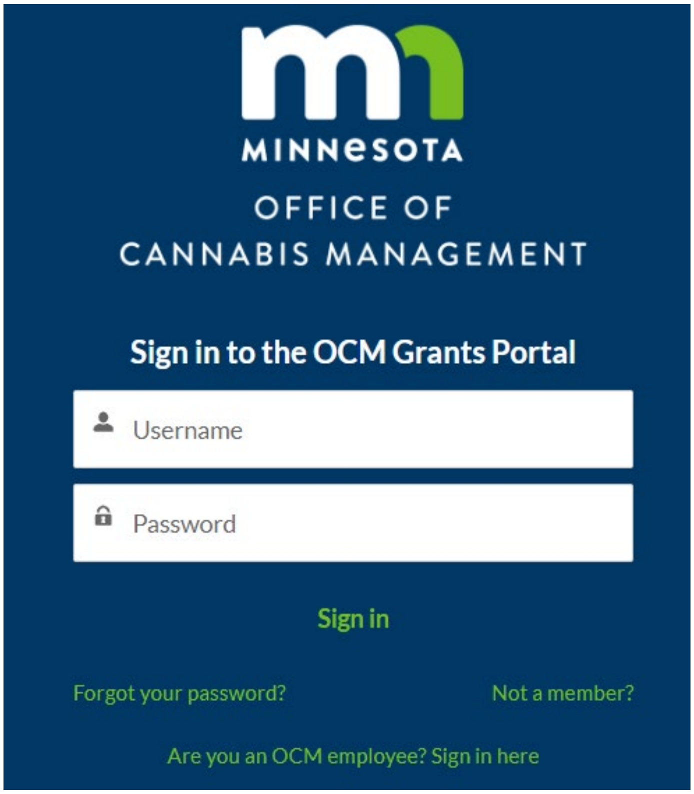
Budgets

The **Budgets** tab lists the existing budgets for your grant project and their corresponding budget amounts.

You can select an individual budget to view the **Budget Details** page that shows information about the budget lines included in that budget record and any financial amounts, such as remaining balances, total amount invoiced, and so on, as well as the budget category.

Grantee tasks

Portal registration and MFA setup

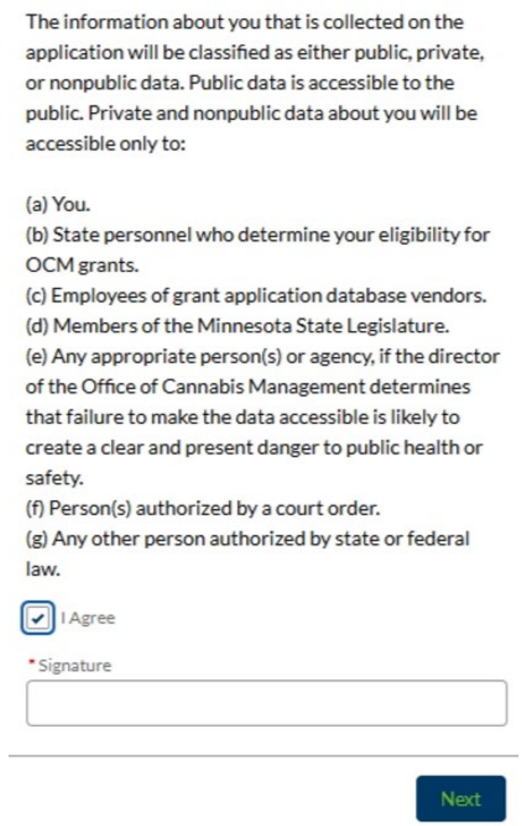


To access the OCM Grants Portal, you must register your account, verify your user credentials, and set up your MFA.

Registering your user account

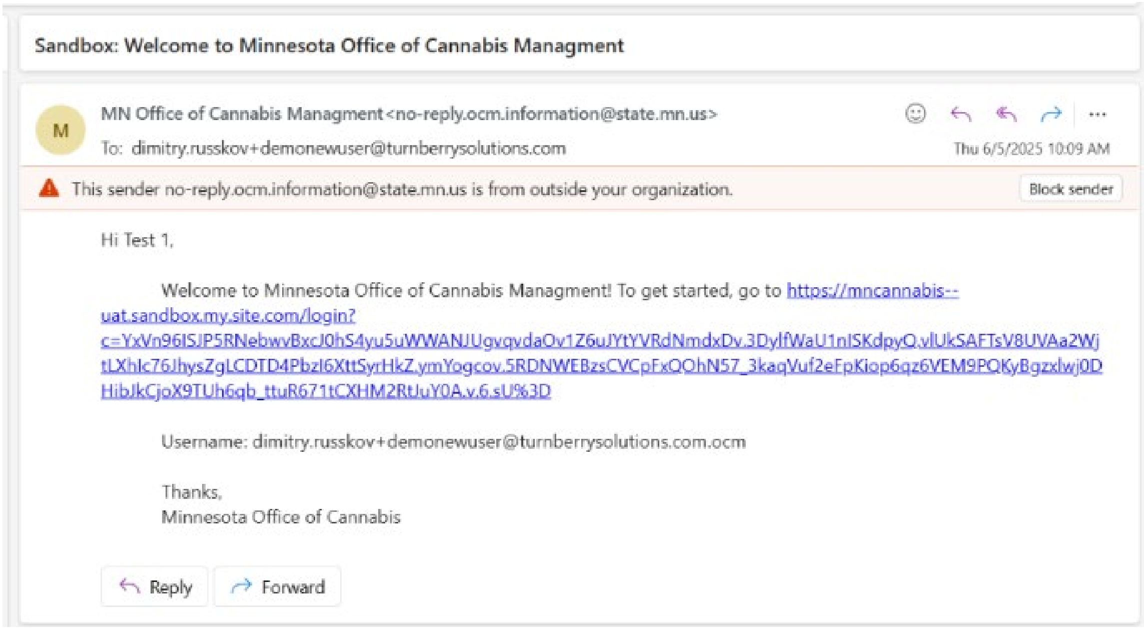
1. Navigate to the OCM Grants Portal (https://mncannabis.my.site.com/s/login/) and select **Not a member?** to create a new account.
2. Complete these required fields on the registration form:
    - First name
    - Last name
    - Email
    - Organization name
        - **Note**: You must enter the exact organization name as it appears in SWIFT to submit any grant applications. If you have not previously submitted applications, reach out to the OCM grant management team at **grants.ocm@state.mn.us** to get your organization created in the system.
    - Street address
    - City
    - State
    - ZIP code
3. Select **Next**.
4. Review and accept the Tennessen Warning. You need to specify your name or initials.
5. Select **Next**.
6. Note the message about your email address and username, then select **Finish**.

Your user request is submitted to OCM grant management for review and approval.



Check your email and set your password

Your initial user request will go to the grant management team for review. After your pending user request is approved, you will receive a verification email with instructions on how to complete your registration.


Sandbox: Welcome to Minnesota Office of Cannabis Managment

MN Office of Cannabis Managment<no-reply.ocm.information@state.mn.us>
To: dimitry.russkov+demonewuser@turnberrysolutions.com
Thu 6/5/2025 10:09 AM

This sender no-reply.ocm.information@state.mn.us is from outside your organization. Block sender

Hi Test 1,

Welcome to Minnesota Office of Cannabis Managment! To get started, go to https://mncannabis--uat.sandbox.my.site.com/login?c=YxVn96ISJP5RNebwvBxcJ0hS4yu5uWWANJUgvqvdaOv1Z6uJYtYVRdNmdxDv.3DylfWaU1nISKdpyQ.vlUkSAFTsV8UVAa2WjtLXhlc76JhysZgLCDTD4PbzI6XttSyrHkZ.ymYogcov.5RDNWEBzsCVCpFxQOhN57_3kaqVuf2eFpKiop6qz6VEM9PQKyBgzxlwj0DHibJkCjoX9TUh6qb_ttuR671tCXHM2RtJuY0A.v.6.sU%3D

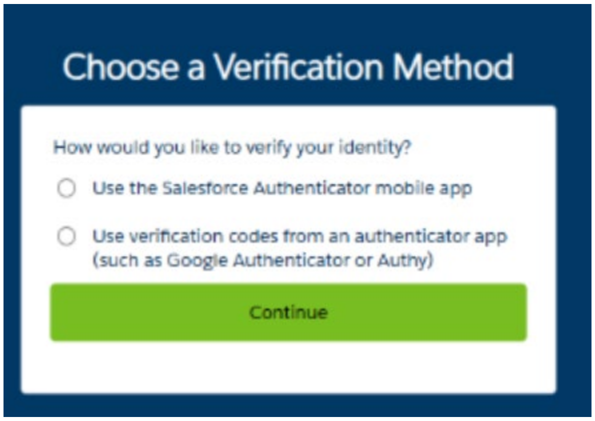
Username: dimitry.russkov+demonewuser@turnberrysolutions.com.ocm

Thanks,
Minnesota Office of Cannabis

Reply Forward

1. Verify that you received an email with a link to finish your account. Please allow up to 48 hours for request approval.
    - **Tip**: If you do not see the email, check your junk/spam folder for any emails from MN Office of Cannabis Management. If do not receive an email, reach out to the OCM grant management team at **grants.ocm@state.mn.us**.
2. Open the verification email and select the link to activate your account.
3. Create a new password in the **Change Your Password** window. Your password must include at least:
    - Eight characters
    - One uppercase letter
    - One lowercase letter
    - One number
    - One special character
4. Confirm your password.
5. Select **Change Password**.

Signing in for the first time and MFA

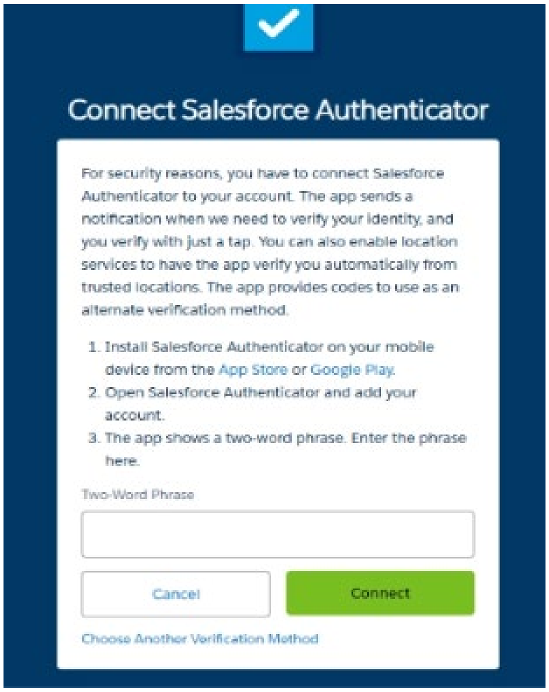


1. Navigate to the sign-in page.
2. Specify your credentials with your portal username and the new password you just created.
    - **Note**: Your username is in a format of: yourname@email.com.ocm. For example, *John.Smith@gmail.com.ocm*
3. Select **Log in**.
4. Select a verification method. You can use the Salesforce Authenticator app (preferred) or verification codes from an alternative authenticator app (Google Authenticator or Authy).

Salesforce Authentication App

Salesforce Authenticator is used for MFA, adding an extra layer of security to your sign-in process.

Tip: You can use this resource for more information *How To Configure The Salesforce Authenticator App - Salesforce Time*



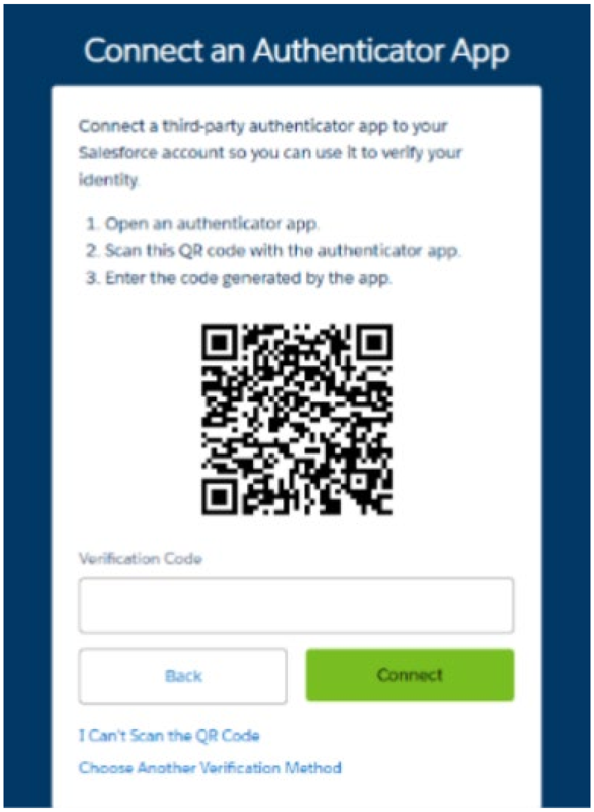
1. Navigate to your App Store (iOS) or Google Play Store (Android) on your mobile device.
2. Search for the **Salesforce Authenticator** and then download/install the app.
3. Open the **Salesforce Authenticator** app on your mobile device, then select **Add an Account**.
4. On the OCM Grants Portal **Sign In** page, select **Use the Salesforce Authenticator mobile app** as your verification method. The sign-in page will display a two-word phrase.
5. Specify the two-word phrase in the Authenticator app.
6. Select **Connect**. A notification from Salesforce Authenticator displays on your phone.
7. Select **Approve** to confirm the connection.
8. Follow any remaining prompts, such as confirming your password.
9. If successful, you are signed in to the OCM Grants Portal and your registration is complete.

Note: Future sign-ins will send a push notification to your phone for approval. In the approval page, you can see the login details like device and location. Select **Approve** to confirm the sign-in.

Using a different authentication app

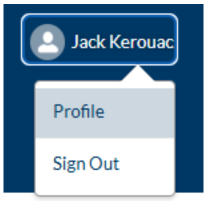
Instead of using the Salesforce Authenticator, you can use an alternative authenticator app, such as Google Authenticator or Authy.

1. Navigate to your App Store (iOS) or Google Play Store (Android) on your mobile device.
2. Search for the authenticator app you want to use, and then download/install the app.
3. On the OCM Grants Portal **Sign In** page, select **Use verification codes from an authenticator app** as your verification method. A QR code displays on the screen.
4. Open your authenticator app on your mobile device.
5. Select **Add Account** or the **+** icon.
6. Select **Scan QR Code**. *(Refer to the image on the right.)*
7. Scan the QR code that is displayed on your computer screen. Your authenticator app will generate a 6-digit code.
8. Specify the 6-digit code in the **Verification Code** field.
9. Select **Connect**.
10. If successful, you are signed into the OCM Grants Portal and your registration is complete.

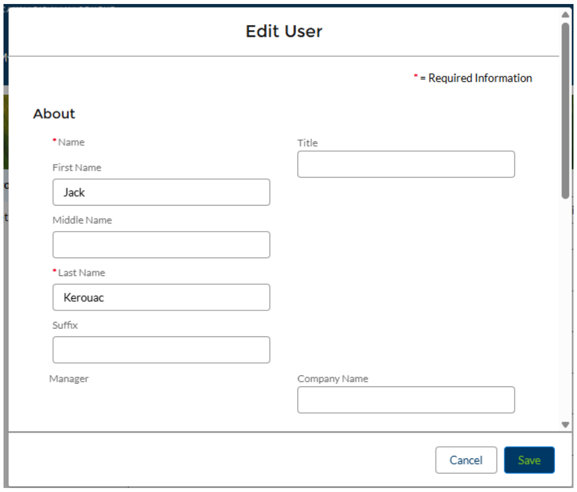


Changing your display name in the Grants Portal

1. Sign in to the OCM Grants Portal.
2. Select your profile in the upper-right corner, then select **Profile**. The **Profile** page is displayed for your user.



3. Select **Edit** to edit your user details.
4. Update your **First Name** and **Last Name** to update your display name.
5. Optionally, make any other changes to your user profile.
6. Select **Save**. Your displayed name is changed.



Submitting a grant application

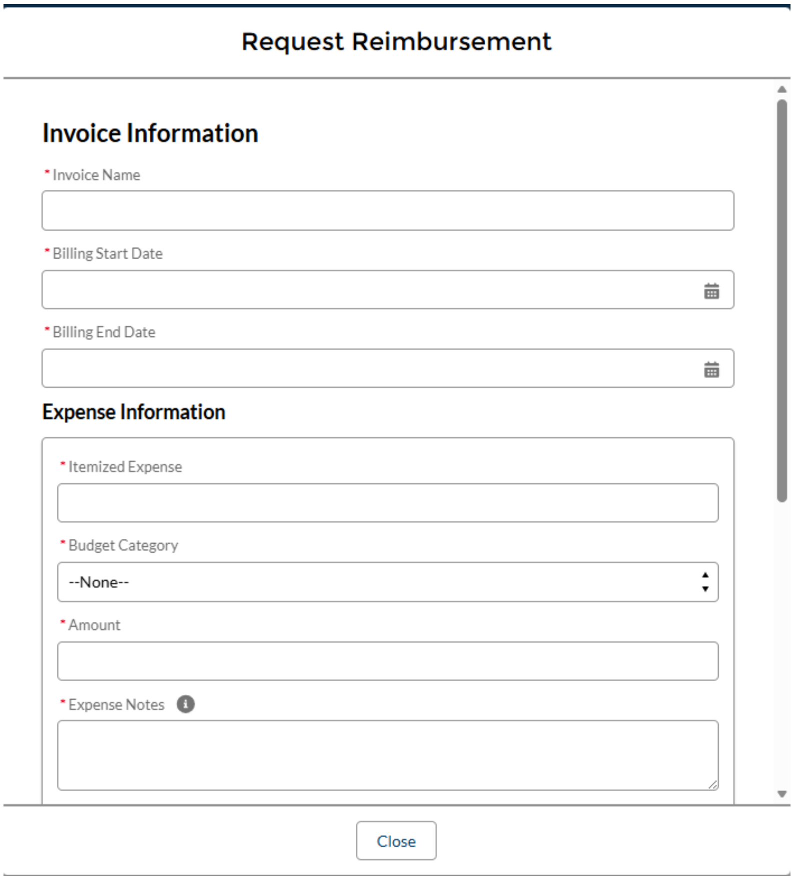
You can access the grant applications (CanRenew and CanGrow) from the OCM website. You can also access the applications from within the OCM Grants Portal **Home** page.

1. Sign in to the OCM Grants Portal and locate the **Available Grants** section.
2. Select the specific grant link (e.g., *CanGrow Farmer Loan*).
3. Select **Start New Application**.
4. Complete the **Application Details**, including:
    - Organization information and tax ID.
    - Project proposal narrative.
    - Estimated budget breakdown.
5. Navigate to the **Uploads** section and attach all required documents (e.g., forms, organizational chart, narrative, etc.).
6. Review your entries for accuracy; after they are submitted, the application is locked for editing.
7. Select **Submit**. You will receive a confirmation email, and your project will be listed in the **My Projects** tab with a status of *Submitted*.

Invoicing and budgets

Requesting reimbursement/submitting an invoice request

1. Go to an active grant project in the OCM Grants Portal. You can select a project from the **My Projects** table on the **Home** page or from the **My Projects** tab on the main navigation menu.
2. Navigate to the **Invoices** tab.
3. Select **Request Reimbursement**. The **Request Reimbursement** modal is displayed.
    - **Note**: Only the primary contact for the grant project can submit invoices in the OCM Grants Portal.

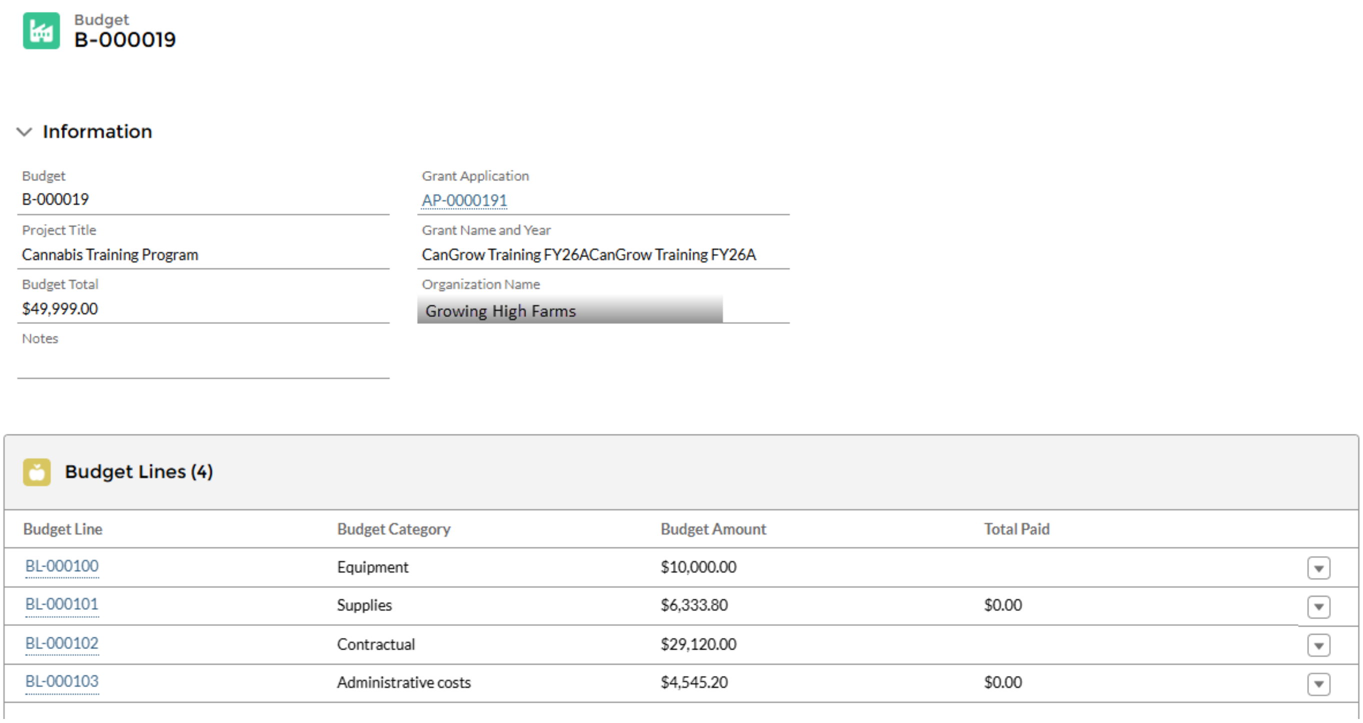


4. Complete these fields:
    - **Invoice Name**: The name of the invoice you are submitting
    - **Billing Start Date/Billing End Date**: The billing start and end dates for the invoice
    - **Itemized Expense**: A clear description of the specific product(s) or service(s) in the transaction
    - **Budget Category**: The category for the budget used for this invoice
    - **Amount**: The amount you are requesting
    - **Expense Notes**: Any notes to add to your request
5. Select **+Add** to add an additional invoice request to the same submission.
6. Select **Upload Files** to add receipts or any supporting documents (PDF or Word format). You can upload a maximum of 10 files.
7. Select the **Electronic Verification** checkbox to add an **Electronic Signature Date**.
8. Select **Submit** to route the request to the OCM grant management team for review. Optionally, you can select **Close** to cancel the request.
9. The invoice request is successfully created.

Viewing budgets details

You can use the OCM Grants Portal to review budgets, budget details, and budget lines for a grant project.

1. Navigate to a budget. You can select **Budgets** from a grant project or you can select **My Budgets** from the main navigation menu.
2. Select the budget record link you want to view. The **Budget Details** page is displayed. You can view the budget details as well as the budget line information on the **Budget Lines** table.
   - **Tip**: You can rest your cursor over a budget hyperlink to display an overview of the budget without having to click into it.
3. Select a budget line record to display the **Budget Line Details** page and review the budget line information, such as **Budget Category** and **Budget Amount**.


Budget
B-000019

Information

Budget B-000019	Grant Application AP-0000191
Project Title Cannabis Training Program	Grant Name and Year CanGrow Training FY26ACanGrow Training FY26A
Budget Total $49,999.00	Organization Name Growing High Farms
Notes	

Budget Lines (4)

Budget Line	Budget Category	Budget Amount	Total Paid
BL-000100	Equipment	$10,000.00	
BL-000101	Supplies	$6,333.80	$0.00
BL-000102	Contractual	$29,120.00	
BL-000103	Administrative costs	$4,545.20	$0.00

This guide continues on the next page.

Viewing invoice details

In addition to requesting reimbursement, you can use the OCM Grants Portal to review invoices and their details.

Grant Project
AP-0000191

Details | Documents | **Invoices** | Quarterly Progress Reports | Budgets

Invoices (3)

Invoice	Total Amount	Status	Invoice Date
I-000066	$300.00	Approved	6/1/2026
I-000067	$10,000.00	Needs Additional Information	6/1/2026
I-000068	$267.00	Pending	6/1/2026

View All

1. Go to an active grant project in the OCM Grants Portal. You can select a project from the **My Projects** table on the **Home** page or from the **My Projects** page in the main navigation menu.
2. Navigate to the **Invoices** tab of your project to review the **Invoices** table.
3. Select an invoice record link from the table to display the **Invoice Details**.
4. You can view the invoice details, such as **Status** and **Total Amount**, as well as the invoice line information on the **Invoice Lines** table.

Invoice Lines (5)

Invoice Line	Itemized Expense	Budget Category	Expense Amount
IL-00000033	Program Oversight (VP of Business C...	Personnel and fringe benefits	$1,000.00
IL-00000034	Program manager	Personnel and fringe benefits	$6,575.00
IL-00000035	Meeting expenses	Training	$862.25
IL-00000036	Administrative Overhead	Administrative costs	$700.00
IL-00000037	Materials and Supplies	Supplies	$800.00

View All

5. Select an invoice line record from the **Invoice Lines** table to display the **Invoice Lines Details** page for that invoice line.

Quarterly Progress Reports (QPRs)

Creating a QPR Record on a Grant Project

If a QPR has not already been requested by OCM Grants Management, you can create a new QPR record for your grant project and then upload any supporting documentation.

1. Go to an active grant project in the OCM Grants Portal. You can select a project from the **My Projects** table on the **Home** page or from the **My Projects** tab on the main navigation menu.
2. Navigate to the **Quarterly Progress Reports** tab.
3. Select **New QPR**. The New Quarterly Progress Report modal is displayed.
4. You can add a **Name** and **Notes** to the QPR record. Some fields are automatically populated from the project.
5. Select Save to create the new QPR record. You can also select Close to cancel the QPR creation.

Adding files to a QPR

After the QPR has been created, you can add supporting documentation to your report. When all the supporting documents are uploaded to the QPR, you can submit the report to OCM grants management.

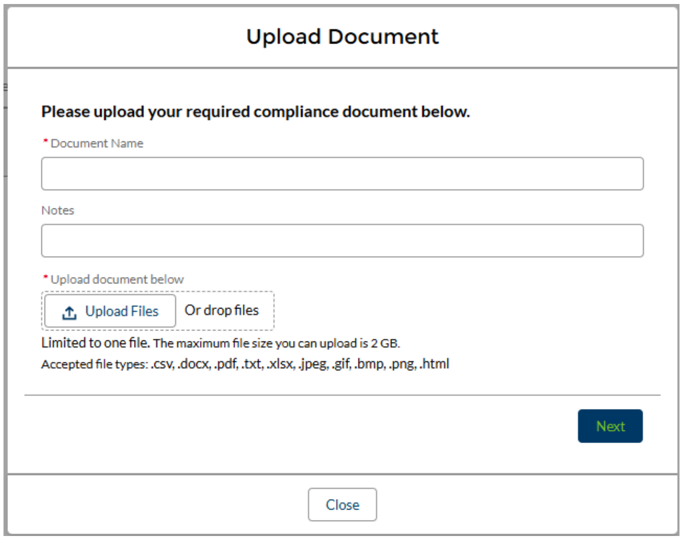
1. Navigate to the **Quarterly Progress Report Details** page for the QPR you want to add files to.
2. You can go to an active grant project in the OCM Grants Portal, and then select the **Quarterly Progress Reports** tab.
3. Alternatively, you can navigate to the **Quarterly Progress Reports** page in the main navigation menu.
4. Select a QPR record you want to manage. The **Quarterly Progress Report Details** page is displayed. **Tip**: You can use the **Due Date** to identify the QPR you need.
5. Select **Upload Documents**.
6. Upload any supporting documents to your QPR. You can select **Upload Files** or drag and drop the files to the page. You can upload multiple files simultaneously or upload them one at a time.
7. Select **Done** on the **Upload Files** modal, then select **Next**.
8. Select whether to submit the QPR now or to leave it open to submit it later. Then, select **Next**.
    - **Note**: If you submit your QPR, you cannot upload additional documents.
9. Select **Go Back to Quarterly Progress Report** to return to the **Quarterly Progress Report Details** page. Your supporting documents are listed in the **Quarterly Progress Report Documents** section.
10. Optionally, if you choose to submit your QPR, you must select **Next** to officially submit the QPR.
    - **Note**: If you do not select **Next** after selecting to submit the QPR, the QPR remains in an unsubmitted status. If you submit your QPR, it becomes locked, and you cannot manage its files.

Managing documents

Uploading files to a grant project

You can upload documents directly to a grant project in real time. You can only upload one document at a time.

1. Go to an active grant project.
2. Select **Upload Document**.
   The **Upload Document** modal is displayed.
3. Specify a **Document Name**.
   Optionally, you can add **Notes** to the upload for additional context.
4. Upload your file. You can select **Upload Files** and select a file from your local computer or you can drag and drop a file directly into the modal.
   The status of the upload is displayed.
5. Select **Done**.
6. Select **Next**. Then select **Finish**.



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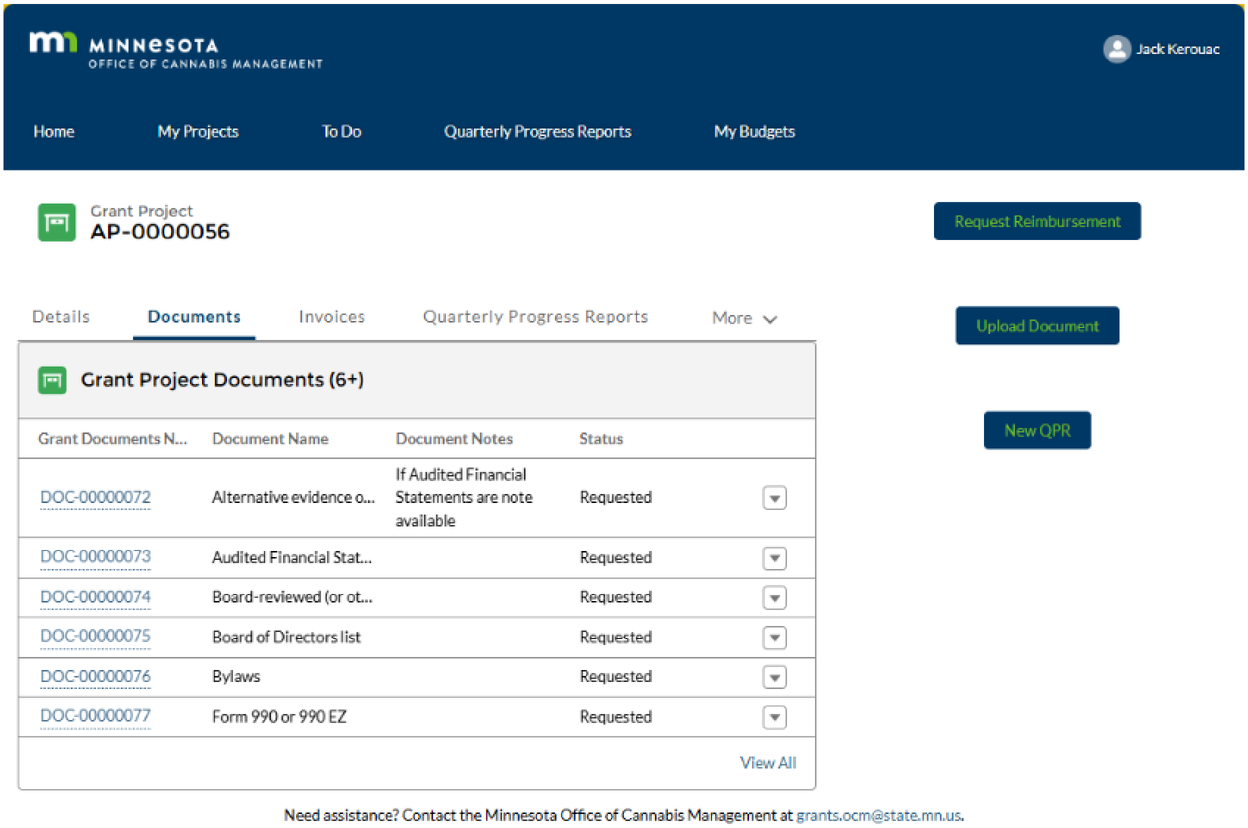
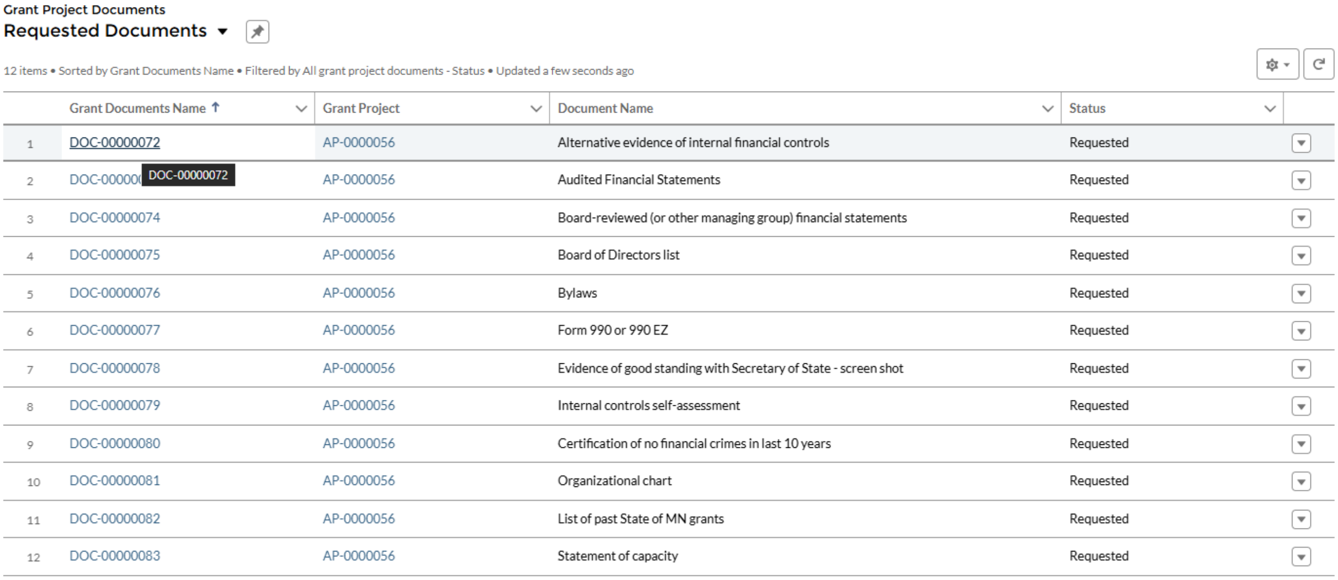
Managing existing documents

After a document has been uploaded to a grant project, you can manage it from the OCM Grants Portal.



1. Select a document record from either the table in the **Documents** tab of a grant project or from the **To Do** page in the main navigation menu.
   The **Document Details** page is displayed.
2. Select **Upload Document** to add an additional or updated document to the document record. The newly uploaded document is added to the **Document Details** table. The OCM Grants Portal keeps the original document associated with the document record so that the version history is tracked. The OCM Grants Portal uses the latest document by default.
3. After uploading your additional file, select **Done**.
4. Select **Next**. Then select **Finish**. The table is updated with the new document.

Fulfilling a document request



Grant Project Documents

Requested Documents

12 items • Sorted by Grant Documents Name • Filtered by All grant project documents - Status • Updated a few seconds ago

	Grant Documents Name	Grant Project	Document Name	Status
1	DOC-00000072	AP-0000056	Alternative evidence of internal financial controls	Requested
2	DOC-00000 DOC-00000072	AP-0000056	Audited Financial Statements	Requested
3	DOC-00000074	AP-0000056	Board-reviewed (or other managing group) financial statements	Requested
4	DOC-00000075	AP-0000056	Board of Directors list	Requested
5	DOC-00000076	AP-0000056	Bylaws	Requested
6	DOC-00000077	AP-0000056	Form 990 or 990 EZ	Requested
7	DOC-00000078	AP-0000056	Evidence of good standing with Secretary of State - screen shot	Requested
8	DOC-00000079	AP-0000056	Internal controls self-assessment	Requested
9	DOC-00000080	AP-0000056	Certification of no financial crimes in last 10 years	Requested
10	DOC-00000081	AP-0000056	Organizational chart	Requested
11	DOC-00000082	AP-0000056	List of past State of MN grants	Requested
12	DOC-00000083	AP-0000056	Statement of capacity	Requested

1. Select a requested document record from either the **Documents** tab of a grant project or from the **To Do** page in the main navigation menu. The **Document Details** page is displayed.
2. Select **Upload Document**. The **Upload Document** modal is displayed.
3. Select **Upload Files** to select a document from your local computer or you can drag and drop a file directly into the modal. The status of the upload is displayed.
    - **Note**: You can only upload one file at a time.
4. Select **Done**.
5. Select **Next**. Then select **Finish**. The file is submitted using the requested **Document Name** as the document's title. For example, *Organization's Org Chart 2026.*

This guide continues on the next page.

FAQs

This table provides a list of commonly asked questions and their answers.

Question	Answer
How do I register for an OCM Grants Portal account?	On the OCM Grants Portal Sign In page, select Not a member? and follow the prompts to register an account.
I forgot my password. How do I reset it?	Select Forgot your password? on the Sign In page and follow the instructions to get a new password link.
Can our organization have multiple users on one grant project?	Yes, an organization can! But only the primary contact for the organization can submit invoices.
Who do I contact if I am locked out of my account?	You may send us an email at grants.ocm@state.mn.us or contact OCM customer service.
Where can I see the current status of my grant project?	You can select My Projects from the OCM Grants Portal Menu and then select the project from the list you want to view.
How do I view my signed grant agreement?	A copy is sent to the applicant in an email. You can also request a copy from grants.ocm@state.mn.us.
Can I update my contact information in the portal?	You can update your contact information as well as your username that displays in the OCM Grants Portal by selecting your user profile in the upper right-hand corner.
How do I submit an invoice for reimbursement?	From a grant project in the OCM Grants Portal, you can select Create Invoice or Request Reimbursement to submit an invoice request.
What documentation is required to be uploaded with an invoice?	Specific documents will be requested by the grant management team. Work with your grant coordinator to understand what documents are needed for your QPR.
How can I check the payment status of a submitted invoice?	Navigate to the grant project and then to the Invoices tab.
How do I request a budget reallocation or amendment?	Email grants.ocm@state.mn.us.
When are my QPRs due?	This is determined by you and your grant coordinator. Some organizations will submit all their QPR documents at the same time every quarter, while others may opt to submit documents as they are completed throughout the quarter.

Question	Answer
Can I save a draft of my report and finish it later?	Yes, you can upload documents for your QPR draft before finalizing the finished report.
How will I know if my report has been approved or if more info is needed?	Your grant coordinator will work with you to help you understand what is missing.
What file types and sizes are supported for uploads?	Up to 10 documents per upload, preferably in PDF or Microsoft Word format.
The portal isn't loading correctly. What should I do?	You may send us an email at grants.ocm@state.mn.us or contact OCM customer service.

Tips

To avoid delays in contract execution and payment processing, ensure all required information is complete and accurate.

Contract information:

- Grant start and end dates
- Point of contact details
- Organization address

SWIFT system information:

- Vendor ID
- Vendor Location
- SWIFT Profile ID
- Purchase Order (PO) Number.

Support and Resources

Phone: 651-539-5000

Website: https://mn.gov/ocm/

Email: grants.ocm@state.mn.us