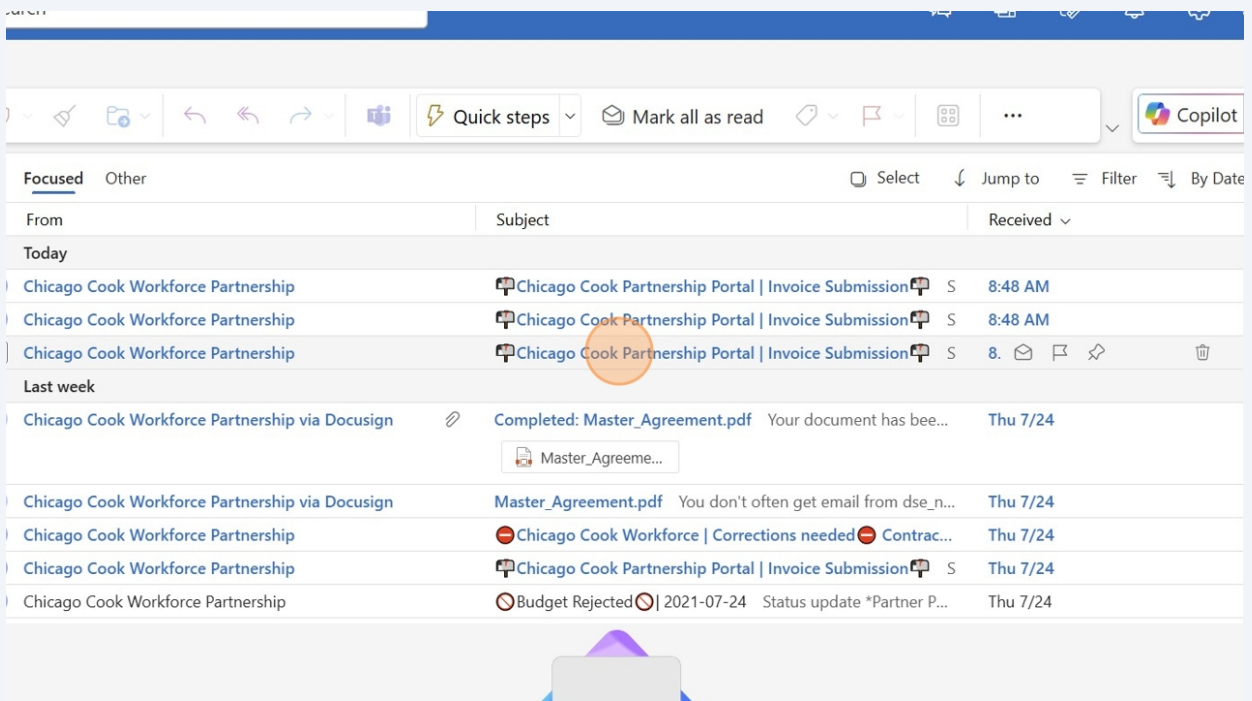


How To Submit An Invoice In Gatekeeper

This guide offers a step-by-step walkthrough for submitting an invoice in GateKeeper. Agencies currently have access to 20 available invoicing slots. When completing your submission, please refer to your FINAL Budget, which can be found in the "Scope of Work & Supporting Documents" section of GateKeeper. This version of the budget reflects all updates made following the pre-approval process.

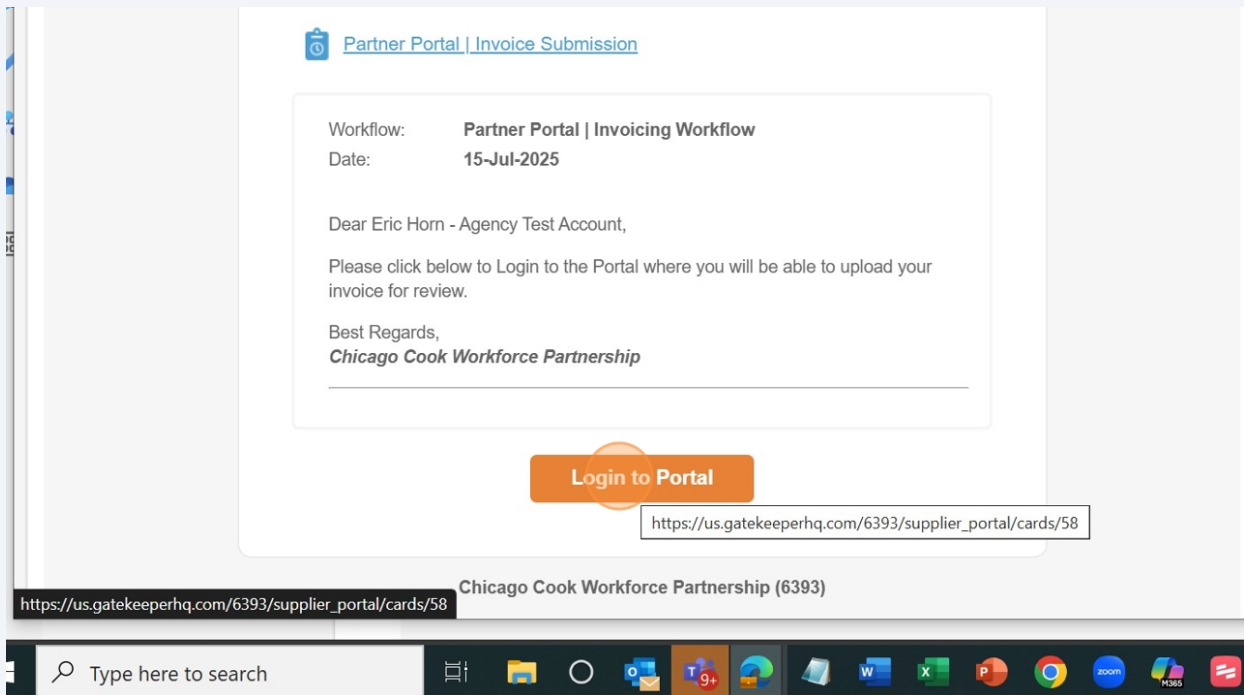
1

You will receive an email invitation to join Gatekeeper. The email will be sent from no-reply@gatekeeper.com with the subject line: "Chicago Cook Partnership Portal | Invoice Submission." Please check your inbox for this message. If you don't see the email, make sure to check your junk or spam folder, as it may have been filtered there. .



2

Once you find the email open it and , please click on the "Login To Portal" button



If you are currently not logged into Gatekeeper, you will be required to log in to the system. Please use the "[How To Access Gatekeeper](#)" Document on how to successfully login to Gatekeeper. If you are currently logged into Gatekeeper, you will be directed to your dashboard.

3

Locate the workflow titled “Partner Portal | Invoicing Workflow” and click the “Update Submission” button to proceed.

Dashboard

Home

Quick Links >

Update Profile

Contact Us

	Card name	Linked To	Status	Progress
Request Workflow (1)	2021-07-24	Agency Test	Completed	Phase 9 (of 9) [Progress bar]
Request Workflow (1)	2025-1-254	Agency Test	Completed	Phase 9 (of 9) [Progress bar]
Invoicing Workflow	2025-391-00	Agency Test	UPDATE SUBMISSION	Phase 1 (of 5) [Progress bar]

Event Title	Linked to	Due Date
-------------	-----------	----------



Refer to the current budget associated with this contract (e.g., Contract #XYZ).

4

Go to the "New Invoicing" section within GateKeeper to begin the submission process.

2. Additional Supporting Document
a. Place Holder Text
3. Specify how they should label/order. What else to include.

NEW INVOICING

Line 1

Account #/ Description

Invoiced Amount

Line 2

Account #/ Description 2

5

In the "Account #/ Description" field, locate the line item that you wish to invoice against (For example, Account# 5001 Staff Salary and Wages).

NEW INVOICING

Line 1

Account #/ Description

Invoiced Amount

Line 2

Account #/ Description 2

Invoiced Amount 2

6 Select The Correct Account

NEW INVOICING

Line 1

Account #/ Description

- 5012 Unemployment Compensation
- 5013 Vision Care
- 5014 Workmen's Compensation
- 5100 Staff Development**
- 5101 Conferences/Workshops
- 5102 Professional Development

Invoiced Amount 2

Line 3

Account #/ Description 3

Type here to search

7 Below The Account / Description Field, Enter The Correct "Invoiced Amount"

NEW INVOICING

Line 1

Account #/ Description

5100 Staff Development

Invoiced Amount

Line 2

Account #/ Description 2

Invoiced Amount 2

Line 3

8

Input the total dollar amount for this line without including the dollar sign or comma (For example, \$4500.65 would be typed as 4500.65)

2. Additional Supporting Document
a. Place Holder Text
3. Specify how they should label/order. What else to include.

NEW INVOICING

Line 1

Account #/ Description Read only
5100 Staff Development

Invoiced Amount
13000

Line 2

Account #/ Description 2

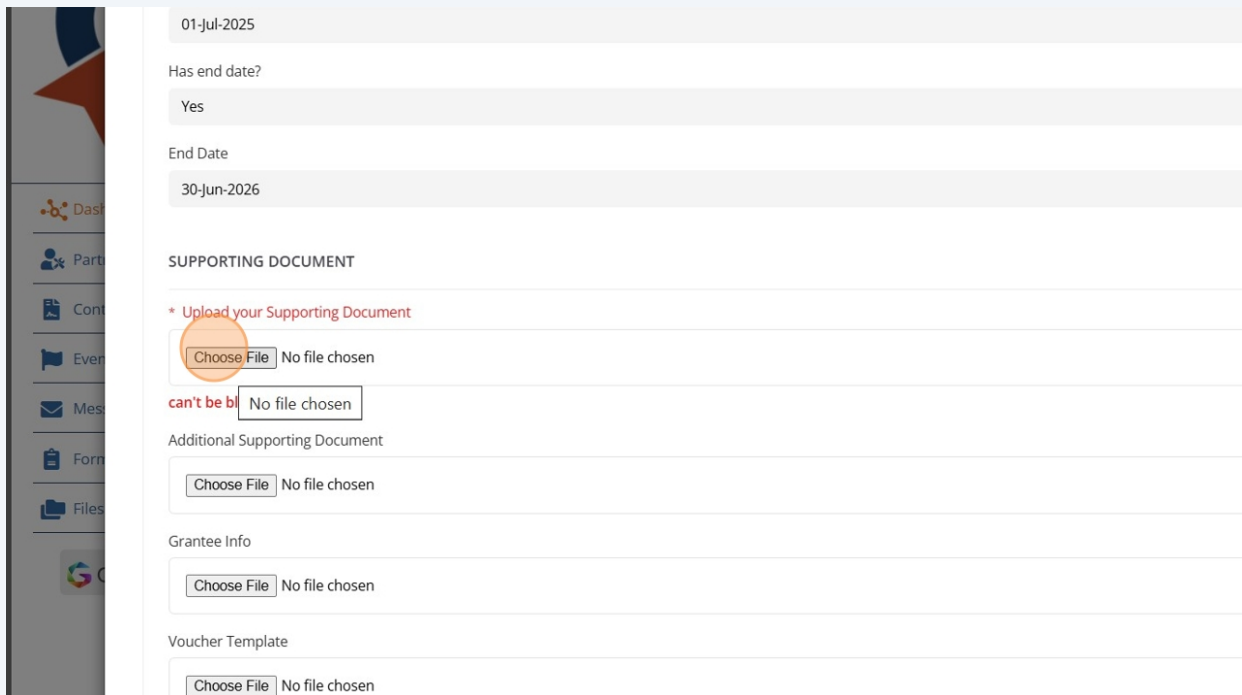


Continue to repeat steps 4 through 8 until all line items have been successfully added to Gatekeeper.



In the Supporting Document section, you have two areas to upload documents supporting the amounts you are invoicing: "Upload Your Supporting Document" and "Additional Supporting Document." Since you have two slots for uploading your documentation, you will need to combine multiple documents into one or two Adobe Acrobat Files (PDFs).

9 Under The "Upload Your Supporting Documents" area click on "Choose File"



01-Jul-2025

Has end date?

Yes

End Date

30-Jun-2026

SUPPORTING DOCUMENT

* Upload your Supporting Document

Choose File No file chosen

can't be bl **No file chosen**

Additional Supporting Document

Choose File No file chosen

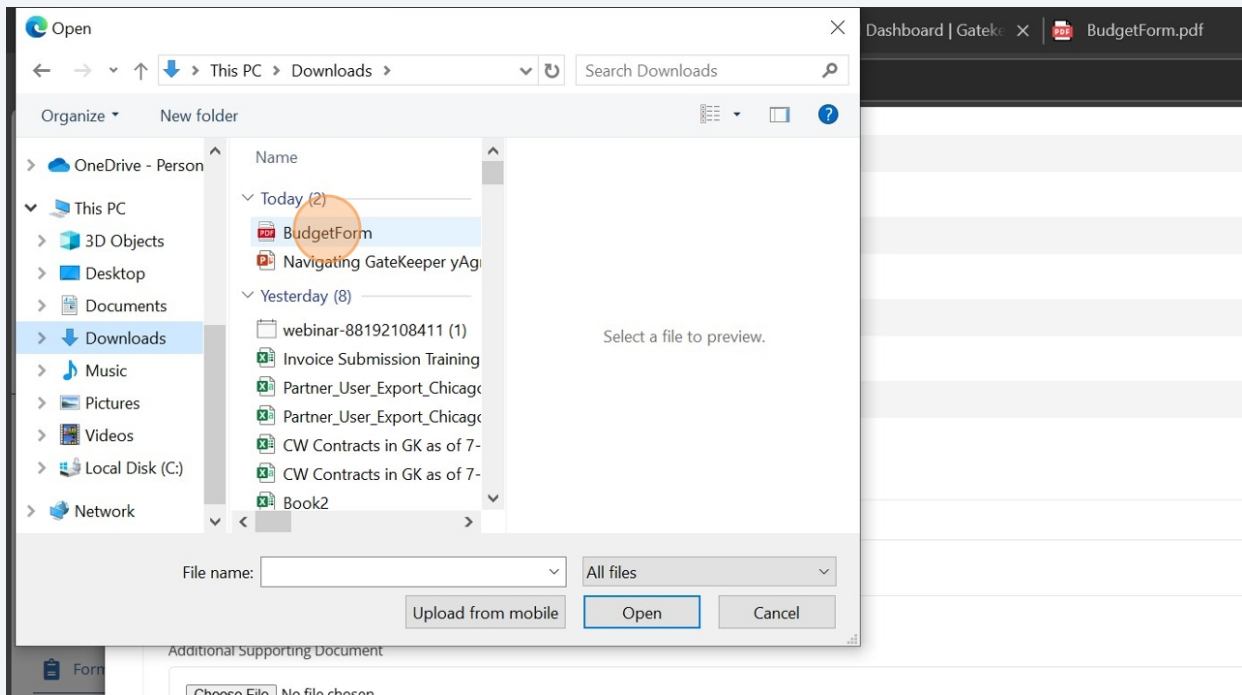
Grantee Info

Choose File No file chosen

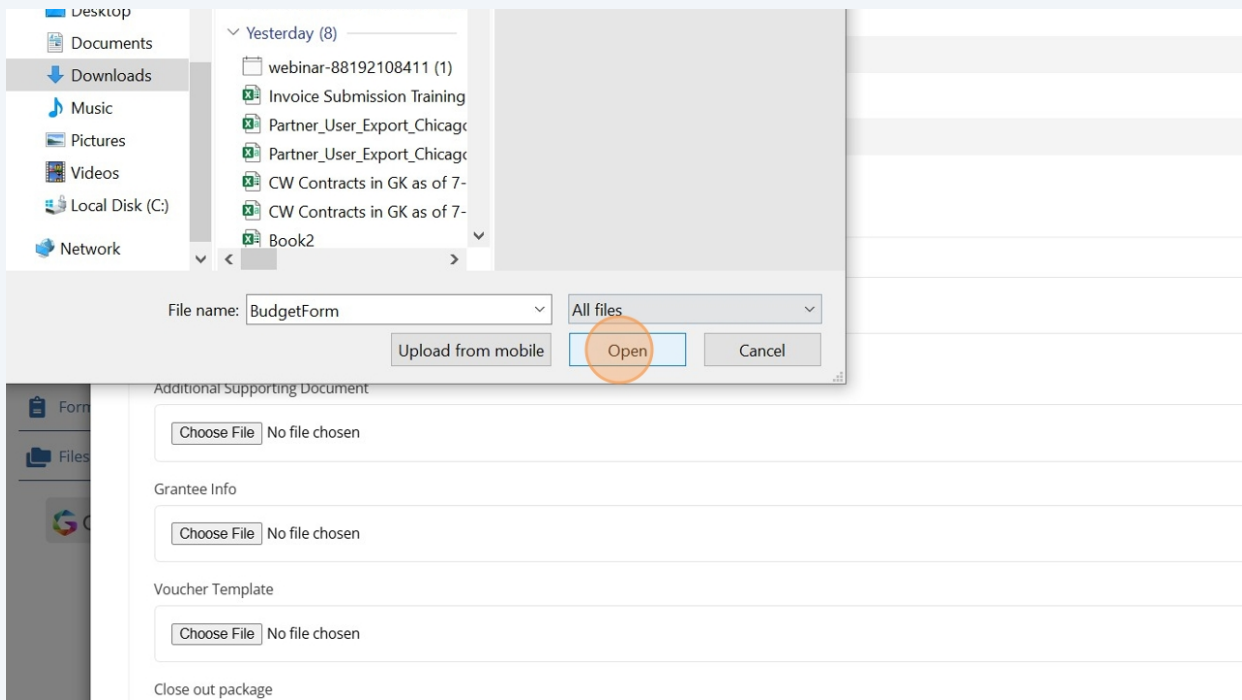
Voucher Template

Choose File No file chosen

10 Select The File That You Want To Upload

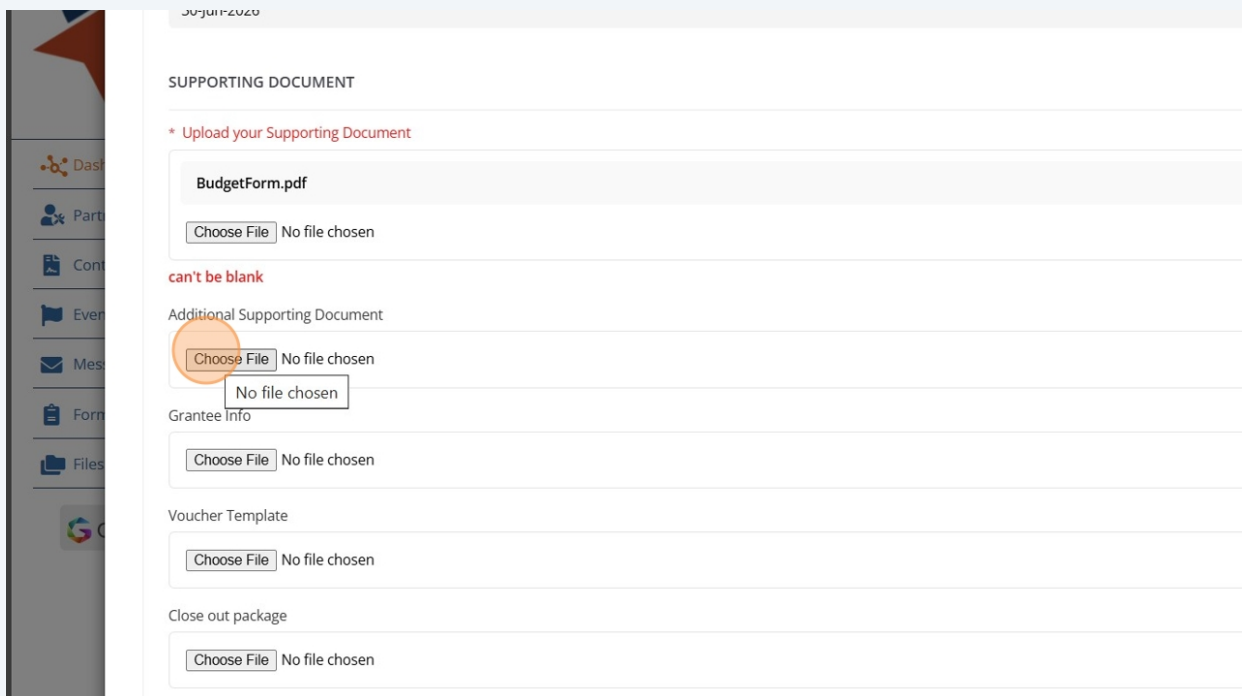


11 Click Open



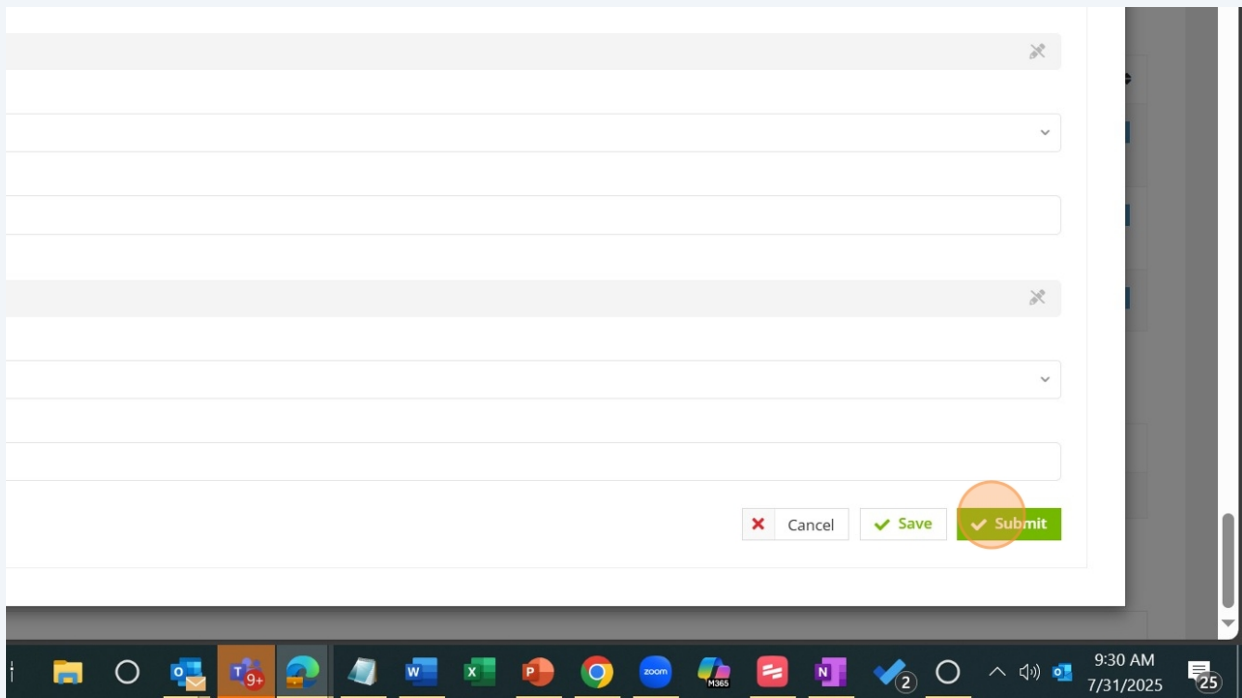
The screenshot shows a file selection dialog box overlaid on a web form. The dialog box is titled "Yesterday (8)" and lists several files, including "webinar-88192108411 (1)", "Invoice Submission Training", "Partner_User_Export_Chicago", "Partner_User_Export_Chicago", "CW Contracts in GK as of 7-", "CW Contracts in GK as of 7-", and "Book2". The "File name" field contains "BudgetForm" and the file type is set to "All files". The "Open" button is highlighted with an orange circle. Below the dialog box, the web form is visible, showing sections for "Additional Supporting Document", "Grantee Info", "Voucher Template", and "Close out package", each with a "Choose File" button and "No file chosen" text.

12 Repeat Steps 9 to 11 To Upload Additional Supporting Documentation



The screenshot shows a web form titled "SUPPORTING DOCUMENT" with a red asterisk and the text "Upload your Supporting Document". A file named "BudgetForm.pdf" is shown as uploaded. Below this, the "Additional Supporting Document" section is highlighted with an orange circle, showing a "Choose File" button and "No file chosen" text. The "Grantee Info", "Voucher Template", and "Close out package" sections also have "Choose File" buttons and "No file chosen" text.

13 Click Submit



14 You have successfully submitted your invoice in Gatekeeper.

