The logo is a large, light gray arrowhead shape. Inside the arrowhead, there is a silhouette of a sequoia tree on the left, a mountain range in the center, and a bison at the bottom. The text "NATIONAL PARK SERVICE" is written in a large, sans-serif font across the upper middle of the arrowhead. Below the mountain range, the text "DEPARTMENT OF THE INTERIOR" is written in a smaller, sans-serif font.

# **National Park Service Annual Financial Report (AFR) Website Entry User's Guide**

**December 10, 2014**

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## **2 Introduction**

This manual is intended to be used as a user's guide and help reference, and also to assist in preparing training materials and demonstrations for the Annual Financial Reporting (AFR) Entry website. This manual is for **Concessioners only**. The Administrator and Park/Region users have separate manuals.

## **3 Overview**

This new website (afrentry.nps.gov) replaces the old website (afsubmission.nps.gov) and is used to enter the AFR data online, print AFRs, and submit the AFR along with its supporting documents from the same website. The submission process is very simple. Click the "Submit AFR" button at the end of the online Long or Short form that you entered data into, and print a copy of the AFR for your records.

This secured website allows only the authorized users to enter AFR data and submit the AFR and its supporting documents. The concessioner has the capability to save the partially entered data and log back in at a later time to enter remaining data. Moreover, once the AFR has been submitted, its supporting documents can also be uploaded at a later time.

Additionally, concessioners can manage their accounts through this website including changing a password or other profile information as necessary.

## **4 Technical Requirements**

Although you can access the AFR Entry website using most browsers, the latest version of Microsoft Internet Explorer or Google Chrome is recommended. The website has not been tested with other web browsers.

## **5 Questions and Support**

If you have questions or issues relating to the AFR Entry website, please email [afr\\_submission@nps.gov](mailto:afr_submission@nps.gov).

## **6 AFR Entry Website Account**

This section provides instructions for creating an AFR Entry website account, logging in to AFR Entry website, editing your profile, changing password, what to do if you forget your password and how to logout.

### **6.1 Signing up – Requesting an Account**

If you are a first-time user, you will need to create an AFR Entry website account.

1. Open Microsoft Internet Explorer or Google Chrome and go to: [afrentry.nps.gov](http://afrentry.nps.gov). The website home page appears as shown in Figure 1 below.



Figure 1 - AFR Entry Website Home Page

2. Click the “Register” link (shown in Figure 1 above) located in the top right corner of the website. The screen shown in Figure 2 appears.

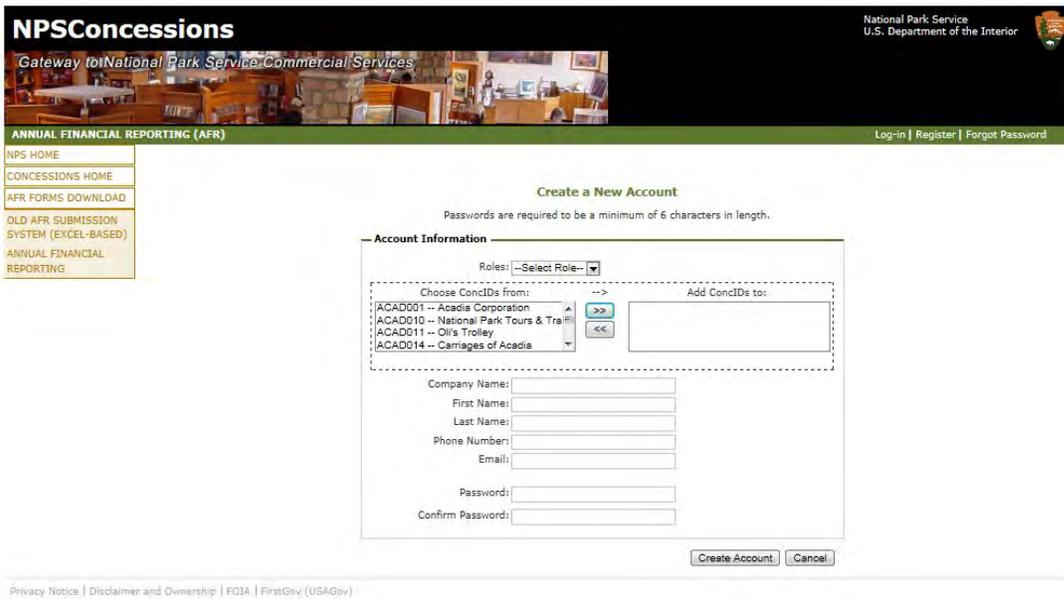


Figure 2 - Registration

Enter the information requested on the screen. You must complete all fields. First, make sure that “Concessioner” is selected for Role. Scroll through the box on the left to find your Concessioner ID (ConclID), select the ConclID, and click the right arrow symbol  to add it to your account. If you have more than one ConclID, select and move all ConclIDs before completing the rest of your basic information. If your ConclID is not on the list, or has the wrong company name, please email [afr\\_submission@nps.gov](mailto:afr_submission@nps.gov) for assistance.

In the boxes, provide the following information: Company Name, First Name, Last Name, Email Address (which will be your login name), Phone Number, and Password (password should have at least 6 characters). Once complete, click the “Create Account” button at the bottom of the screen. Write down your password and keep it in a safe place; you will need to know it for all future submittals.

Once the System Administrator (NPS personnel) activates your account, the system will automatically send an email to the email address on the account verifying that your account has been activated. If you do not receive an email (check your spam/junk folder first), please send an email to [afr\\_submission@nps.gov](mailto:afr_submission@nps.gov). **You will not be able to submit your AFR form until your account is activated.**

## 6.2 Logging in to the AFR Entry Website

After you have signed up (registered), your account will be in pending status waiting for an approval from the System Administrator. You can login to the system only after you have received an email stating your account has been activated.

1. Open your Internet browser and type: [afrentry.nps.gov](http://afrentry.nps.gov). The website home page appears as shown in Figure 3 below. Click the “Login” hyperlink shown below.

**NPS Concessions** National Park Service U.S. Department of the Interior  
*Gateway to National Park Service Commercial Services*

**ANNUAL FINANCIAL REPORTING (AFR)** Log-in | Register | Forgot Password

NPS HOME  
CONCESSIONS HOME  
AFR FORMS DOWNLOAD  
OLD AFR SUBMISSION SYSTEM (EXCEL-BASED)  
ANNUAL FINANCIAL REPORTING

## Welcome To Annual Financial Reporting

**Browsers Compatibility**

Please use the most recent version of Google Chrome or Microsoft Internet Explorer for the new AFR web entry system. The web entry system is not fully compatible with the Safari or Mozilla Firefox internet browsers at this time.

Please click an appropriate link on the upper right to start.

Privacy Notice | Disclaimer and Ownership | FOIA | FirstGov (USAGov)

Figure 3 - Sign In Link

2. The login screen appears as shown in Figure 4 below. Login with your email and password.

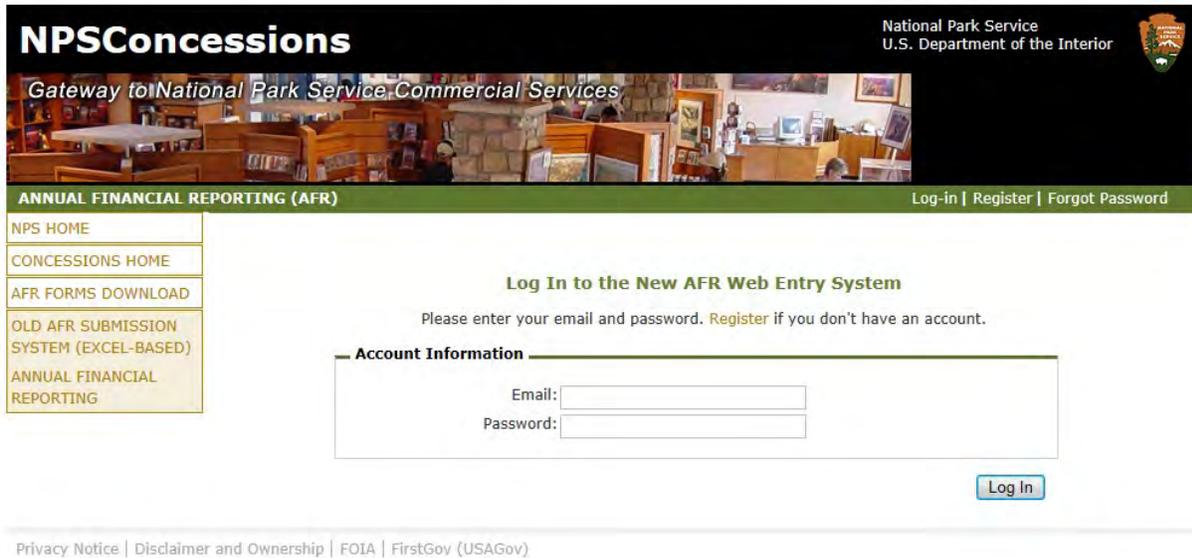


Figure 4 - Log In Page

### 6.3 Forgot Password

If you have forgotten your password, click on the "Forgot Password" link on the home page as shown in Figure 5 below.



Figure 5 - Forgot Password Link

On the next screen (Figure 6), fill in your email address that you have registered with your AFR account and click "Submit." You will then receive an email with a temporary password. You can login with your temporary password and then change your password to something that you can easily remember (but not too easy for others to guess) by using a simple process explained in the next section.

Note: If you do not see an email in your inbox, please check your spam/junk email folder.

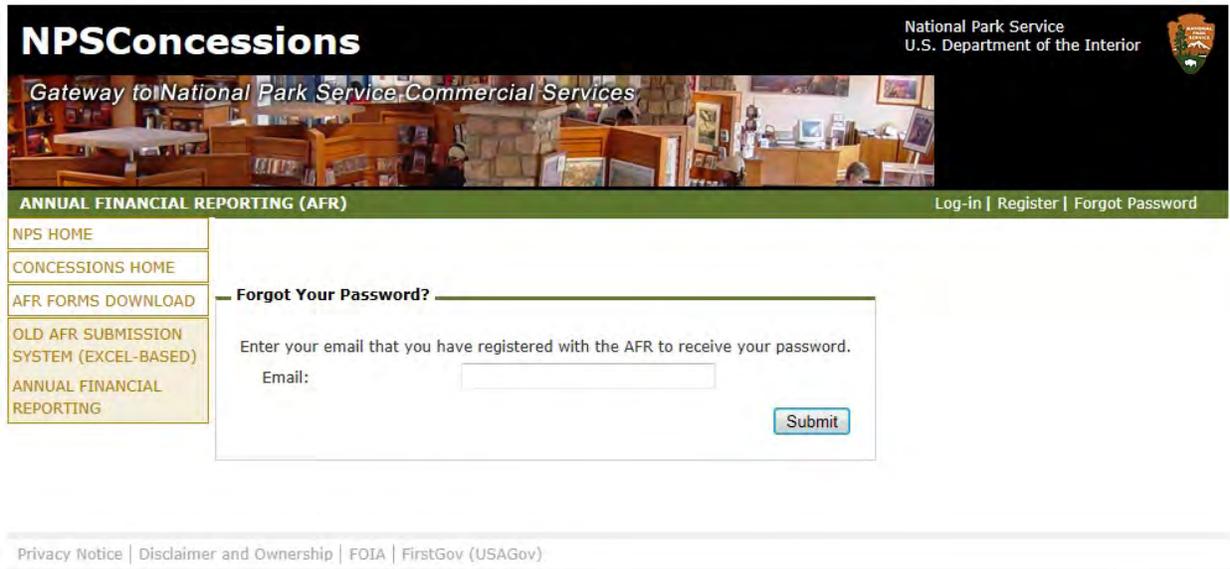


Figure 6 - Forgot Password Page

## 6.4 Changing Your Password

After you login to the AFR Entry Website using your temporary password, click on the “Change Password” link in the top right corner of the home page as shown in Figure 7.

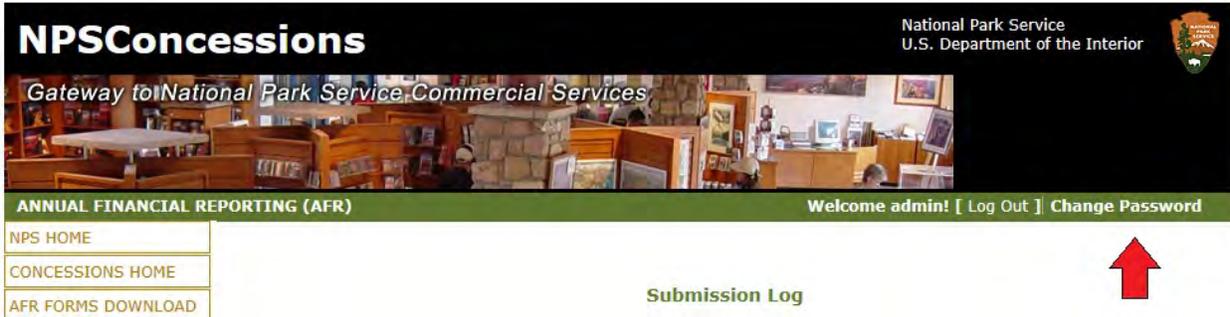


Figure 7 - Change Password Link

The “Change Password” screen appears (Figure 8). Enter your temporary password as the old password and enter a new password, and click the “Change Password” button. Password must be at least six (6)

characters in length.

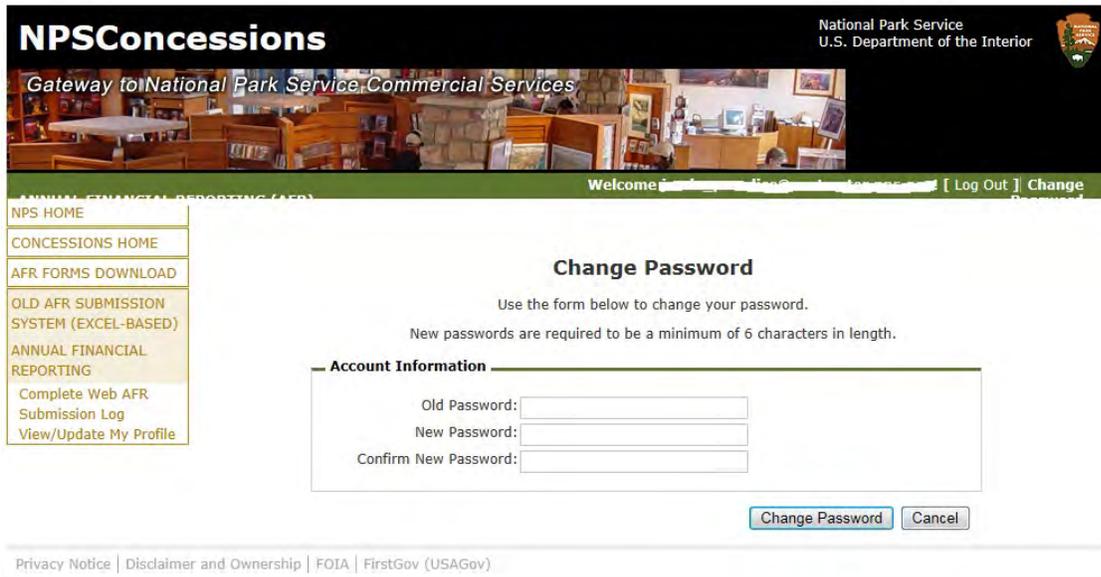


Figure 8 - Change Password Page

### 6.5 View/Update Profile

Your account does not expire and hence does not need a renewal. However, sometimes it may be necessary to update your account information; for example, if your phone number changes or another person becomes responsible for submitting the AFR.

To update your account, click the “View/Update My Profile” link on the left side of the menu (Figure 9) once you are logged in. Update the new information in the boxes that appear on the right and click “Update Profile” as shown in Figure 9.

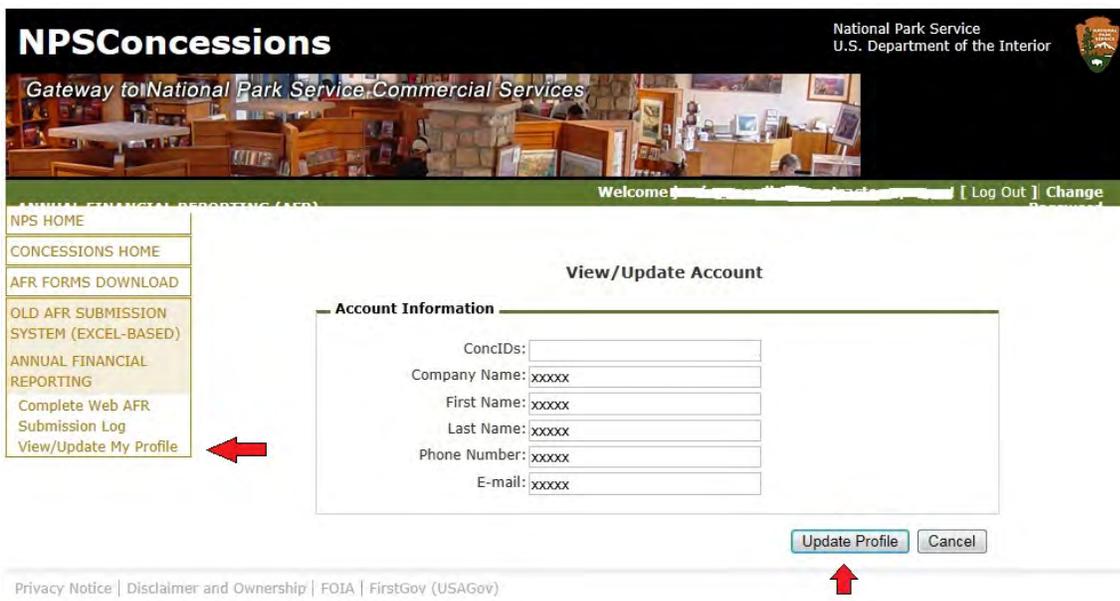


Figure 9 - View/Update Profile Page

## 6.6 Logging Out

Once you are logged in, you can log out anytime by clicking the “Logout” link towards the upper right corner. This link appears on almost every page allowing you to logout at any stage. If you are in the middle of filling in an AFR form, you are asked if you want to save your unsaved data before you logout.

## 7 Completing an AFR Online

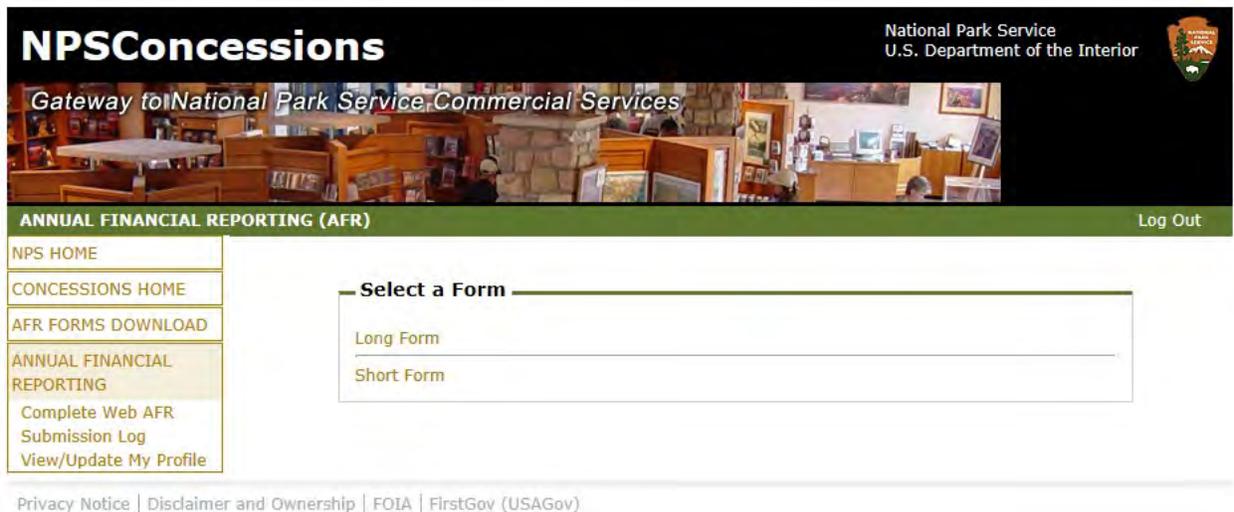
The website allows an authenticated user to complete an AFR online. After logging in, click on “Complete Web AFR” on the left (Figure 10).



The screenshot shows the NPS Concessions website interface. At the top, there is a header with the NPS logo and the text "National Park Service U.S. Department of the Interior". Below the header is a banner image of a concession stand with the text "Gateway to National Park Service Commercial Services". A green navigation bar contains the text "ANNUAL FINANCIAL REPORTING (AFR)" and "Welcome [username] [Log Out] Change Password". On the left side, there is a vertical navigation menu with the following items: "NPS HOME", "CONCESSIONS HOME", "AFR FORMS DOWNLOAD", "OLD AFR SUBMISSION SYSTEM (EXCEL-BASED)", "ANNUAL FINANCIAL REPORTING", "Complete Web AFR", "Submission Log", and "View/Update My Profile". A red arrow points to the "Complete Web AFR" link. In the main content area, there is a heading "Welcome To Annual Financial Reporting" and a box titled "Browsers Compatibility" with the text: "Please use the most recent version of Google Chrome or Microsoft Internet Explorer for the new AFR web entry system. The web entry system is not fully compatible with the Safari or Mozilla Firefox internet browsers at this time."

Figure 10 - Complete AFR Link

The new screen (Figure 11) appears with two links in the middle: Long Form OR Short Form.



The screenshot shows the NPS Concessions website interface after clicking the "Complete Web AFR" link. The header and banner are the same as in Figure 10. The green navigation bar now contains the text "ANNUAL FINANCIAL REPORTING (AFR)" and "Log Out". The vertical navigation menu on the left is the same as in Figure 10. In the main content area, there is a heading "Select a Form" and two radio button options: "Long Form" and "Short Form". At the bottom of the page, there is a footer with the text: "Privacy Notice | Disclaimer and Ownership | FOIA | FirstGov (USAGov)".

Figure 11 - AFR Forms Links

If you are completing an AFR with gross receipts greater than \$500,000, click on the “Long Form” link; for gross receipts less than \$500,000, click on the “Short Form” link. The next section describes the details on these forms.

Note: If you meant to just add additional documents to an already submitted AFR, you can click on the “Submission Log” link and follow the procedure described in Section 8.

### 7.1 Entering Long Form Data

Concessioners with gross receipts greater than \$500,000 are to fill in the Long Form. The Long Form consists of multiple tabs (displayed at the top of the form). The ‘Concessioner Info’ tab opens the form to enter the concessioners basic information. Each of the following tabs consist of Schedules A – Q.

NPS Form 10-356  
FORM APPROVED  
OMB No. 1024-0029  
Expires 11/30/2016

UNITED STATES DEPARTMENT OF THE INTERIOR  
NATIONAL PARK SERVICE

CONCESSIONER ANNUAL FINANCIAL REPORT (Data Compilation)  
(For Concessioners with Gross Receipts Greater Than \$500,000)

For the period from: 12/10/2014 To: 12/10/2014 Save and go to next page Clear All Data... Log Out

Concessioner Id: Select ConcID...  
Concessioner:  
Park Unit:

(Contract or Permit No.) (Effective Date) (Expiration Date)

Relationship:  Corporation  S Corporation  Limited Liability Company  Partnership  Sole Proprietorship  Other

Figure 12 - Long Form Concessioner Info Page

The ‘Concessioner Info’ tab has four buttons as described below:

-  This button is located in the top left corner and displays a popup with instructions on how to fill out the form.
- “Save and go to next page” saves the data and opens the next Schedule.
- “Clear all data...” will first display a popup asking the user if he/she wants to clear already entered data on all the Schedules of the form.

Clicking the “OK” button clears data entry fields. Clicking the “Cancel” button will close the popup without clearing any data.

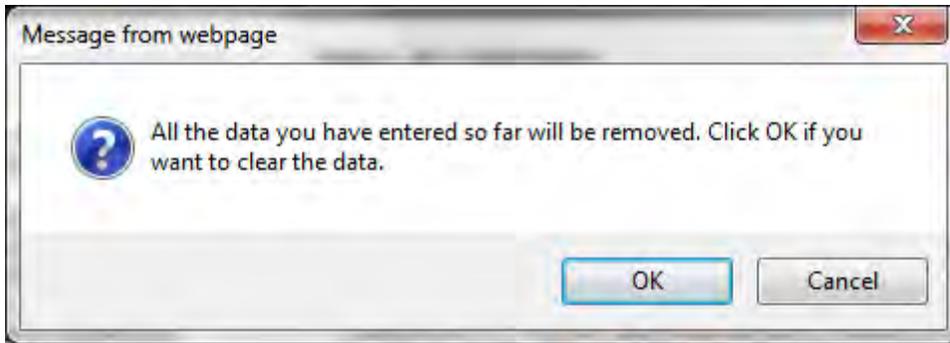


Figure 13 - Clear Data Message Box

Note: Clicking the “OK” button will not automatically save the cleared data unless you click the “Save and go to next page” button. If for some reason you change your mind after clicking the “OK” button, you can still logout without clicking the “Save and go to next page” button and log back in to see the previously entered data. If you click the “Save and go to next page” button after clearing the data, only the data that you entered after clearing would be saved.

- “Logout” will first display a popup asking if the user wants to save his/her unsaved data. Clicking “Yes” will save all of the data before logging out. Clicking “No” would log out the user without saving any changes made after the last save. Clicking “Cancel” will close the message box without taking any action.

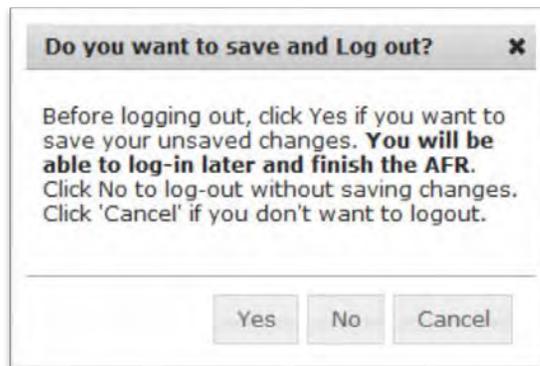


Figure 14 - Save and Log Out Message

### 7.1.1 Schedule A

Schedule A has the same “Save and go to next page” and “Logout” buttons in the top right corner as described in the ‘Concessioner Info’ section above.

Enter the values in the fields with a white background only. The fields with a yellow background are calculated fields, and the fields with a grey background are for the values being populated from other Schedules.

Concessioner Info										A	A1	B	C	DLSI	E	F	G	H	I	J	K	L	M1	N	O	P	Q	Submit
<b>SCHEDULE A - COMBINED STATEMENT OF INCOME AND RETAINED EARNINGS</b>																									Save and go to next page		Log Out	
CONCESSIONER:															Year Ending:													
<b>DEPARTMENTAL INCOME</b>															This Year:					Last Year:								
1 GROSS RECEIPTS (Schedule H., Column A., Line 2)															<input type="text"/>					<input type="text"/>								
2 SALES RETURNS AND ALLOWANCES (Schedule H.,Column A., Line 3)															<input type="text"/>					<input type="text"/>								
3 NET SALES (Schedule H.,Column A., Line 4)															<input type="text"/>					<input type="text"/>								
4 COST OF SALES (Schedule H.,Column A., Line 8)															<input type="text"/>					<input type="text"/>								
5 GROSS PROFIT (Schedule H.,Column A., Line 9)															<input type="text"/>					<input type="text"/>								
6 TOTAL DIRECT EXPENSES (Schedule. H.,Column A., Line 36)															<input type="text"/>					<input type="text"/>								
7 DEPARTMENTAL INCOME (LOSS) (Schedule H.,Column A., Line 37)															<input type="text"/>					<input type="text"/>								
INDIRECT OPERATING EXPENSES																												

Figure 15 - Long Form Schedule A

### 7.1.2 Schedules B, C, E through L, and N through Q

The functionality of the pages for these schedules is similar to Schedule A described in Section 7.1.1. All of these schedules have the “Save and go to next page” and “Logout” buttons described in the ‘Concessioner Info’ page in Section 7.1.

### 7.1.3 Schedule D

Schedule D has a button that says “Switch to Schedule D for Possessory Interest” (Figure 17) on the top left corner that allows you to switch from Leaseholder Surrender Interest to Possessory Interest.

Clicking on this button will display a popup warning before you decide to switch.

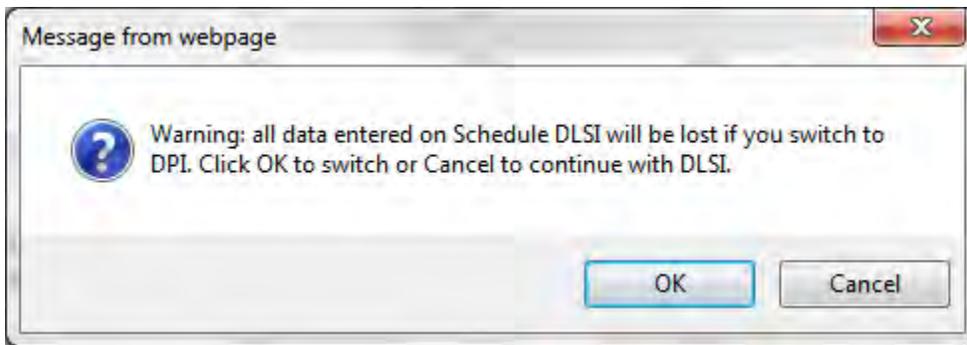


Figure 16 - Warning Message

Likewise, the Possessory Interest page displays a similar button for switching to the Leaseholder Surrender Interest page. The “Save and go to next page” and “Logout” buttons are the same as

described in the Section 7.1.

Concessioner Info	A	A1	B	C	DLSI	E	F	G	H	I	J	K	L	M1	N	O	P	Q	Submit
-------------------	---	----	---	---	------	---	---	---	---	---	---	---	---	----	---	---	---	---	--------

<b>SCHEDULE D - DEPRECIABLE FIXED ASSETS INCLUDING LEASEHOLD SURRENDER INTEREST</b>														Save and go to next page		Log Out	
CONCESSIONER: Western National Parks Association														Year Ending: 2012			

Switch to Schedule D for Possesory Interest	ASSETS IN WHICH LEASEHOLD SURRENDER INTEREST IS CLAIMED					NON LEASEHOLD SURRENDER INTEREST ASSETS	
	NPS Approved Capital Improvements	Capital Improvements	Transportation Equipment	Furniture Fixtures Equipment	Other	Total	
	A	C	D	E	F	G	
<b>A. Cost</b>							
1. Depreciable Fixed Assets, Prior Year Balance	12	21	34	43	51	161	
2. Adjustment(s) to Prior Year Balance(s)							
3. Additions this Year (Must be itemized on Schedule K)							
4. Disposals this Year (Must be itemized on Schedule K)							
5. Depreciable Fixed Assets, Ending Balance (Carry Column G to Schedule C, Line 12)	12	21	34	43	51	161	
<b>B. ACCUMULATED DEPRECIATION</b>							
6. Accumulated Depreciation, Prior Year Balance	22	44	33	55	88	242	
7. Adjustment(s) to Prior Year Balance(s)							
8. Depreciation this year (Column G to Schedule A, Line 17)							
9. Accumulated Depreciation on assets disposed this year							
10. Accumulated Depreciation, Ending Balance (Carry Column G to Schedule C, Line 13)	22	44	33	55	88	242	
11. Net Depreciable Fixed Assets, End of Year (Carry Column G to Schedule C, Line 14)	-10	-23	1	-12	-37	-81	

Figure 17 - Long Form Schedule D

### 7.1.4 Schedule M

Schedule M has a dropdown menu at the top of the page (Figure 18) alongside of an “Add/Drop Schedules >>” button. You can select a number from 1 to 7 from the dropdown menu and click on the “Add/Drop” button to add additional M-Schedules. For instance, if you select number 4 and click on this button, you will see four additional tabs (M2, M3, M4, and M-Total) next to the M1 tab on top (Figure 19). Clicking on any of these tabs would open an M-Schedule associated with the tab. The values in the M-Total tab are ‘read-only’ and are aggregate of the corresponding fields in the other M-Schedules (M1, M2, ... etc.). If you later selected a number less than the number previously selected in the dropdown menu and clicked on the “Add/Drop Schedules >>” button, the M-Schedules in excess to the number

selected would be dropped.

Concessioner Info	A	A1	B	C	DLSI	E	F	G	H	I	J	K	L	M1	N	O	P	Q	Submit	
SCHEDULE M - OPERATIONAL STATISTICS #1 <input type="button" value="Add/Drop Schedules &gt;&gt;"/>														<input type="button" value="Save and go to next page"/>		<input type="button" value="Log Out"/>				
CONCESSIONER: Western National Parks Association														Year Ending: 2012						
Site	<input type="text" value="test"/>			High Season from:	<input type="text" value="05/01/2014"/>	to:	<input type="text" value="09/30/2014"/>													
				Total Season from:	<input type="text" value="04/16/2014"/>	to:	<input type="text" value="09/30/2014"/>													
<b>LODGING</b>																				
1	Number of Rooms in Facility	<input type="text" value="50"/>																		
2	Total Number of Room Nights Available	<input type="text" value="1145"/>			High Season	<input type="text" value="1150"/>														

Figure 18 - Schedule M

Concessioner Info	A	A1	B	C	DLSI	E	F	G	H	I	J	K	L	M1	M2	M3	M4	M-Total	N	O	P	Q	Submit
SCHEDULE M - OPERATIONAL STATISTICS #1 <input type="button" value="Add/Drop Schedules &gt;&gt;"/>														<input type="button" value="Save and go to next page"/>		<input type="button" value="Log Out"/>							
CONCESSIONER: Western National Parks Association														Year Ending: 2012									
Site	<input type="text" value="test"/>			High Season from:	<input type="text" value="05/01/2014"/>	to:	<input type="text" value="09/30/2014"/>																
				Total Season from:	<input type="text" value="04/16/2014"/>	to:	<input type="text" value="09/30/2014"/>																
<b>LODGING</b>																							
1	Number of Rooms in Facility	<input type="text" value="50"/>																					
2	Total Number of Room Nights Available	<input type="text" value="1145"/>			High Season	<input type="text" value="1150"/>																	

Figure 19 - Additional M-Schedules

### 7.1.5 Submit AFR Page

After you are done entering the data in the ‘Concessioner Info’ page and all of the Schedules, click the “Submit” tab to display the submit page (Figure 20).

Concessioner Info A A1 B C DLSI E F G H I J K L M1 N O P Q Submit

### AFR Long Form Submission Instructions

#### Submit Documents

1. If you have completed the AFR and are ready to submit:
  - First, download a copy of your Annual Financial Report for your records. Once the PDF file is downloaded, you can save it on your computer or print it
  - Next, click the Submit AFR button to transmit your AFR to NPS
  - Finally, click the 'Complete AFR Submission...' button to upload other files (if needed), such as your financial notes, and complete the AFR submission process
2. If you have partially completed the AFR and plan to complete and submit later:
  - Navigate to any of the Schedules and click the "Save and go to next page" button. All information currently entered will save and will be available the next time you log in to the system

1.
2. 
  - ConcID:
  - Reporting Period Begin Date:
  - Reporting Period End Date:
3.

Step3 allows you to upload additional files (if needed) and completes the AFR submission process.

Questions? Email: [afr\\_submission@nps.gov](mailto:afr_submission@nps.gov)

Figure 20 - Submit Page

If you are ready to submit your AFR:

1. Click the “Download AFR” button to download a copy of your Annual Financial Report for your records. Once the PDF file is downloaded, you can save it on your computer and/or print it.
2. Next, click the “Submit AFR” button to transmit your AFR to NPS. When you click this button, the following information for the AFR will be displayed below the “Submit AFR” button: ConcID, Reporting Period Begin Date, and Reporting Period End Date.

3. Finally, click the “Complete AFR Submission...” button. This action will take you to a new page as seen in Figure 21. Follow the instructions displayed in the middle of this page.

**Submit Documents**

Upload additional files, if needed. Otherwise, click on the 'Submit All Uploaded Documents' button.

---

**1. Upload Supporting Documents** Click Browse/Choose File and navigate to your computer to locate your Schedule K, Schedule F, Opinion Letter, Financial Statements, or other supporting documents (.pdf,.doc,.xls). Double-click on the file to select it. Then click the Upload File button.

**ConcID:**  
Reporting Period Begin Date:  
Reporting Period End Date:

---

**2. Transmit** After uploading all files, click the Submit All Uploaded Documents button to transmit the files to NPS:

**Note:** You must click on this button to complete the AFR submission even if you did not upload any supporting documents

Figure 21 - Submit Documents/Complete Submission Page

NOTE: When you click on the “Submit All Uploaded Documents” button, the submission process will begin. It takes about 30 seconds to one minute before the process is complete. Please do not close your

browser until you see the message “Submission Completed” in green on the top of the page (Figure22).

**Submission Completed**

---

**Submit Documents**

Upload additional files, if needed. Otherwise, click on the 'Submit All Uploaded Documents' button.

---

**1. Upload Supporting Documents** Click Browse/Choose File and navigate to your computer to locate your Schedule K, Schedule F, Opinion Letter, Financial Statements, or other supporting documents (.pdf,.doc,.xls). Double-click on the file to select it. Then click the Upload File button.

**ConcID:**  
Reporting Period Begin Date:  
Reporting Period End Date:

---

**2. Transmit** After uploading all files, click the Submit All Uploaded Documents button to transmit the files to NPS:

**Note:** You must click on this button to complete the AFR submission even if you did not upload any supporting documents

Figure 22 - Submission Completed Message

**\*\*Things to remember\*\***

1. Steps 2 and 3 of the submission (Figure 20) must be completed in the same session. If you log out after completing Step 2, without completing Step 3, you will need to repeat Step 2 again before completing Step 3 when you log back in.
2. If you have partially completed the AFR and plan to complete and submit later: Navigate to any of the Schedules and click the “Save and go to next page” button. All information currently entered will save and will be available the next time you log in to the system.
3. After the submission process completes, you will receive an email verifying that you AFR has been received. If you do not receive an email within an hour, please check your Spam/Junk folder in your email system and configure your email system to allow emails from the following address: [afr\\_submission@nps.gov](mailto:afr_submission@nps.gov). If you still do not receive an email within 48 hours, please contact the Administrator at [afr\\_submission@nps.gov](mailto:afr_submission@nps.gov).

## 7.2 Entering Short Form Data

Concessioners with Gross Receipts less than \$500,000 should fill in the Short Form. The Short Form has only four Schedules: A, B, C, and M. Like the Long Form, you can create up to seven M-Schedules (see Section 7.1.4).

### 7.2.1 Schedules A, B, and C

Follow the procedures described in Sections 7.1.1 and 7.1.2.

### 7.2.2 Schedule M

Follow the procedures described in Section 7.1.4.

## 8 Managing Previously Submitted AFRs

The AFR Entry website allows a concessioner to upload additional documents for an AFR after it has already been submitted. This is useful in cases when you forget to add a document at the time of the initial submittal or if NPS asks for additional documents.

To upload additional documents for a previously submitted AFR:

1. Login to the AFR Entry website as explained in Section 6.2
2. In the main section of the home page, you will see a list of your previously submitted AFRs (Figure 23).

ConcID	User	Uploaded On	Attachments	
ROMO012	emily_backus@contractor.nps.gov	05/10/2011	0	
GRTE025	emily_backus@contractor.nps.gov	04/12/2010	0	

Figure 23 - Submission Log Page

Note: If you have navigated away from the home page, you can click on the “Submission Log” link on the left side of any page to get to your submission log page.

3. Click on the Edit button to the right of the Annual Financial Report that corresponds with the additional documents that you are uploading (Figure 23). A screen similar to the “Submit Document” page (Figure 21) will appear just as when you originally uploaded your documents. Follow the instructions shown on that screen to complete the upload of the additional files.

You can filter the Submission logs list (Figure 23) by entering any or all values as a search criteria in the top row of the list, and then clicking the filter icon shown at the end of the top row.