

# Progress Report Instructions

To access the form, you will use your agency's Formsite credentials. If you do not have your agency's Formsite credentials, or have any questions about the form, please contact Kalon Thomas at [kthomas@psrc.org](mailto:kthomas@psrc.org).

## Notes about progress reports:

- Sponsors will need to create a new Progress Report each time to ensure the most up-to-date information is being reported.
- Work can be saved at any time prior to submittal; a sponsor may exit the system by clicking the "Save & Return" link at the bottom of the form.
- Upon submitting the online form, a PDF copy of the completed Progress Report will be emailed to the listed contact.
- A progress report is required for each project, from the time it receives PSRC funding until the project is complete.