State of Minnesota Soft Body Armor Reimbursement Program

Minnesota Statute 299A.38

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DPS Soft Body Armor Reimbursement Portal Users Guide

URL: https://programs.dps.mn.gov/SoftBodyArmor

Registering as a portal user

Registering allows you to submit applications for the DPS Soft Body Armor Reimbursement Program.

1. Navigate to the DPS Soft Body Armor Reimbursement Portal. The URL is: https://programs.dps.mn.gov/SoftBodyArmor
2. To register for the first time and obtain a username and password, at the bottom of the login screen click the **Register Here** button.

MINNESOTA Department of Pulbic Safety
Soft Body Armor Reimbursement

User Name is your email address plus .dpsvest
Example: Johndoe@mail.com.dpsvest

👤 Username

🔒 Password

Log in

Forgot your password?

Creating an account allows you to submit applications
for the DPS Soft Body Armor Reimbursement Program

Register Here

3. The registration form will be displayed, and you will be required to enter the following information:

   a. **First name**
   b. **Last name**
   c. Your **email address**
   d. **Phone number**
   e. Whether you are registering as an **Individual** or as an **Employer Representative**?
      i. Select **Individual** if you purchased the body armor for yourself.

ii. Select **Employer Representative** if you are entering reimbursement requests on behalf of an organization such as a law enforcement agency, fire department, or emergency medical service.

DPS Soft Body Armor Reimbursement User Registration

To self-register, please fill out your information below

* First Name

Middle Name

* Last Name

* Email

you@example.com

* Phone

* Are you registering as an Individual Submitter or as an Employer Representative? ⓘ

--None--

Next

4. If you select **Individual,** you will be asked to enter the following information on the bottom half of the screen:
   a. **Date of birth** (used to confirm identification)
   b. **Address** (where to send reimbursement funds)

c. **SWIFT Vendor Number** is not required at registration but will be required in order for you to receive payment. If you do not have a **SWIFT Vendor Number** it can be obtained at Minnesota Supplier and Payment Portal

d. After you complete all required fields, click the **Next** button.

5. Now you will see a screen where you can provide your employer information.
   a. **Employer Type:** Choose from the following list of employer types:
      i. Law enforcement agency
      ii. Fire department
      iii. Emergency medical Service

b. Once **Employer Type** is selected, a field will be displayed that has a searchable list of employers.

c. Search for your employer from the list by starting to type your employer's name.
    i.   Select your employer if it is available. If your agency has St. type in Saint.
    ii. If your employer is not listed, check the **My employer is not listed** checkbox.
d. If you selected a law enforcement agency and you are an individual submitter, you will also be asked to enter your POST number (used for identification purposes).

e. Check the **I'm not a robot** checkbox and perform any verification steps. Click **Next.**

6. If you checked **My employer is not listed,** you will be asked for information about your employer. Information in the top half of the window will be used to establish and validate your employer as a qualified agency. For the contact information, you should enter a general agency contact. If you do not have one, you may enter your supervisor.

Lets add your employer.

Please answer the following questions about your Employer.

This information will be used to confirm your employment with an eligible Employer

*Employer's Name ⓘ

*Employer Type ⓘ

--None--

*Employer's Email Address

you@example.com

*Employer's Phone Number

Employer's Tax ID Number ⓘ

Employer's SWIFT Number ⓘ

*Employer's Address

*Street

*City   *State/Province

*Zip/Postal Code   *Country

US

7. You may be asked for contact information for your employer if we do not have one file. If asked, provide a name and contact information for someone who can verify your employment. If you were asked for contact information on the screen above when creating a new employer, you may enter the same person's contact information here.

We do not have a primary contact for the Employer you selected. Who can we contact to confirm your employment?

*First Name

*Last Name

*Email

you@example.com

*Phone

Previous   Next

8. Registration is nearly complete. A screen will be shown that will thank you for signing up and inform you to check your email to complete the registration process.

THANK YOU!

You have successfully signed up. Please check your email to complete your registration.

Your Username is johndoetestuser@gmail.com.dpsvest

Next

9. Check the email associated with your account for instructions and a link that will allow you to log into the portal for the first time and set your password. If you don't see the email, remember to look in your spam folder where automated messages sometimes are filtered.

Logging into the Soft Body Armor Reimbursement Site

1. Navigate to the DPS Soft Body Armor Reimbursement Portal. The URL is: https://programs.dps.mn.gov/SoftBodyArmor.
2. If you have previously registered on the site, simply enter your username and password and click the **Log In** button to access the site.
   a. If this is your first time using the DPS Soft Body Armor Reimbursement Portal, you will need to register first to obtain a username and password (see registration steps above).

3. Upon logging in, you will be asked to agree to a Tennessen notice – displayed on next page.
   a. If you agree to the Tennessen Notice, check the box and click the **Next** button.
   b. If you do not agree to the Tennessen Notice, click 'Log Out' to exit the portal.

Notice to Users

This is an official Minnesota Department of Public Safety computer system and must be used as permitted by law. You are accessing a restricted government information system. Your use of this system may be monitored, recorded and subject to audit. Unauthorized use of this system is prohibited and may be subject to civil and criminal penalties, including those set out in 26 U.S. Code § 7213 and § 7431. System access is for authorized use only; any other system access violates federal and/or state law. Unauthorized access to data in this system also violates federal and/or state law, including Minnesota Statutes, Chapter 13.

Sanctions will include permanent loss of access to the system by you and/or your agency and referral for criminal prosecution. Additional sanctions may include monetary penalties, attorney's fees, punitive damages, and discipline by your employer.

The State of Minnesota also prohibits unauthorized access, disclosure, duplication, modification, diversion, destruction, loss, misuse, or theft of its information in accordance with Minnesota Statutes, sections 609.87 - 609.8913. Use of the system by any user, authorized or unauthorized, constitutes express consent to monitoring and dissemination of the user's system and data accessed by authorized personnel.

Evidence of unauthorized access to or use of this system or its data in violation of law will be provided to the appropriate authorities for possible criminal prosecution or other sanctions.

THERE IS NO RIGHT TO PRIVACY FOR USERS OF THIS SYSTEM.
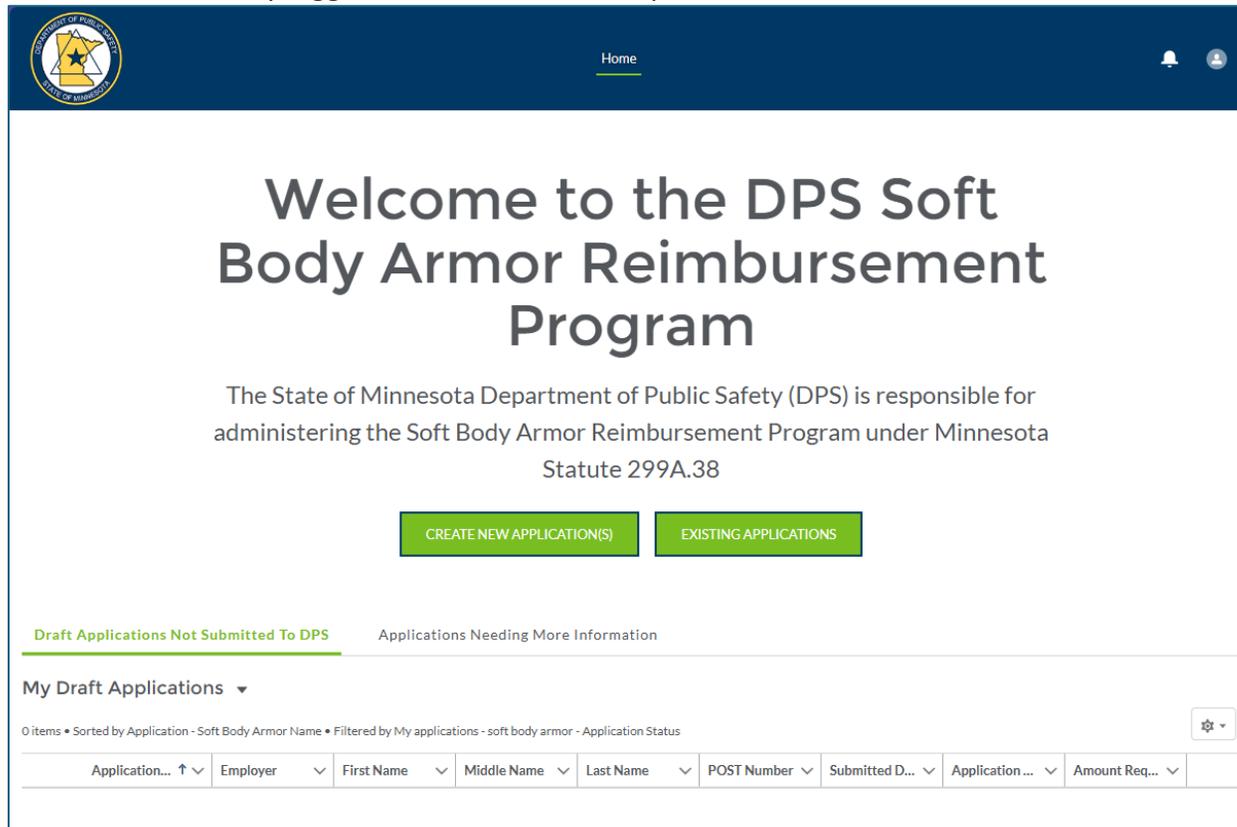
Tennessen Warning Notice

The Minnesota Department of Public Safety collects private or confidential data on individuals for the administration of grants as authorized or required by law. The State uses the data to fulfill its legal obligation to consider all relevant information when evaluating grant applications and managing grants that have been awarded. You are not legally required to provide the information and may refuse to do so. If you choose not to produce the information, your grant application may not be processed further and grants that have been awarded may be terminated. If you do choose to provide the information, your application will be processed, and the information will be used for the purposes discussed above. The public will not have access to private or confidential data submitted as part of the grant process. DPS's grants management staff who are responsible for evaluating and administering the grants at issue may have access to the data. Additionally, DPS may be compelled to provide access to private or confidential data if ordered to do so by a court of competent jurisdiction or by the state legislative auditor.

By logging in, you consent to the conditions above.

I agree

4. You have successfully logged in and will be on the portal's home screen.

Using the Portal

1. After signing on, you will see the home screen.

2. From the Home Screen, can do two things.
    a. Create a new application
    b. Review an existing application
3. To create a new application, click one of the two Create New Application(s) buttons found on the page
    a. This will open a new page where you will be walked through steps to create a DPS Soft Body Armor Reimbursement Request.
    b. See the 'How to create an application' section for step-by-step instructions.
4. To review one of your existing applications, there are a few options. On the home page, you can see two lists:
    a. **Draft Applications not submitted to DPS:** Applications that you have started to fill out but have not yet submitted.
    b. **Applications Needing More Information:** Submitted applications where DPS staff found that there is missing information. You will receive an email outlining what information is missing. You can edit these applications and provide the missing or corrected information.

5. Clicking one of the two **Existing Applications** buttons will take you a new page that has further application lists by status. Clicking the **Home** button at the top of the page will return you to the **Home** page.
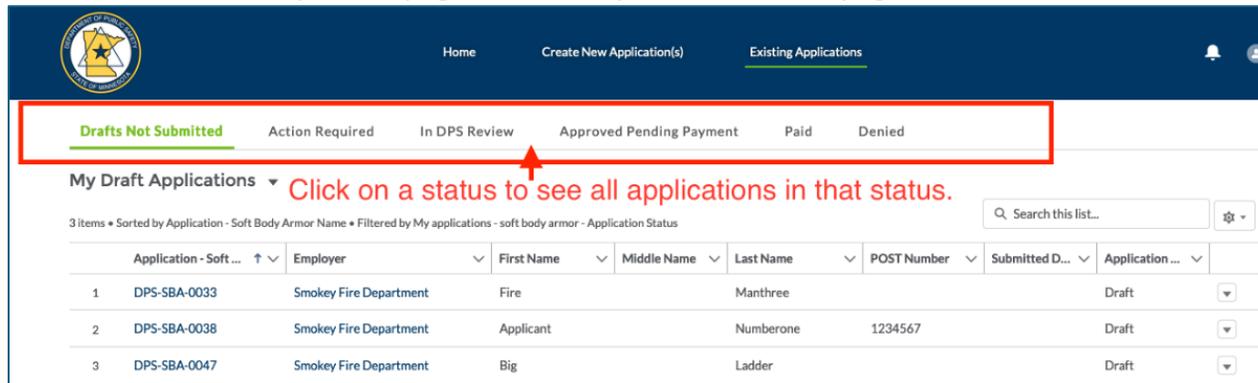
a. There are lists for:
    i. **Drafts not Submitted**: Applications that you have started to fill out but have not yet submitted.
    ii. **Action Required**: Submitted applications where DPS staff found that there is missing information. You will receive an email outlining what information is missing. You can edit these applications and provide the missing or corrected information.
    iii. **In DPS Review**: Applications currently under review by DPS staff.
    iv. **Approved Pending Payment**: Applications that have been approved but have not yet been paid.
    v. **Paid**: Approved applications that have been paid out.
    vi. **Denied:** Any applications that was denied. When an application is denied, you will receive an email explaining why.

6. You can print your applications, from any of these tabs: In DPS Review, Approved Pending Payment, Paid, or Denied

a. Click the **Printable View** button from one of the identified list views. This will generate a printer friendly view.

b. Click the **Print this Page** link in the upper right to print.

Creating an application

1. After clicking one of the **Create New Application(s)** buttons on the **Home** page you will see the Officer and Purchase Information screen.

2. On the left side of the screen fill in the information about who the body armor was purchased for. If you are an **Individual** submitter this is your information. If you are an **Employer Rep** it is the information of the employee for whom the body armor was purchased:
    a. First Name: First name of the person the body armor was purchased for.
    b. Middle Name: Middle name of the person the body armor was purchased for.
    c. Last Name: Last name of the person the body armor was purchased for.
    d. Date of Birth: Birthdate of the person the body armor was purchased for.
    e. Post Number: Will only show for law enforcement agencies.

f. Address: Will only show for Individual Submitters.
3. On the right side of the screen fill in the information about the body armor.
    a. Vest Cost: What is the full cost of the vest.
    b. Invoice Date: Date of the armor was purchased.
    NOTE: The body armor you specify MUST be NIJ approved.
    c. Vests: List of eligible body armors.
        i. Find and select yours in the list. The field is searchable. **You must search for your make and model from the list.**
        ii. If your soft body armor is not on the list and it is an NIJ approved vest:
            1. Search for and select **Vest not Listed.**
            2. This will reveal another field called **Other Vest Details**.
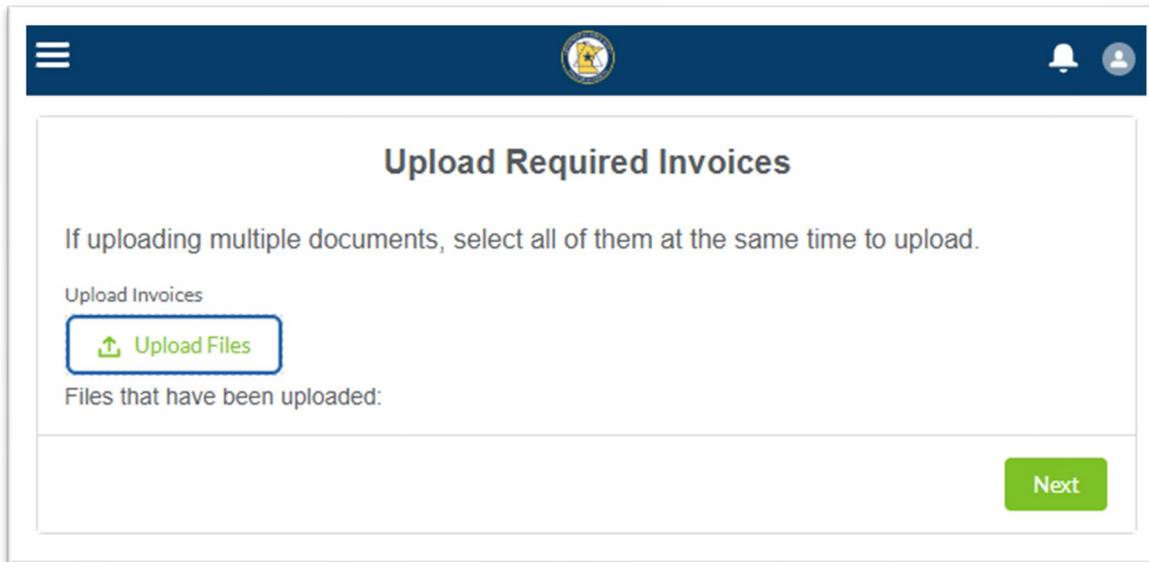   3. Enter your soft body armor information there.
            If you enter a vest here and it is an NIJ approved vest, you must go back and pick it from the list.

> **The following vest-related items are ineligible for reimbursement:**
> **A.** tactical ballistic items;
> **B.** unauthorized carriers;
> **C.** vest alterations;
> **D.** shipping costs; and
> **E.** sales tax.

4. If you are an individual submitting for yourself, click the green Next button in the lower right of the page.
    a. If you employer representative, you will also see a toggle switch that will give you the option of entering another application.
        i. Toggling it to Yes will bring up another blank application after clicking the **Next** button.
        ii. Continue doing this until you have entered your last application, then leave the toggle switch set to No and click **Next.**
5. The Upload Required Invoices screen will open. You will attach your supporting documentation here. For Employer Representatives, any documents that you upload will be attached to every application that you entered on the previous screen.

6. Use the upload button or drag and drop files into the window. **All files must be added at the same time.**

Upload Required Invoices

If uploading multiple documents, select all of them at the same time to upload.

Upload Invoices

⬆ Upload Files

Files that have been uploaded:

Next

7. All files that have been uploaded will be shown. Click the **Next** button once done uploading files.

Upload Required Invoices

If uploading multiple documents, select all of them at the same time to upload.

Upload Invoices

⬆ Upload Files

Files that have been uploaded:
DRAFT Image.png
DRAFT2.png
ParkingLot.png
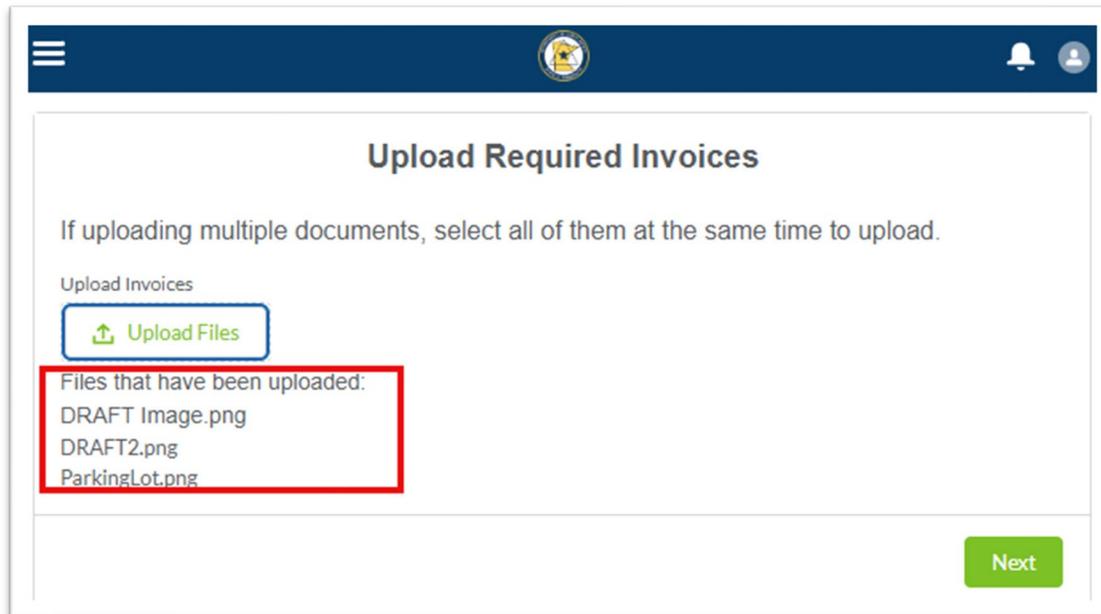
Next

8. You will see a list of all files that were uploaded, and given one last chance to upload different files, or to move forward with the ones already uploaded.

Verify your documents

If your documents are correct **click the button** and select **Next**. Otherwise select Next to return to the document upload.

Documents Correct? [toggle: Correct]

Use toggle switch to indicate if uploaded documents are correct or incorrect

Uploaded Documents

2 of 2 items

Title	∨	File Type	∨
Invoice 1		PNG	
invoice 2		PNG	

Next

a. If the list of Documents is correct. Change the **Documents Correct?** to Correct and then click **Next**.
b. If the documents are the wrong ones, or you missed uploading a file, leave the **Documents Correct?** toggle to Incorrect and click **Next**. You will be returned to the previous screen to upload the correct files.

9. Once you have selected that the documents are correct the 'Submit Application?' screen will open. A table will show a summary of all the applications in this submission. (Individuals will only have one). Notice each application has a check box next to it.

| | Home | Create New Application(s) | Existing Applications | | |
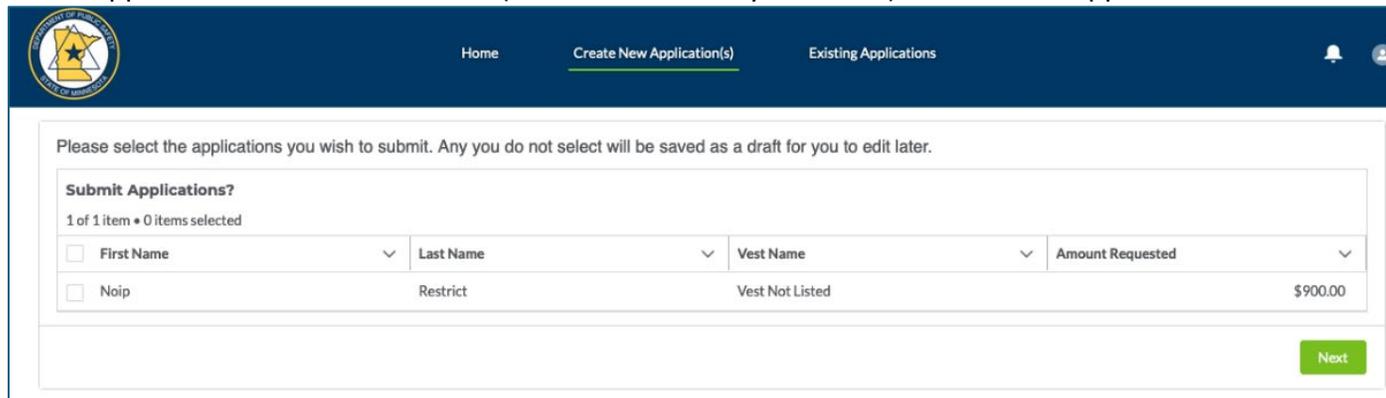
Please select the applications you wish to submit. Any you do not select will be saved as a draft for you to edit later.

Submit Applications?

1 of 1 item • 0 items selected

	First Name	∨	Last Name	∨	Vest Name	∨	Amount Requested	∨
☐	Noip		Restrict		Vest Not Listed		$900.00	

Next

10. Check the box next to each application you wish to submit.
a. Any application that you select will be submitted for DPS Review.
b. Any applications that you do **not** select will **not** be submitted to DPS and will remain in draft status. This enables you to come back later and make changes.

11. Click the Next button and a final Submission Screen displays that shows only the applications that were submitted (not left in draft status) is displayed.

12. Click the Finish Button to complete the process and return to the Home Page.

13. To review submitted applications, click **'Existing Applications'** link at the top of the home page and you will see the newly Submitted applications on the 'In DPS Review' tab.

14. If you do not see your application in the **In DPS Review** tab, click on the **Drafts Not Submitted** tab. If there was a problem during submission, you application may have ended up in **Draft** status.

15. You can review the details of the application in **Draft** status by clicking on the application number that starts with **DPS-SBA-**. For details on reviewing and submitting Draft application, see the next section on reviewing and updated applications.

Review and Update Applications

There may be a need to complete an unfinished application or provide additional information at DPS's request. This can be accomplished by doing the following:

1. On the DPS Soft Body Armor Portal, locate the application you wish to review or update. This can be done by going to the appropriate related list found on the Portal (Home or Existing Applications Page).

2. Locate the application you wish to review and click on its name to open it.
3. Your applications will be displayed. On this screen you will not be able to directly edit it.
4. If you wish to update the application, click the **Update/Submit Application** button located in the upper right of the screen.

5. An **Update Application** screen will open that will show the applications current values and allow you to change them if needed.
   a. The vest that you entered previously is displayed on the left. You only need to select one if the current value is incorrect.
   b. Additional Files can be uploaded here as well by using the Upload files button
   c. Notes field is required. Enter a quick summary of what was updated.

Update Application

First Name: Noip
Middle Name:
Last Name: Restrict
Date of Birth:

Address
Street:
City:
State/Province:
Zip/Postal Code:
Country: US
Amount Requested: $1,400
Invoice Date:

Only select a new vest if you wish to **change** the vest you previously selected.

Current Vest:
Stopco Round Stop 3000

Current selected Vest

Vests
200 of 2266 items • 0 items selected
Search this list...

	Model Name	Gender	Opening	Threat Level
☐	Stopco Round Stop 3000	Neutral	Side Opening	III
☐	8910 LLC 8910-ASI-001 ICW AFC-KB3A-318	Neutral		III
☐	8910 LLC 8910-AST-001	Neutral		III
☐	8910 LLC AFC-RF2-3CE	Neutral		III
☐	Ace Link Industrial Inc. PBSA 6010	Neutral		III
☐	Advanced Armor Technologies LON-III-P	Neutral		III

You can **upload additional documents** here. These will not replace documents already uploaded.

If uploading multiple documents, select all of them at the same time to upload.

Upload Invoices
⬆ Upload Files   Or drop files

Use this button to upload additional documents

Please record notes of the changes you have made below.

Files already on application:

Files that have been uploaded:

*Notes
Enter update notes here

Update Application

6. Once you completed all your updates, click the **Update Application** button at the bottom of the page. If the application that you updated was still in Draft Status, the next screen will ask if you want to submit the application

Do you wish to submit this application? If you do not select to submit, the application will remain as a draft.

1 of 1 item			
First Name ⌄	Last Name ⌄	Vest Name ⌄	Amount Reimbursed ⌄
Walter	White		$510.00

Submit Application? ✓⚪
Submit

6.

Next

a. If you are not ready to submit the application, leave the "Submit Application?" toggle set to no and click the **Next** button. Your changes will be saved, but the application will remain in 'Draft' Status.

b. If you are ready to submit this application switch the "Submit Application?" toggle to **Yes** and click the green 'Next' button. This will display a screen indicating your application has been submitted. Clicking finish will return you to the home page.

> Your application has been updated and submitted for review. You can view it under the **In DPS Review** tab in the **Existing Applications** tab. Select Finish to complete your submission.
>
> Finish

c. If the application that you updated had already been submitted and was **not** in Draft status and you click **Next.** A message will state that the application was updated and submitted for review.

> Your application has been updated and submitted for review. You can view it under the **In DPS Review** tab in the **Existing Applications** tab. If you do not see it in the list immediately try refreshing your browser window. Select Finish to complete your submission.
>
> Finish

If you have any questions or issues utilizing the program, please contact the Soft Body Armor contact at 651-201-7160 or email us at softbodyarmor.dps@state.mn.us.