



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. At the top left is the WebGrants logo. Below it, the word "Login" is displayed with a key icon. The main login area contains a box with the heading "Enter your user id and password" and a user icon. Inside this box are two input fields: "User ID" and "Password". Below these fields is a green "SIGN IN" button. At the bottom of the box are two links: "Forgot User ID?" and "Forgot Password?". To the right of the login box is an "Announcements" section with a document icon. At the bottom of the page is a yellow button that says "Click here to Register".

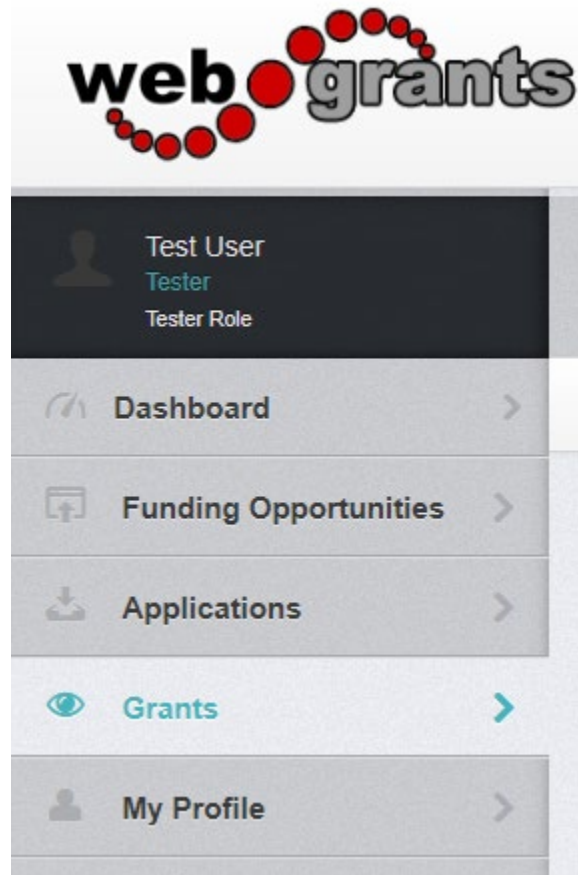
Note: Use the WebGrants Menu, not the Browser Menu

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'.

This is a form titled 'General Information - Amendment - Edit'. It has a yellow background. At the top right is a green 'Save Form' button. Below the title is a light blue instruction box: 'In the form below, complete all required fields. Select the appropriate amendment type and enter a short and concise title.' Below this, there are two fields: 'Amendment Type*' with a dropdown menu showing 'All Contract Amendments' and 'Title*' with an empty text box.

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)

This is a form titled 'Test Amendment' with a yellow background. It has a green 'Save Form' button at the top right. The form contains three fields: 'Text:' with a text box, 'Test2*' with a text box, and 'Upload*' with a text box and a 'Select file' button. There is another green 'Save Form' button at the bottom right.

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