

NEW

How to submit your INTP reports to IILA online.

1 Go to www.iilosangeles.org and click on INTP

2 Login to your account

User Name:

Password:

SUBMIT ← LOGIN

Forgot your password?
Click to Register

3 Select the type of report, view past submissions or change your password

INTERNATIONAL INSTITUTE OF LOS ANGELES

SELECT THE REPORT YOU WANT TO SEND

TOKENS VOUCHERS COUPONS SCRIP FORMS UTILITY

4 Fill out the report and submit it or press “Done” if you want to submit it later

MONTHLY TOKENS REPORT

FOR THE MONTH OF: YEAR:

NUMBER OF COUPONS ISSUED TO YOUR AGENCY : 1000

+ CARRY OVER :

TRIP PURPOSE CODES :

C- Case Management Services:

E- Non Medical Emergency:

F- Food Shopping:

J- Job Search:

M- Medical:

S- Shelter:

TOTAL TOKENS USED: TOTAL REMAINING:

Submit Done

FILL OUT THE FORM

You no longer need to enter the number of coupons or vouchers issued to your agency. This number will appear in the box area and will remain the same each quarter.

The system will not allow you to send the same report twice so double check the information you enter carefully.

THE TOTALS ARE AUTOMATICALLY CALCULATED

1000

CONTINUES

5 Go to FORMS and select the report you would like to submit and then click on Approve to finally submit your report to IILA. This step gives you a second opportunity to check your report, before sending it.

Forms

Year: 2007

Month: November

Search Reset

| | TYPE | ISSUED | YEAR | MONTH | TOTAL | STATUS | |
|-----------------------|--------|--------|------|-------|-------|--------|----------------------------------|
| <input type="radio"/> | TOKENS | 0 | 2007 | 11 | 10 | P | <input type="button" value="+"/> |

Exit Approve Delete

Click approve once you select the report to finally submit it to IILA

► The FORMS page also shows you reports you have submitted in the past.

UTILITY

► The UTILITY button allows you to change the password for your account.