



Submitting a Contract Amendment in WebGrants

Logging into the WebGrants System

Sign into Web Grants

Url: [Enter Current URL here](#)

On the Login Page

Click on User ID on the left side of your page under Login

Enter your User ID

Enter your Password

Click on 'Sign In'

A screenshot of the WebGrants login page. The page features the WebGrants logo at the top left. Below the logo, there is a "Login" section with a key icon. The login form includes a heading "Enter your user id and password", two input fields for "User ID" and "Password", and a green "SIGN IN" button. Below the button are links for "Forgot User ID?" and "Forgot Password?". To the right of the login form is an "Announcements" section with a document icon. At the bottom of the page is a yellow button that says "Click here to Register".

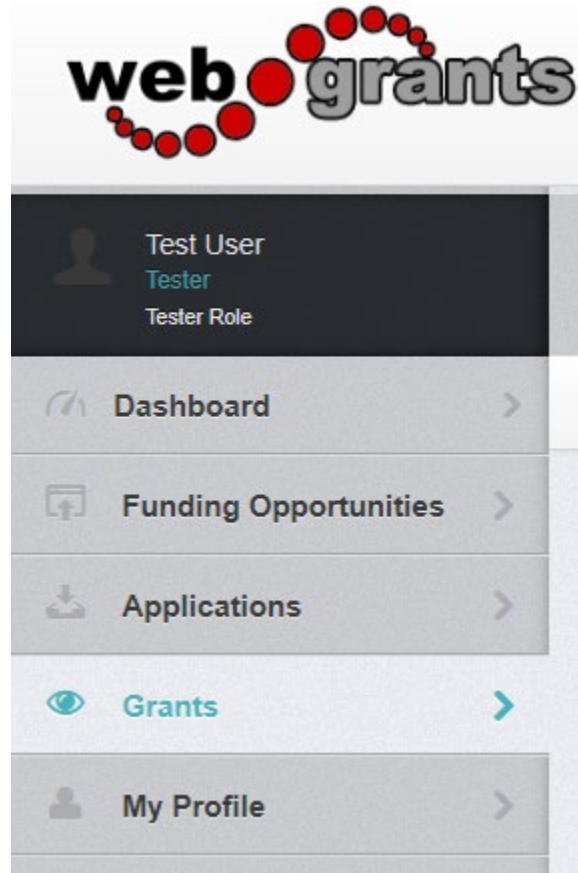
Note: Use the WebGrants Menu, not the Browser Menu

WebGrants is compatible with many different browsers; please feel free to use the browser of your choice.

Read the Instructions on the screen for navigating in the system.



From the Side Menu:
Click on 'Grants':



Select the Grant you would like to access in the Active Grant listing.



Grant
List of all current grants

← Back Print Help Log Out

Active Grants Closed Grants

Active Grants

All active grants are listed below.

ID	Status	Year	Title	Organization	Program Area	Funding Opportunity
6874984321	Underway	2019	DTPi - 9-20-19	Grantee Organization	TEST-Test Program Area	2-Example Funding Opportunity

Once you have selected the Grant, you will be directed to the Grant Components.

Grant Components

The grant forms appear below. You can define your own alerts in the Alerts section

Component	Last Edited
General Information	Nov 7, 2019 1:04 PM - System Administrator
Claims	Oct 8, 2019 1:02 PM - System Administrator
Encumbrances	-
Status Reports	Oct 8, 2019 1:05 PM - System Administrator
Contract Amendments	Oct 8, 2019 1:06 PM - System Administrator
Site Visits	Oct 8, 2019 1:07 PM - System Administrator
Contract	Oct 10, 2019 2:16 PM - System Administrator
Correspondence	-
Grid Budget	Oct 8, 2019 1:00 PM - System Administrator
Funding Opportunity	
Application	

Select '**Contract Amendments**' from the list of Grant Components

Amendments

+ Add Amendment

ID	Type	Status	Title	Submitted Date
T351FY2020 - 001	All Contract Amendments	Submitted	Pat Test Amendment	Feb 10, 2020 11:17 AM



Click on 'Add Amendment'.

General Information - Amendment - Edit Save Form

In the form below, complete all required fields. Select the appropriate amendment type and enter a short and concise title.

Amendment Type*: All Contract Amendments ▾

Title*:

Choose the 'Amendment Type'.
Enter 'Title'.
When complete, click 'Save Form'.

Amendment Preview Attachment Alert History Map

Amendment Preview Amendment

Amendment cannot be Submitted Currently
• Amendment components are not complete

Component	Complete?	Last Edited
General Information	✓	Feb 14, 2020 10:41 AM - Test User
Test Amendment Form	-	-

Click on the contract amendment form(s) listed under Components.
(Test Amendment Form in this example)

Amendment Save Form

Text:

Test2*:

Upload*: Select file

Save Form

Enter the requested information and click on 'Save Form'.
Review form and if correct, click on 'Mark as Complete'.



Test Amendment Form - Current Version

Amendment ✓ Mark as Complete ✎ Edit Form

Text: Test
Test2*: Test
Upload*: TestAttachment1.docx

Last Edited By: Test User - Feb 14, 2020 10:45 AM ✎ Edit Form

If contract amendment is ready for submission, click on '**Submit Amendment**'.

Amendment Preview Attachment Alert History Map

Amendment Details ✓ Submit Amendment ✕ Withdraw 🔍 Preview Amendment

• Amendment is in compliance and is ready for Submission!

Component	Complete?	Last Edited
General Information	✓	Feb 14, 2020 10:41 AM - Test User
Test Amendment Form	✓	Feb 14, 2020 10:45 AM - Test User