

**Step 1:** Log into the portal <https://commerceportal.nd.gov/>; this would be the same log in process as when you applied and submitted student enrollment

**Step 2:** Find your approved intern located on the list “Operation Intern – Students Approved for Disbursements”

### Operation Intern - Students Approved For Disbursements

This is a list of approved interns for Operation Intern. To edit an intern, select the blue/teal down arrow next to the intern to edit.

Name ↑	Operation Intern Contract	Total Obligation	Total from Previous Biennium	Disbursements to Date	Remaining	Internship Start Date	Internship End Date	Full Time Hire	
Joe C Dirt	Test Company	\$3,000.00	\$0.00	\$400.00	\$2,600.00	4/1/2024	12/31/2025	No	▼
Test Tester	Test Company			\$200.00	\$0.00			No	▼
Test Tester 1	Test			\$200.00	\$0.00			No	▼

**Step 3:** Click on the blue drop-down box aligned with the Name of the Intern you are requesting funds for

### Operation Intern - Students Approved For Disbursements

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Joe C Dirt	Test Company	\$3,000.00	\$0.00	\$400.00	\$2,600.00	4/1/2024	12/31/2025	No	▼
Test Tester	Test Company			\$200.00	\$0.00			No	▼
Test Tester 1	Test			\$200.00	\$0.00			No	▼

▼

Edit

Add Disbursement

**Step 4:** Click on “Add Disbursement”

### Operation Intern - Students Approved For Disbursements

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Joe C Dirt	Test Company	\$3,000.00	\$0.00	\$400.00	\$2,600.00	4/1/2024	12/31/2025	No	▼
Test Tester	Test Company			\$200.00	\$0.00			No	▼
Test Tester 1	Test			\$200.00	\$0.00			No	▼

▼

Edit

Add Disbursement

**Step 5:** A new window will open. Click on "Create Disbursement"

## Operation Intern - Disbursements

DISBURSEMENTS									
Name	Operation Intern Contract	Employer	Date of Payment	Hours Worked	Rate of Pay	Gross Pay	Amount of Payment	Amount Other Expense	Total Funds this Request
Joe C Dirt	Test Company	Bobs Biscuits	5/1/2024	40.00	\$20.00	\$800.00	\$400.00	\$0.00	\$400.00

**Create Disbursement**

**Step 6:** Enter the Salary Dates From and To; Type of Pay; Hours worked; Rate of Pay, and Amount of Requested (highlighted sections). If other expenses were incurred, please enter that as well.

Create

### Salary Compensation

From M/D/YYYY	Type of Pay [Dropdown]	Rate of Pay [Text]	Amount Requested (maximum 50% of gross pay) [Text]
To M/D/YYYY	Hours Worked [Text]	Gross Pay -	

### Other Expenses

Other From M/D/YYYY	Type of Expense [Text]	Total Cost [Text]	Amount Requested (maximum 50% of expenses) [Text]
Other To M/D/YYYY			

Total Funds Requested (This field will calculate upon saving of the record.)

Total Funds this Request

**Step 7:** Scroll down to the bottom of this page. Sign, date, and submit.


Total Funds Requested (This field will calculate upon saving of the record.)

Total Funds this Request  
—

Company Authorization: Contractor certifies that the obligations of this contract have been fulfilled in accordance with the amount of funding requested.

Authorized by

Title

Date of Request  
 

**Submit**

If you have multiple interns you are requesting, please repeat steps 2-7

Once a request is submitted, an email will automatically be sent to [Opintern@nd.gov](mailto:Opintern@nd.gov) for review and approval.