

Individualized Funding Reporting Made Simple



Submit your Individualized Funding (IF) reports directly to Community Living BC (CLBC) in **four or five steps** through a guided, easy-to-understand online reporting system at: <https://if.communitylivingbc.ca>.

People with **Direct Funding Standard Agreements** are required to submit monthly reports through this system. Reports can be submitted electronically in five easy steps.

People with **IF Direct Funding Simplified Agreements*** have the option to submit reports every six months through this online system in four easy steps. Submitting reports electronically means you do not have to fax or mail them, and information is accurate and more secure.

You can watch videos to learn how to use the reporting system by **clicking the yellow HELP button** on the online reporting site.

**People who have an IF Direct Funding Simplified Agreement also have the option to submit paper reports by fax or mail every six months. For instructions, see your Managing the Money Direct Funding Simplified Guide.*



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BRITISH COLUMBIA

Submit electronic reports using these easy steps:

For Direct Funding Standard Agreements...

1. Go to <https://if.communitylivingbc.ca> and complete three required fields.
2. **Enter report details** for your reporting period using the instructions for each box to guide you. Any calculations will be done automatically.
3. **If you have expenses**, enter them for your reporting period.
4. **Review the details and amounts.** You can return to previous screens to make changes if needed.
5. **Complete your report by clicking the Submit button.** You will receive a confirmation number showing your report has been submitted to CLBC. Print or save a copy of the report for your records.

For IF Direct Funding Simplified Agreements...

1. Go to <https://if.communitylivingbc.ca> and complete three required fields.
2. **Enter reporting period and the total amount spent** for the reporting period.
3. **Review the details and amounts.** You can return to previous screens to make changes if needed.
4. **Complete your report by clicking the Submit button.** You will receive a confirmation number showing your report has been submitted to CLBC. Print or save a copy of the report for your records.

QUESTIONS?

Contact VELA at www.velacanada.org, or your local CLBC office at www.communitylivingbc.ca/contact/local-offices.