








## Monthly Attestations Key

Below you will find a key of what you can expect to see each month you log in to your MetrixEnroll Portal to complete your monthly attestation

 <p><b>Month 1 Attestation: Enrollment and Tuition</b> Opens: June 1, 2022 Due: June 15, 2022</p> <p>Not Available</p>	<p>When the entire box is grey, this means the attestation is not yet available for you to complete. The button on the right will appear as grey and say, “Not Available”. There will be dates listed underneath the title with when you can expect the attestation to open and when it is due by.</p>
 <p><b>Month 2 Attestation: Workforce and Benefits</b> Complete by: 3/15/22</p> <p>Go to Attestation</p>	<p>When the entire box is white, this means you either need to complete the application or have already done so. The button on the right will appear as green and say, “Go to Attestation”. You can then click into the attestation using that green button. There is also a due date listed below the title.</p>
 <p><b>Month 4 Attestation: Enrollment and Tuition</b> Attestation Completed 3/2/22 – Payment Processing</p> <p>Not Available</p>	<p>When there is a green check mark next to the title, this means you have completed your attestation. Below the title you will see the date you completed the attestation and the current status. The button on the right will return to grey and “Not Available” once the attestation is completed.</p>
 <p><b>Month 6 Attestation: Grant Funds Update</b> Attestation Complete – Payment Initiated 3/28/22</p> <p>Not Available</p>	<p>When the entire box is green, you have completed your attestation and your payment has been initiated – it may still take a few business days to appear in your account, but the payment will have been sent and the attestation has been fully completed.</p>
 <p><b>Month 7 Attestation: Enrollment and Tuition</b> Past Due: Complete Attestation Now to Avoid Payment Delay</p> <p>Go to Attestation</p>	<p>When there is a red dot with an exclamation point next to the title and a green “Go to Attestation” button, this means you have missed the deadline but still have a little time to complete the application before your payment is withheld.</p>
 <p><b>Month 7 Attestation: Enrollment and Tuition</b> Past Due: Payment Delayed; Contact Help Desk for More Information</p> <p>Not Available</p>	<p>When there is a red dot with an exclamation point next to the title and a gray “Not Available” button, you have missed the deadline for the attestation and will not be receiving your payment for the next month. Please contact the Help Desk at this time.</p>
 <p><b>Month 8 Attestation: Workforce and Benefits</b> Attestation On Hold</p> <p>Not Available</p>	<p>When there is a yellow dot with a pause symbol next to the title, this means your attestation is on hold due to an issue with either your banking information or an inconsistency with your licensing or quality rating data that we are working to correct.</p>

In short,

**Grey** = Not yet available and there is no action needed from you

**Yellow** = MetrixIQ is taking action on your behalf and there is no action needed from you

**Blue** = The attestation is available, and you can now complete it

**Green** = You have completed the attestation and there is no further action needed from you

**Red** = You have missed the deadline and immediate action is needed on your end