

Provider: Log onto ecConnect to create a Spending request utilizing your quality funds:

List each attendee's name and email address from your organization

Request the appropriate amount of funds for the number of days each staff member will be attending.

Click "Submit" to send the request to your navigator!

EC Council: The Council Navigator or Coordinator will review the request for accuracy and completion, and forward to the Grant Lead for approval.

Grant Lead: Approves the request in Sugar CRM

EC Council: The Council Navigator or Coordinator will send the Spending Request link to Denver's EC Council's Accountant

Accountant creates registration code and sends information to the Council Navigator or Coordinator

EC Council: The Council Navigator or Coordinator will send registration code to the provider.

Provider: Registers for the conference through RMECConference.com:
Only register for the days for which you have funding
Include all staff in the group registration
Save confirmation email with receipt to forward to your navigator