

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 to save your form.

MONTHLY TOKENS REPORT

FOR THE MONTH OF: YEAR:

NUMBER OF COUPONS ISSUED TO YOUR AGENCY:

+ CARRY OVER:

TRIP PURPOSE CODES:

C- Case Management Services:

E- Non Medical Emergency:

F- Food Shopping:

J- Job Search:

M- Medical:

R- Religious:

S- Shelter:

TOTAL TOKENS USED: TOTAL REMAINING:

Submit

FILL OUT THE FORM

THE TOTALS ARE AUTOMATICALLY CALCULATED

5 Login and go to “Forms”



6 Select a completed report and edit it or approve it for final submission

Forms

Year: 2006

Month: September

Search [] Reset []

	TYPE		YEAR	MONTH	TOTAL	STATUS	
<input type="radio"/>	COU		2006	10	26	P	<input type="checkbox"/>
<input checked="" type="radio"/>	TOK	1000	2006	10	200		<input type="checkbox"/>
<input type="radio"/>	SCR	500	2006	10	150		<input type="checkbox"/>
<input type="radio"/>	VOU	500	2006	10	50		<input type="checkbox"/>

Exit [] Approve [] Delete []

ENTER DATE AND PRESS SEARCH TO CHECK YOUR REPORTS

"P" SHOWS THAT A REPORT HAS ALREADY BEEN SENT (PROCESSED)

SELECT A REPORT

APPROVING THE SELECTED REPORTS WILL FINALLY SUBMIT THEM TO IILA

CLICK TO DOUBLE CHECK OR EDIT YOUR REPORT

Now you have submitted a report successfully.