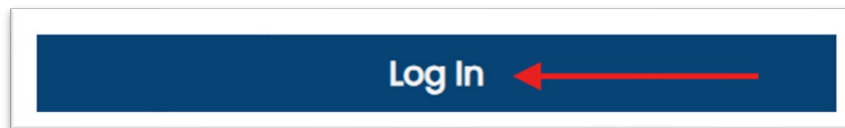


How to Update Award Contact Information and Acceptance/Certifications when an Agency Member has Changed BEFORE Certifying Signatures Submitted

***NOTE:** If Certifying Signatures have been submitted, the Agency Administrator will need to submit a Revision Request. Please see training titled How to Update Award Contact Information and Acceptance/Certifications AFTER Submitting Certifying Signatures.

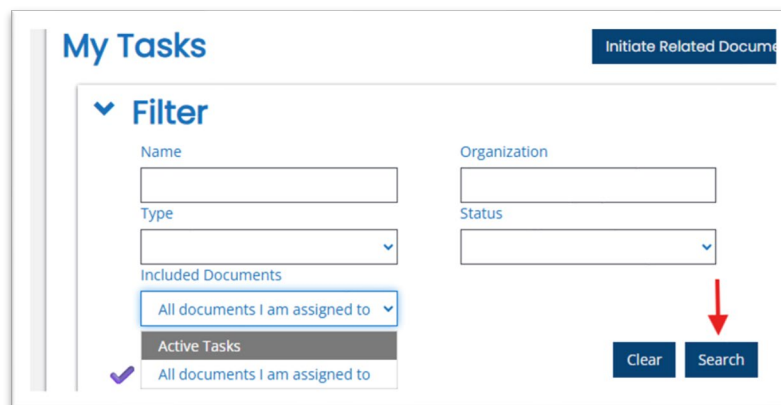
Step 1:

As the Agency Administrator, log into IntelliGrants at <https://scdps.intelligrants.com/>



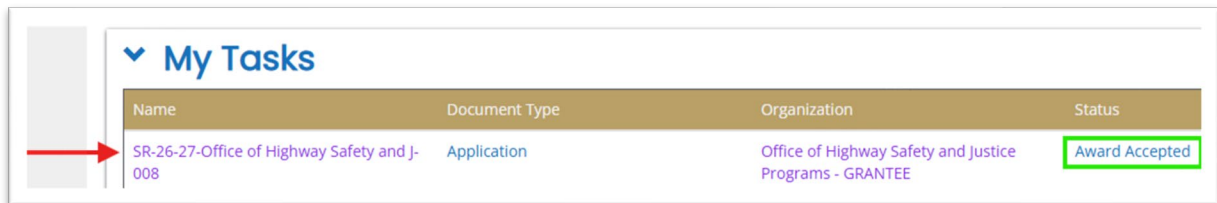
Step 2:

You will arrive at the Dashboard page. From the My Tasks panel on the Dashboard page, select Filter and change Included Documents from Active Tasks to All Documents I Am Assigned To. Click Search.



Step 3:

Collapse the Filter panel and find your Award under My Tasks in the Award Accepted Status. Click on your Award under Name.

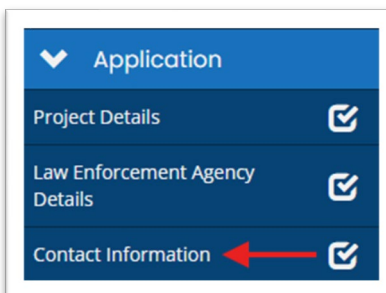


The screenshot shows a table titled "My Tasks" with four columns: Name, Document Type, Organization, and Status. A red arrow points to the first row's Name column, which contains the text "SR-26-27-Office of Highway Safety and J-008". The Status column for this row contains the text "Award Accepted", which is highlighted with a green border.

Name	Document Type	Organization	Status
SR-26-27-Office of Highway Safety and J-008	Application	Office of Highway Safety and Justice Programs - GRANTEE	Award Accepted

Step 4:

You will arrive at the Document Landing Page. On the left-hand panel, expand Application and click on Contact Information.



Step 5:

You will arrive at the Contact Information page. The Agency Administrator or Project Director is now able to make changes to the Contact Information page. Any contact changes made on this page will be directly transferred to your agency's Award Acceptance/Certifications Form that can be reprinted for signatures. Make any necessary revisions and click Save at the top right corner of the page.

