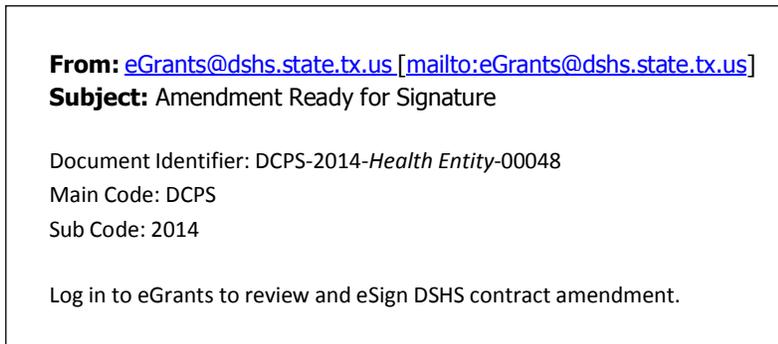


HOW TO: Review and Sign Amended Contract

1. Log in to eGrants after receiving an email notification stating there is an “Amendment Ready for Signature.



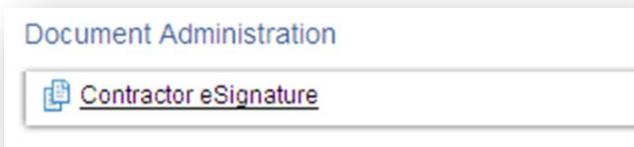
Note: If the email is not received, login to eGrants and proceed with the following steps.

2. Select *My Administration* link from the top purple bar.



My Administration page is displayed.

3. Select Contractor eSignature (under the Document Administration heading).



The Contract Signature Page is displayed:

Contract Signature

Select the check box below for each contract you want to review and e-sign.

Search Criteria

Signature Status

SEARCH

CLEAR

HOW TO: Review and Sign Amended Contract

4. Select "Amendment Ready for Signature" from the Signature Status drop down list:

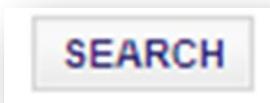
Contract Signature

Select the check box below for each contract you want to review and e-sign.

Search Criteria

Signature Status

5. Select the *SEARCH* button.



The results list all amended contracts ready for signature:

I certify that I am authorized to sign this document and I have read and agree to all parts of the contract, including any attachments or addendums.

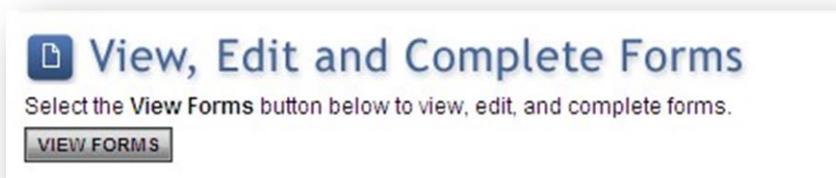
Search Results

Export Results to Sort By

<input type="checkbox"/>	Contract Number	Program ID	Status	Contract Amount	Contract Term
<input type="checkbox"/>	2014-<input type="text" value=""/>-03	IMM/LOCALS	Amendment Ready for Contractor Signature	\$345,635.00	09/01/2013 - 12/31/2014

6. Select the blue Contract Number hyperlink to access the amended contract under the Renewal menu.

7. Select *VIEW FORMS* button:

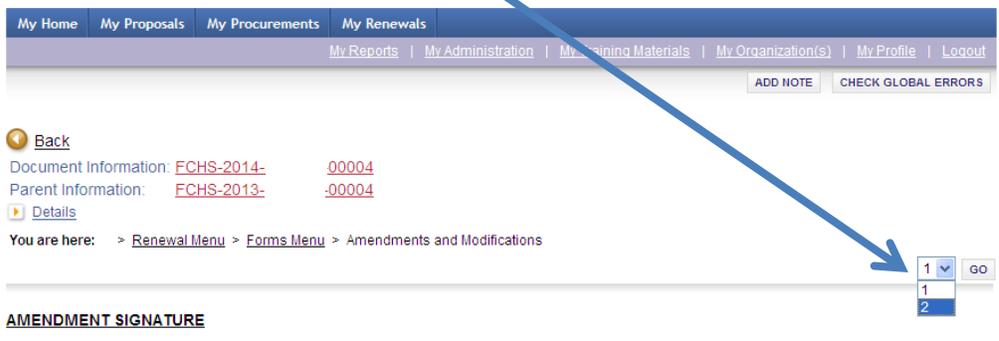


HOW TO: Review and Sign Amended Contract

Under Amendments and Modifications, select the blue page hyperlink for the Amendment Signature.



Note: The “()” after the form name indicates how many times the contract has been amended. Upon opening the page, select the appropriate amendment to view from the right side of the page.



The Amendment Signature is a summary of current and revised amounts, terms and language that constitute the amendment.

To print a copy of this page, select the blue hyperlink titled “Click here to print this page”.



Note: Do not use this form to eSign the amendment, instructions for signing are in Step 15.

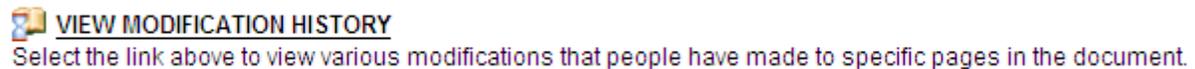
HOW TO: Review and Sign Amended Contract

- To view the specific forms added and/or modified to the Renewal Contract, go to Access Management Tools, select *VIEW MANAGEMENT TOOLS* button:

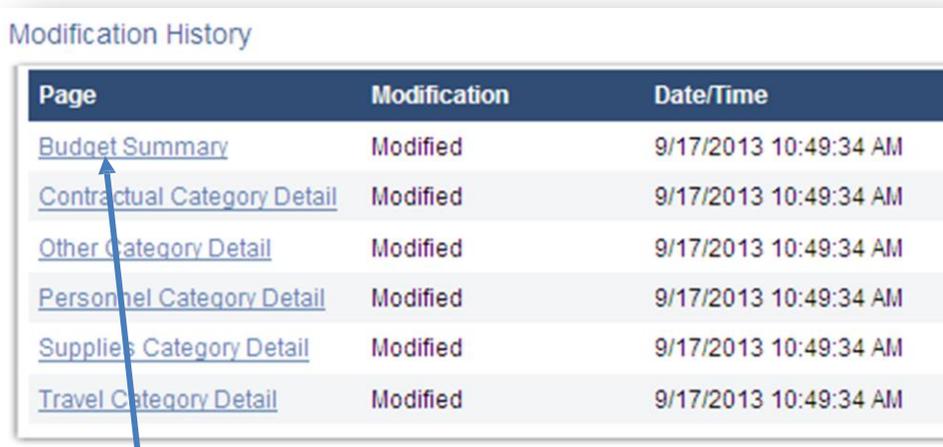


The Management Tools page is displayed

- Select the View Modification History link under the Management Tools heading:



The Modification History page is displayed. The table shows which contract forms have been added and/or modified.



Page	Modification	Date/Time
Budget Summary	Modified	9/17/2013 10:49:34 AM
Contractual Category Detail	Modified	9/17/2013 10:49:34 AM
Other Category Detail	Modified	9/17/2013 10:49:34 AM
Personnel Category Detail	Modified	9/17/2013 10:49:34 AM
Suppliers Category Detail	Modified	9/17/2013 10:49:34 AM
Travel Category Detail	Modified	9/17/2013 10:49:34 AM

- Select the blue Page hyperlink on the Modification History list to see the changes on that form.

HOW TO: Review and Sign Amended Contract

BUDGET SUMMARY

Organization Name: Program ID: IMMLOCALS
 Contract Number: 2014--03 Procurement ID: GST-2012-Solicitation-00022
 Proposal ID: DCPS-2014- Procurement Name: DCPS "GOLIVE" IMMUNIZATION LOCALS PROPOSAL

Budget Categories

Budget Categories	DSHS Funds Requested	Cash Match	In Kind Match	Category Total
Personnel	\$231,305	\$0	\$0	\$231,305
Fringe Benefits	\$94,330	\$0	\$0	\$94,330
Travel	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0
Supplies	\$20,000	\$0	\$0	\$20,000
Contractual	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0
Total Direct Costs	\$345,635	\$0	\$0	\$345,635
Indirect Costs	\$0	\$0	\$0	\$0
Totals:	\$345,635	\$0	\$0	\$345,635

Fields displayed with the  icon indicate it has been changed. Selecting the icon will display a pop-up window near the top of the page:

Date	Previous Value	Row
11/6/2013 2:26:23 PM	0.00	1
11/12/2013 9:36:37 AM	10000.00	1

In this example, there are two previous values. Although this is the third amendment for this contract, the Supplies amount has been amended twice.

If you have questions or corrections related to the changes, contact your contract administrator.

11. Select the CLOSE button to exit the pop-up window.

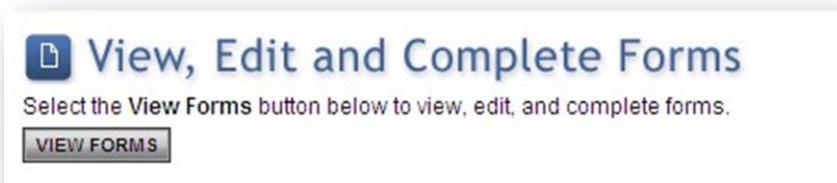
HOW TO: Review and Sign Amended Contract

12. Select BACK button (top left hand corner)



The Modification History page is displayed. Repeat Steps 10-12 as needed to review other forms. The pop-up window showing previous values on the Response Forms (and other longer forms) is displayed at the top of the form.

13. Select the top RED Document Information number (at the top of page) Renewal Menu page for the contract is displayed.
14. Select *VIEW FORMS* button:



Under Contract Execution Forms, you may need to add or change information on the Declarations forms which could include:

- Certification Regarding Lobbying
- Certification Regarding Professional Services Contracts Not Hiring Former or Retired State Agency Employees
- Child Support Certification
- FFATA
- Disclosure of Ownership and Control Interest Statement
- Family Planning Abortion Attestation

There are two .pdf files  that comprise your contract.

- **General Provisions:** These are the DSHS General Provisions for your contract. When you select the [General Provisions](#) link, a printable document is available.
- **Contract Print:** These are the details of the amended contract you will be signing. When you select the [Contract Print](#) link, a printable document is available.

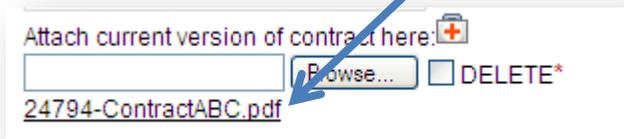
Do not use the Signature Page or the Amendment Signature forms to eSign.

HOW TO: Review and Sign Amended Contract

To print the contract prior to changes made in this current amendment, select the DSHS Amendment form under the AMENDMENTS AND MODIFICATIONS heading.



Navigate to the bottom of the page and select the pdf file.



HOW TO: Review and Sign Amended Contract

15. To eSign the amended Contract, Select *My Administration* link from the top purple bar.



My Administration page is displayed.

16. Select Contractor eSignature (under the Document Administration heading).



The Contract Signature Page is displayed:

Contract Signature

Select the check box below for each contract you want to review and e-sign.

Search Criteria

Signature Status

17. Select "Amendment Ready for Signature" from the Signature Status drop down list.

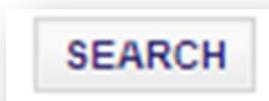
Contract Signature

Select the check box below for each contract you want to review and e-sign.

Search Criteria

Signature Status

18. Select the search button.



HOW TO: Review and Sign Amended Contract

The signature search results are displayed that include all contracts ready for signature.

I certify that I am authorized to sign this document and I have read and agree to all parts of the contract, including any attachments or addendums.
[CLICK HERE TO E-SIGN SELECTED CONTRACTS](#)

Search Results

Export Results to Sort By

<input type="checkbox"/>	Contract Number	Program ID	Status	Contract Amount	Contract Term
<input type="checkbox"/>	2014- <input type="text"/> -03	IMM/LOCALS	Amendment Ready for Contractor Signature	\$345,635.00	09/01/2013 - 12/31/2014

19. Check the check box next to the contract(s) you are selecting to sign.

<input type="checkbox"/>	Contract Number
<input checked="" type="checkbox"/>	2014- <input type="text"/> -00

20. Select the *CLICK HERE TO E-SIGN SELECTED CONTRACTS* button.

I certify that I am authorized to sign this document and I have read and agree to all parts of the contract, including any attachments or addendums.
[CLICK HERE TO E-SIGN SELECTED CONTRACTS](#)

21. Save icon will display to confirm eSignature.

