# EnABLE User Guide

User Login and Disbursements

## Introduction

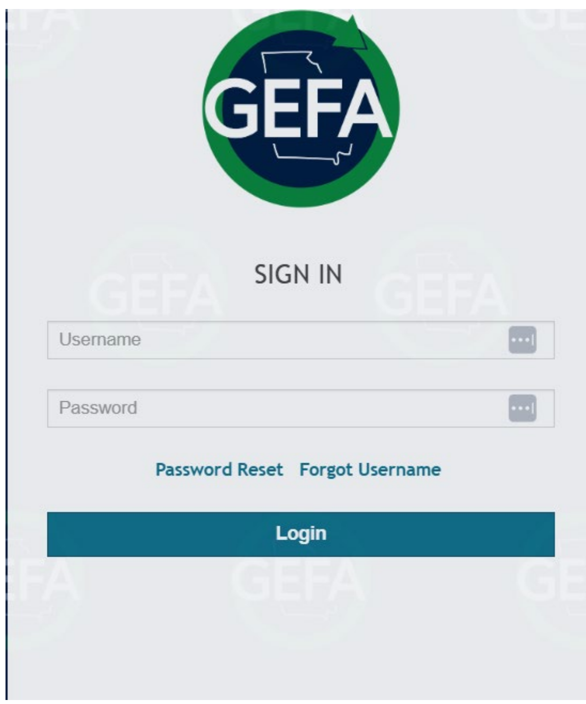
Welcome to Georgia Environmental Finance Authority's online loan management system – EnABLE! We hope and trust your user experience will be positive and the benefits of submitting loan applications and draw requests through EnABLE, including reduced paperwork and processing time along with increased security, will enhance the overall process.

***Tip: Screenshots and usage directions in this guide are for illustration only and may not represent the entire contents of the page you are navigating. All functionality, however, is available.***

## Logging into EnABLE

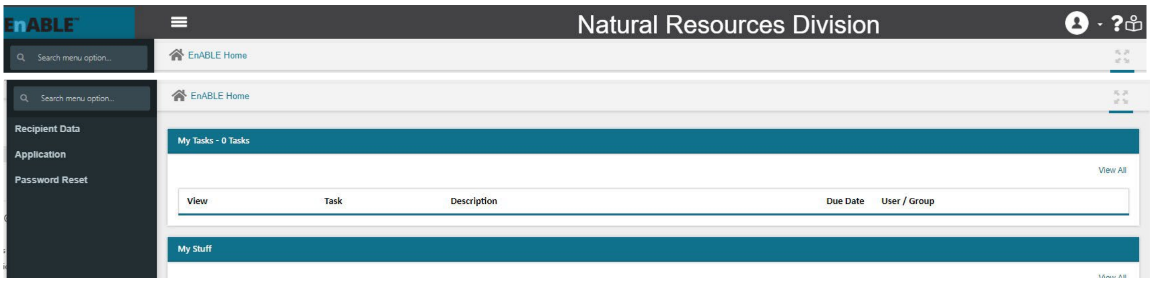
From your browser, navigate to: https://www.gotoenable.com/GEFAenable/homepage.aspx

At the landing page, enter your "Username" and temporary "Password" as provided to you and click "Login."



## Resetting Your Temporary Password

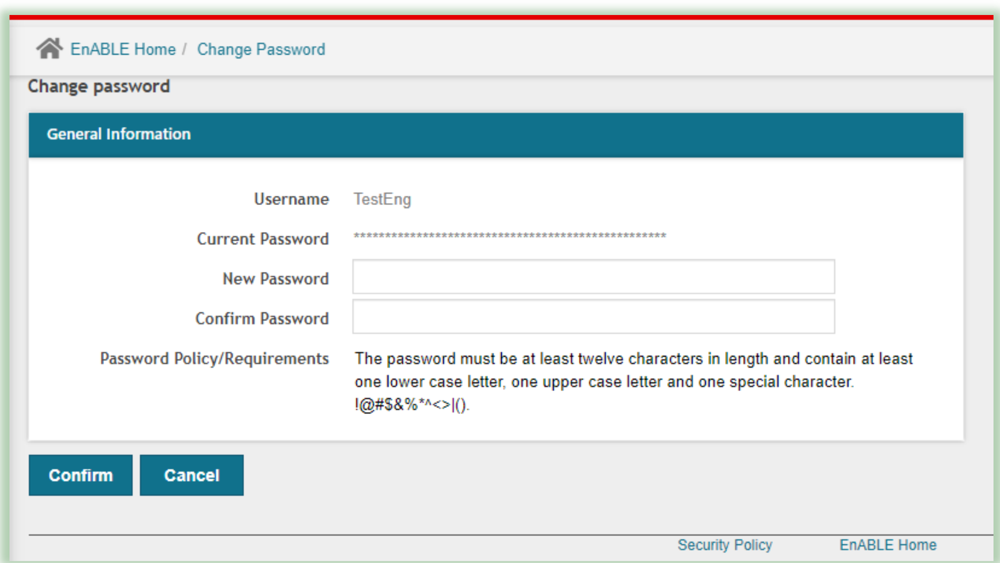
If this is your first time accessing EnABLE, please follow the password reset instructions to replace your temporary password with a permanent one of your own choosing. On the homepage of EnABLE, as shown below, click on "Password Reset" on the menu to the left.




After navigating to the "Change password" page, enter a "New Password" and "Confirm Password" in the text boxes provided and click "Confirm."

Please note the following minimum password standards when choosing your new password starting with a length of 12 characters and contemplating three of the following four attributes as below:

1. Uppercase characters (A through Z)
2. Lowercase characters (a through z)
3. Base 10 digits (0 through 9)
4. Non-alphanumeric characters: ~ ! @ # $ % ^ & * _ - + = `

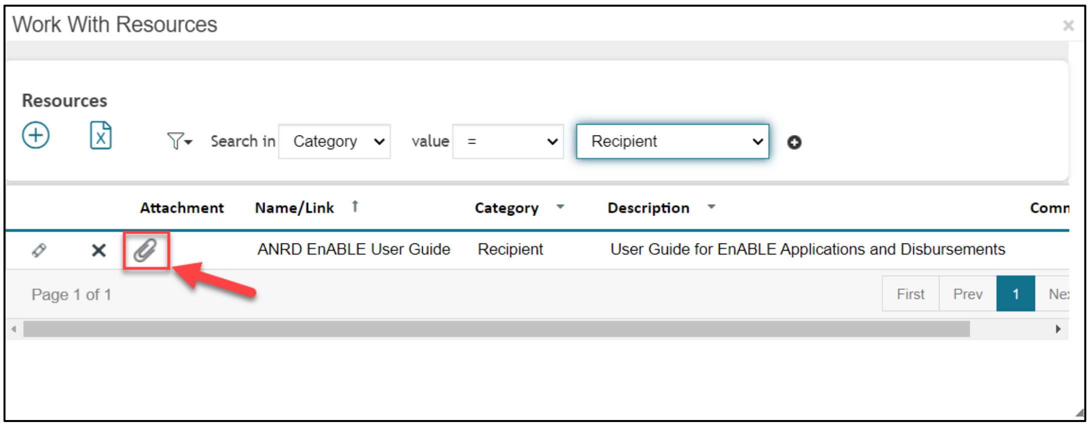



After your new password is confirmed, you will return to the homepage and be ready to use EnABLE to submit loan applications and draw requests.

## Accessing Resources – Guidance

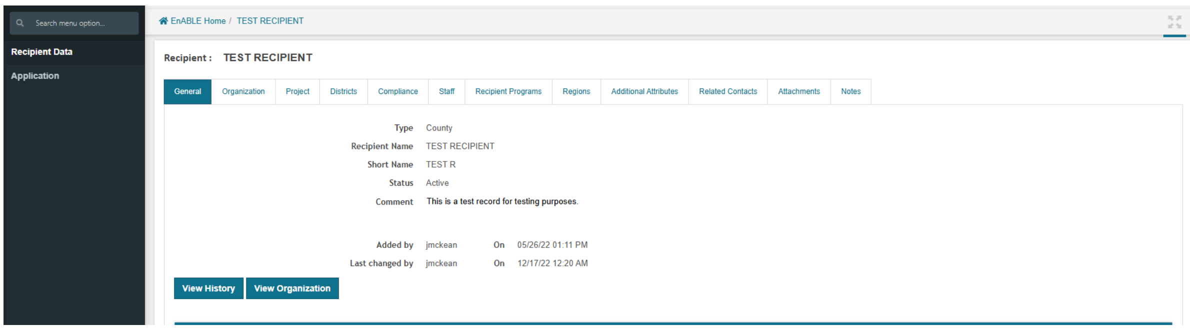
To access this document, along with other resources while in EnABLE:

- Navigate to the icon in the upper right-hand corner of the screen
- Resources will display as a pop-up box
- Select the paperclip icon to open up the document

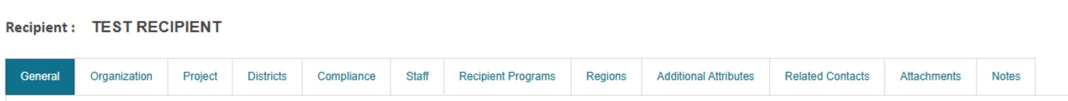
## Project Disbursements Recipients

Navigating from the EnABLE homepage to the “Submit Draw Request” page consists of several steps. First, click on “Recipient Data” on the menu to the left.

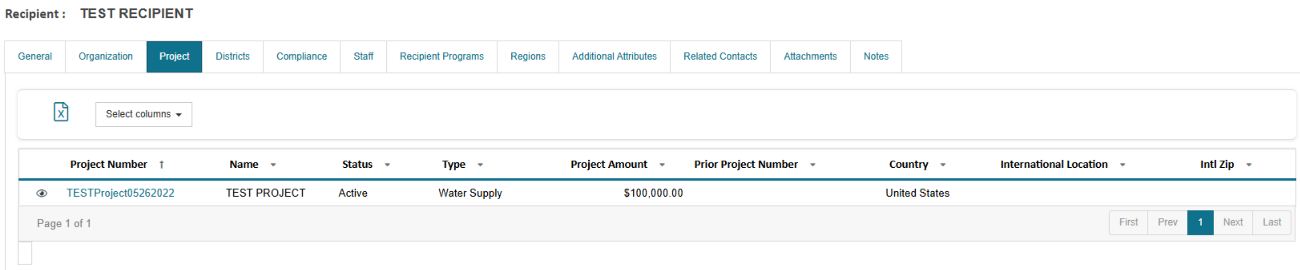



As shown below, this will bring you to the “Recipient” record.

Note: The Recipient record page, as well as the “Project” and “Loan” pages, that we describe further in this section of the User Guide, contains information about the Recipient beyond what is required to process a Disbursement/Draw Request. While some of these features are currently not being utilized, we nevertheless encourage you to explore them. Further, as we continue to build-out these features, we will keep you appraised of these changes so you will know when they become functional. In the meantime, please let us know if you have any questions or if data should be updated.

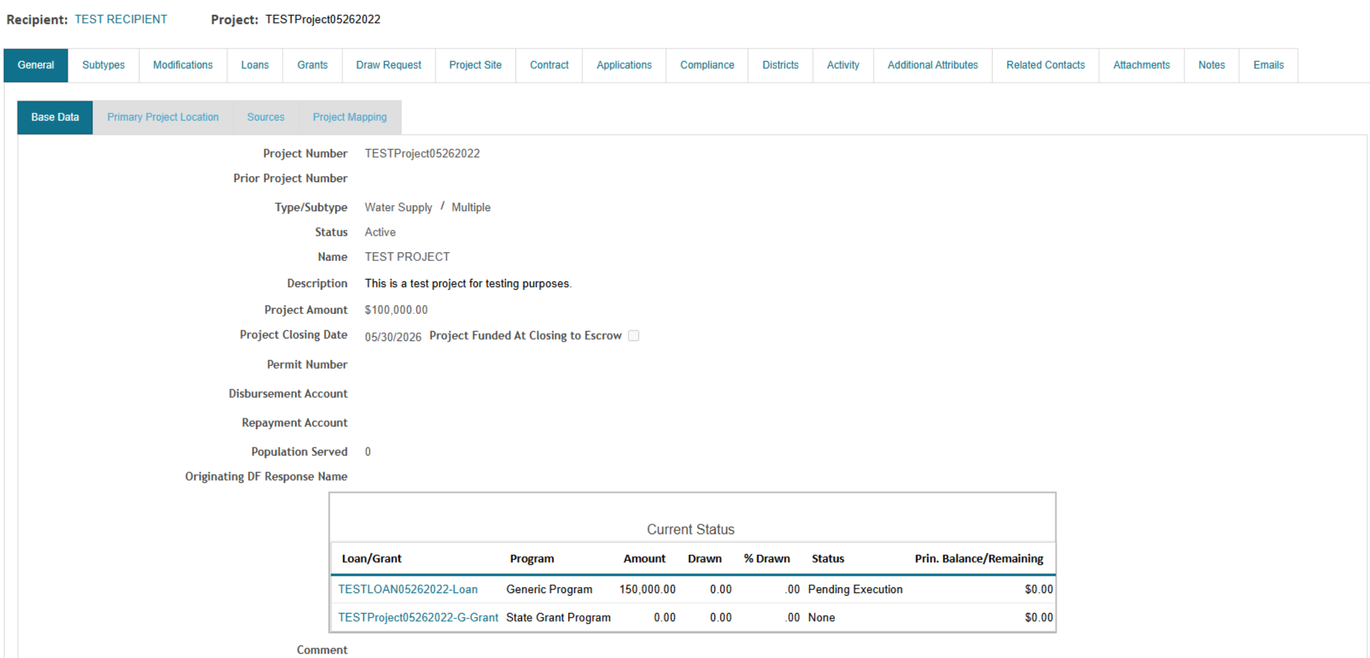


Next, from the "Recipient" record page, select the "Project" tab, which will bring you to a page that lists all the projects you have financed with GEFA.




Select the appropriate "Project Number" by clicking on the hyperlink that relates to your disbursement request. While we show only two Project Numbers in this illustration, you may have more that may or may not be currently disbursing funds.

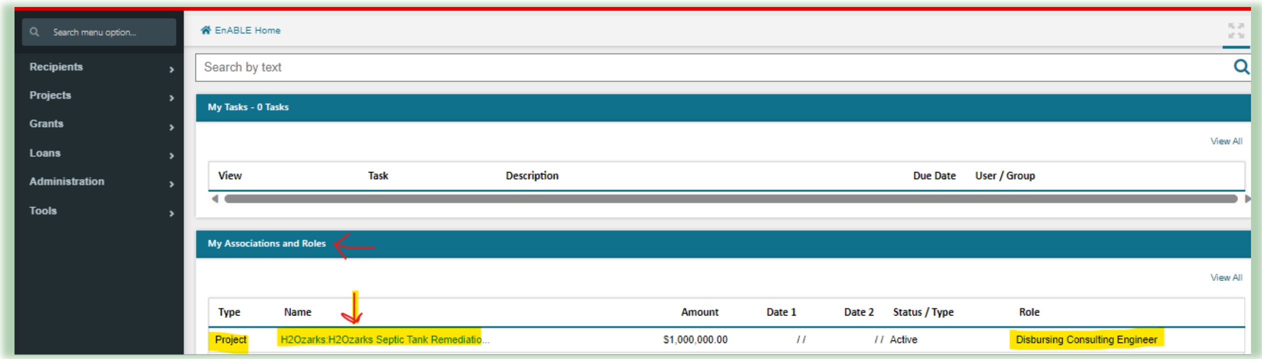
Once you are on the project page, there is additional information available specific to this project, including an overview of the funding.



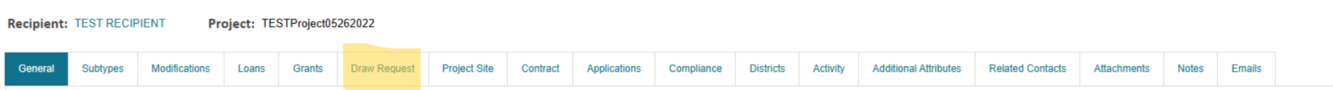
## Consulting Engineers

Navigating from the EnABLE home page to the "Submit Draw Request" page consists of fewer steps.

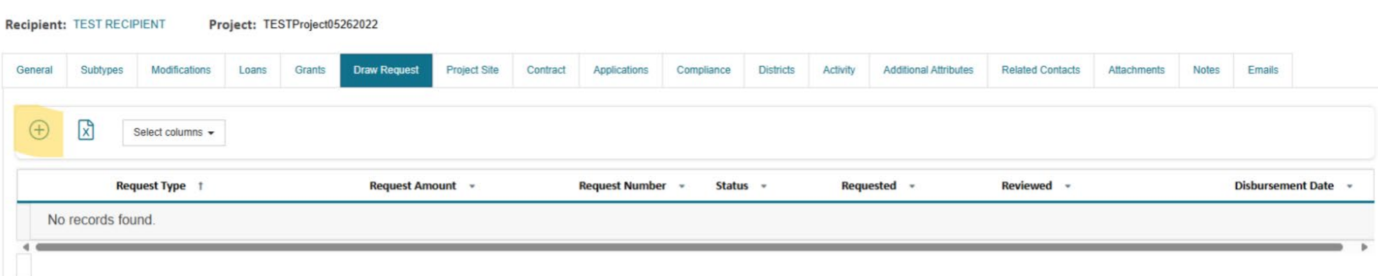
From the homepage select the project from the "My Associations and Roles" section by clicking on the project name hyperlink.




**<u>Recipients and Consulting Engineers</u>**: From the "Project" page, select the "Draw Request" tab to initiate a disbursement.




From "Draw Request" tab, click on the "add new" button  to launch the "Submit Draw Request" page.



Submit Draw Request Form:

### Submit Draw Request

Recipient Name TEST RECIPIENT

Project Number TESTProject05262022

Draw Received Date * / /

Amount Requested * 0.00

Request Number * 1

Request Purpose *

For Period: / / To: / /

**Request Backup Attachments**

Supporting File(s) must be a PDF.

Supporting File(s)

Name of file to be uploaded cannot include any special characters..... [~@#$^*()+=[\]{}|\,?:<>&/;%]
Each file selected cannot exceed 50 MB.

**Apply Request To Budget**

**Proj Fund Src:** **GEFA Loan**

| Item | Amount | Remaining | Req Amount |
|---|---|---|---|
| Construction | 50,000.00 | 50,000.00 | 0.00 |
| Contingency | 20,000.00 | 20,000.00 | 0.00 |
| Engineering & Inspection | 10,000.00 | 10,000.00 | 0.00 |
| Administrative/Legal | 20,000.00 | 20,000.00 | 0.00 |
| Totals | 100,000.00 | | 0.00 |

Budget Amount Requested $0.00

Match Amount Entered 0.00

Return To Project

With the above cross-checked against your files and any missing Contracts and Vendor/Payees added, you are now ready to initiate a disbursement request by following the steps outlined below on the Submit Draw Request page. Note, the fields marked by "*" are required.

1. "Request Date" – the date you are submitting the request.

2. "Amount Requested" – this a total amount of the draw request.

3. "Request Number" – While EnABLE auto populates the request number, please verify it matches the disbursement number that relates to the requisition being submitted.

4. "Request Purpose" – use the same date as the "Request Date" followed by the word "Disbursement".

5. "For Period" – optional field to enter a date range for either (i) dates within which the work was performed or (ii) dates within which the invoices are received by the borrower.

6. "Supporting File(s)" button – identical documentation as currently required for loan disbursements. When the "Supporting File(s)" button is selected, a dialogue box will open enabling you to locate the file(s) either on a local or networked drive and then click on "Open" to attach them to the Draw Request. A few notes regarding Supporting File(s):

   - Only Adobe Portable Document Format (PDF) files are permitted.
   - Files that are in excess 50 MB will have to be either (i) compressed with the "Save As…" option in Adobe or (ii) selected pages extracted and saved as a separate file. Multiple files more than 20 MB can be attached.
   - The file naming convention should be:
     Borrower – Project Number – Agreement Number – Request Number – Disbursement Date.

   Name of file to be uploaded cannot include any special characters – [~@#$^*()+=[\]{}|\\,?:<>&/;%]

7. After performing a final quality control review, click on the "Submit" button to complete the request.

Once submitted, the Draw Request enters the approval and review process. For confirmation of your submission, you will receive an email[1] from <fiscal@gefa.ga.gov> indicating that Draw Request was successfully submitted. You can always check the status of a Draw Request by returning to the Draw Request tab to see a listing of all submitted requests and their respective status.

If the draw request was submitted by a consulting engineer, the recipient representative set up as the Client DCE Reviewer will receive an email to perform the task to approve and submit the disbursement for our staff to review and process.

When approved you will receive an email indicating that your draw request will be processed as submitted.

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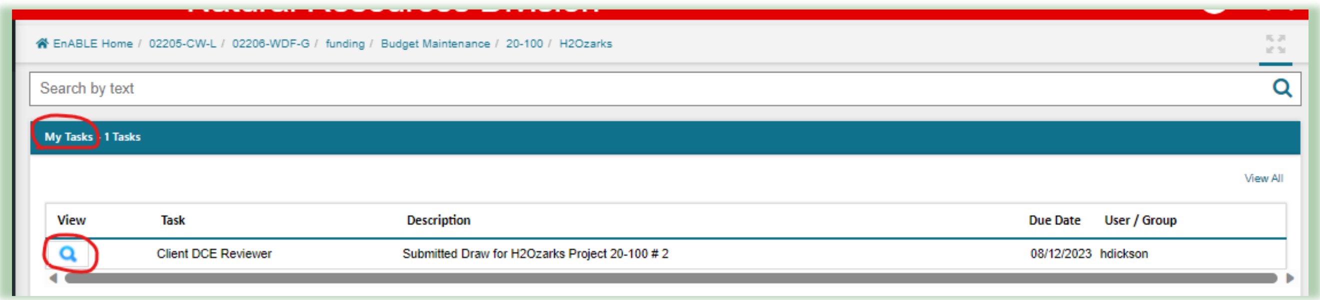
*Remainder of page intentionally left blank*

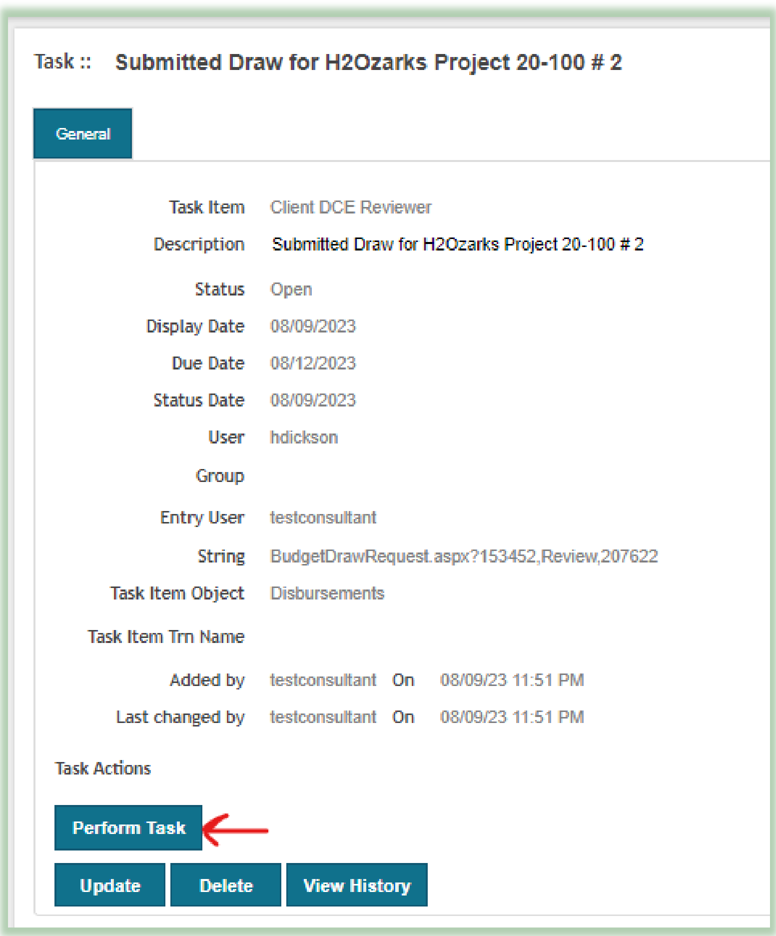
## DCE Reviewer Approval Process

An email will be sent to the authorized DCE Reviewer. Please click on the hyperlink in the email or navigate to the EnABLE system.

On the home locate the “My Tasks” section and click on the perform task button 

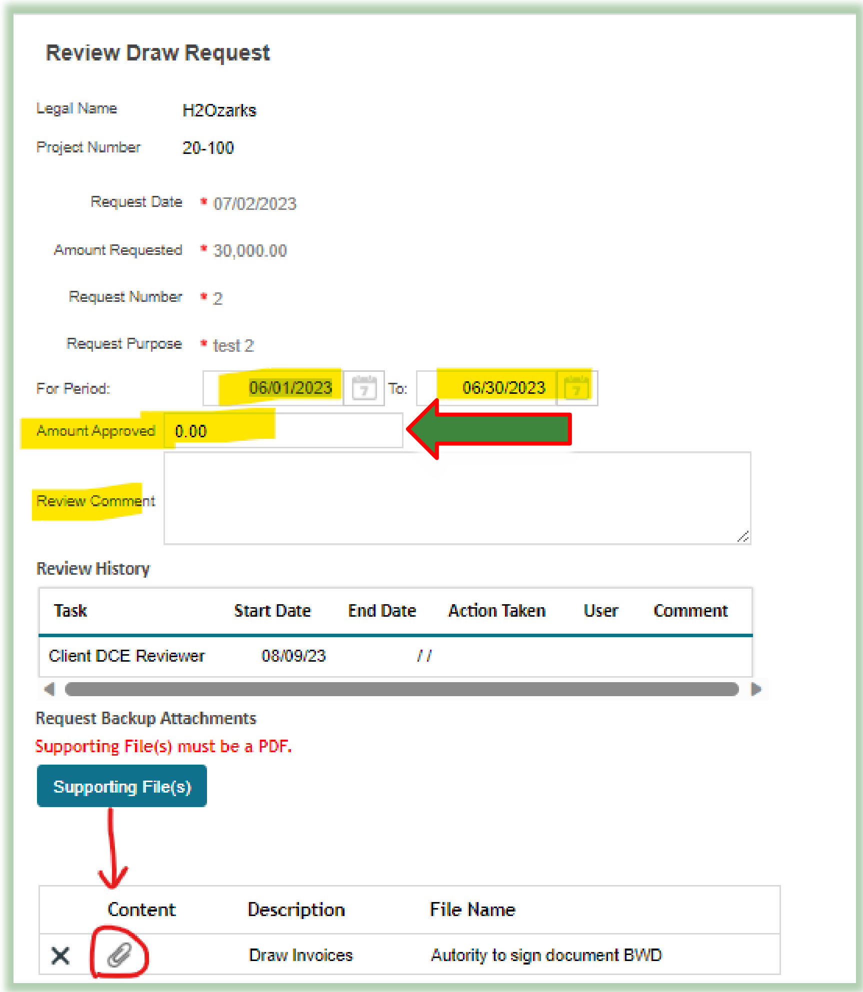



This will open the task screen, at the bottom click “Perform Task”



The top portion of the screen should be reviewed for accuracy. If it looks correct, then enter the amount approved in the highlighted box.

Supporting files can be opened/displayed by clicking on the paper clip to review.

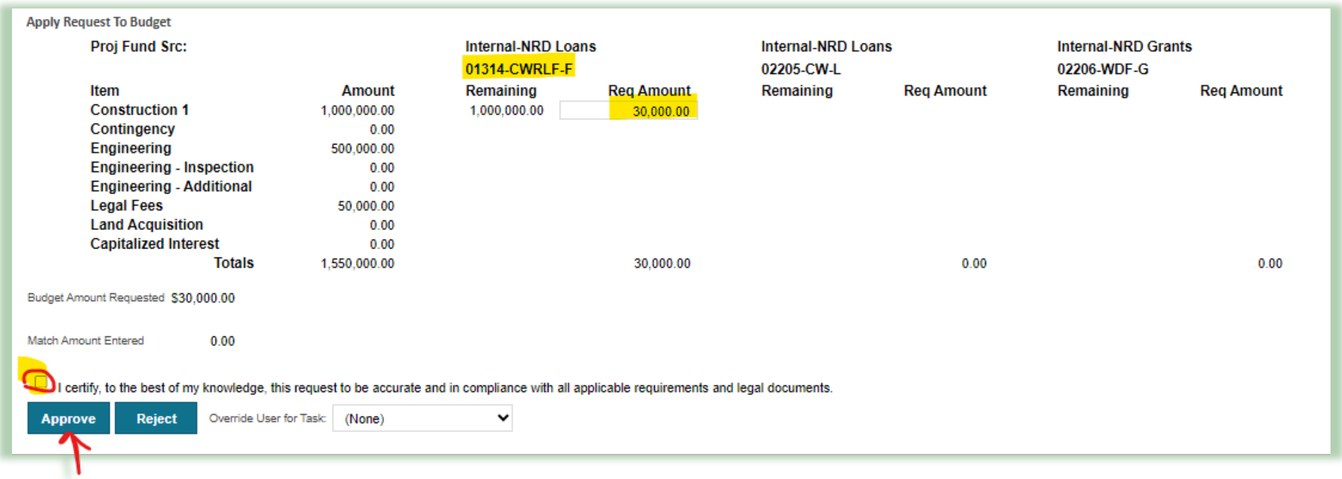



*Remainder of Page intentionally left blank*

Review the bottom section for accuracy and edit as necessary. If there is an error on the top or bottom section that you are unable to correct, then reject the disbursement. This will require a review comment in the top section and will send the disbursement back to the consulting engineer to correct and resubmit for review. The consulting engineer will receive an email notification.

If everything is correct, check the certification box and click submit.

Please do not use the override user for Task dropdown, this is for internal processes.


Apply Request To Budget

| Proj Fund Src: | | Internal-NRD Loans 01314-CWRLF-F | | Internal-NRD Loans 02205-CW-L | | Internal-NRD Grants 02206-WDF-G | |
|---|---|---|---|---|---|---|---|
| Item | Amount | Remaining | Req Amount | Remaining | Req Amount | Remaining | Req Amount |
| Construction 1 | 1,000,000.00 | 1,000,000.00 | 30,000.00 | | | | |
| Contingency | 0.00 | | | | | | |
| Engineering | 500,000.00 | | | | | | |
| Engineering - Inspection | 0.00 | | | | | | |
| Engineering - Additional | 0.00 | | | | | | |
| Legal Fees | 50,000.00 | | | | | | |
| Land Acquisition | 0.00 | | | | | | |
| Capitalized Interest | 0.00 | | | | | | |
| Totals | 1,550,000.00 | | 30,000.00 | | 0.00 | | 0.00 |

Budget Amount Requested $30,000.00

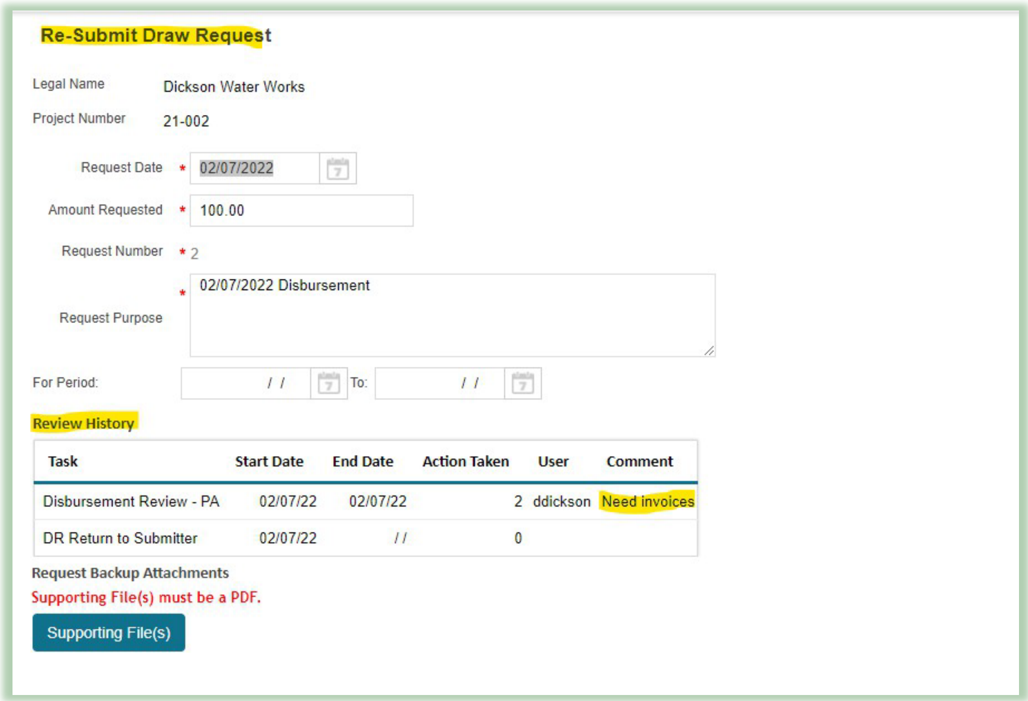
Match Amount Entered 0.00

I certify, to the best of my knowledge, this request to be accurate and in compliance with all applicable requirements and legal documents.

Approve Reject Override User for Task: (None)

*Remainder of Page intentionally left blank*

When you click on "Perform Task" button, a "Re-Submit Draw Request" pop-up window will open that shows your original "Draw Request." On that page, please note the "Review History" section and the "Comment" field that will indicate what Task needs to be performed to correct the problem – see example below.



**Re-Submit Draw Request**

Legal Name Dickson Water Works

Project Number 21-002

Request Date * 02/07/2022

Amount Requested * 100.00

Request Number * 2

Request Purpose * 02/07/2022 Disbursement

For Period: / / To: / /

Review History

| Task | Start Date | End Date | Action Taken | User | Comment |
|---|---|---|---|---|---|
| Disbursement Review - PA | 02/07/22 | 02/07/22 | 2 | ddickson | Need invoices |
| DR Return to Submitter | 02/07/22 | / / | 0 | | |

Request Backup Attachments

Supporting File(s) must be a PDF.

Supporting File(s)

From the "Re-Submit Draw Request" page, correct the problem as described. If the issue relates to the Supporting File(s), please note that you may not be able to delete the initial file. Simply upload the correct file(s) to add to what was originally included and include the word "Corrected" at the end of the file name.

Then, after performing a final quality control review, click on the "Submit" button to complete the request. As with the initial submission, the Draw Request will re-enter our review process.

You will also receive an email confirmation of your re-submission and an email after the draw request is approved.

## Questions

In the event of any questions about your application or how to use EnABLE, please contact:

**Andrew Elkins**
Project Manager II
Georgia Environmental Finance Authority
47 Trinity Ave SW
Fifth Floor
Atlanta, GA 30334
Office: 404-584-1057
waterresources@gefa.ga.gov
aelkins@gefa.ga.gov