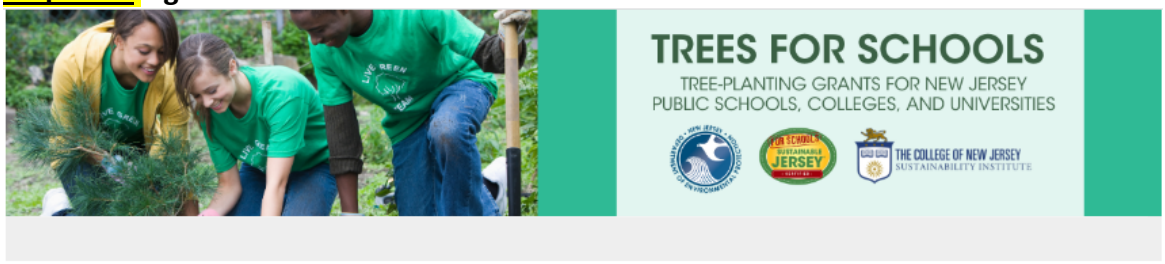
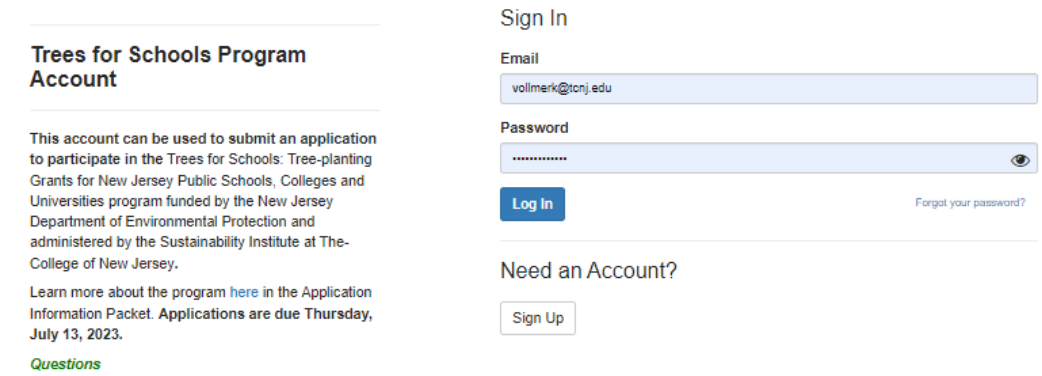
Instructions for Editing Submitted Phase 2 Documentation

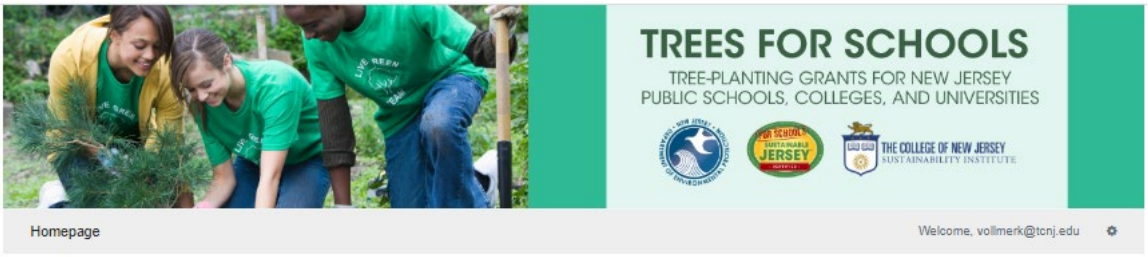
All grantees are able to access Phase 2: Finalization of Grant Award of the application if they need to make changes, even if they have submitted their final documentation form required for Phase 2. To do this, please follow the instructions below:

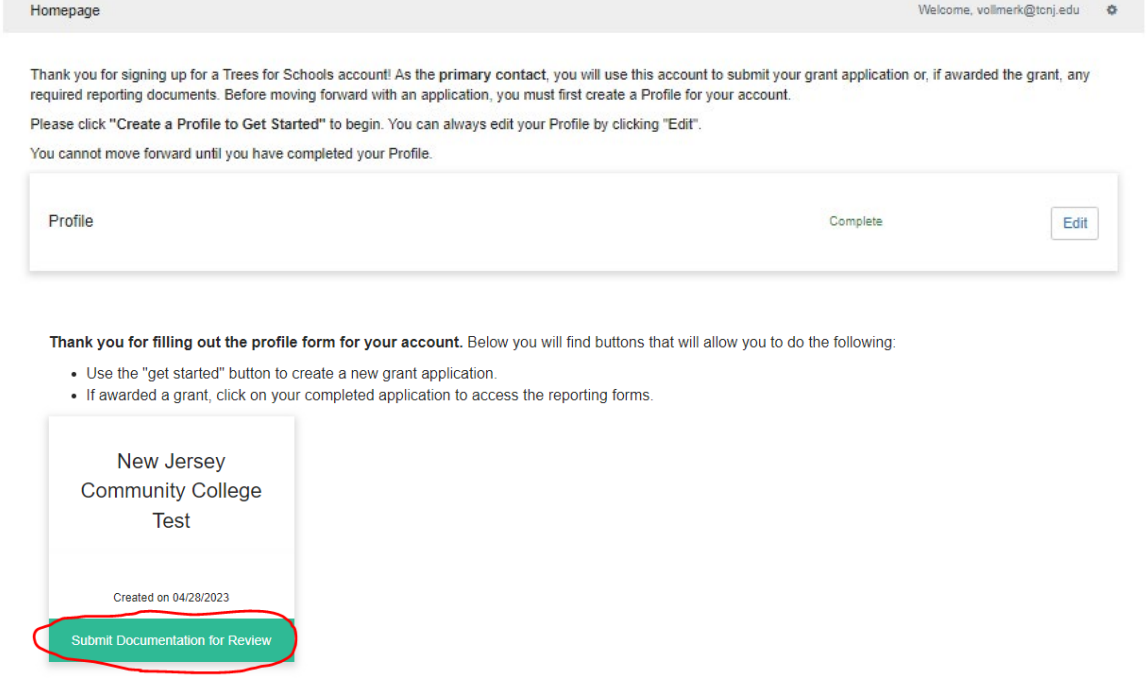
Step One: Sign-In



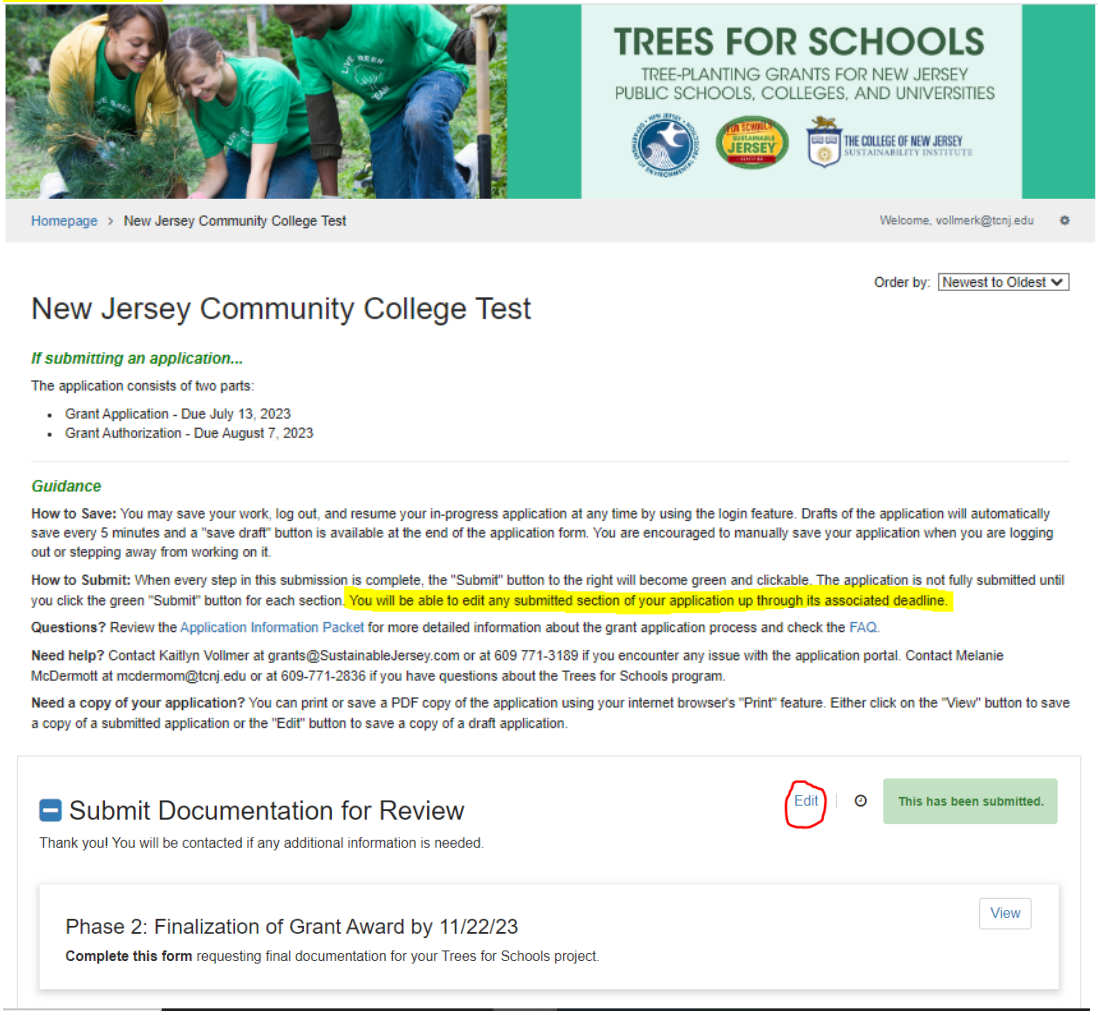


Step Two: Open Submitted Application

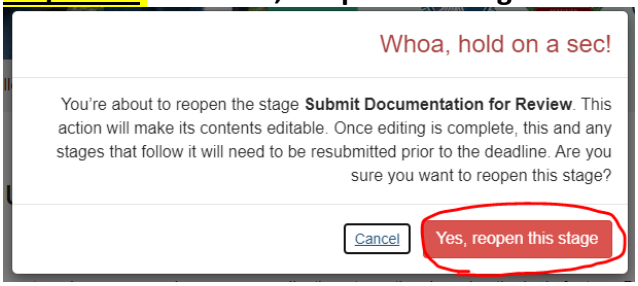




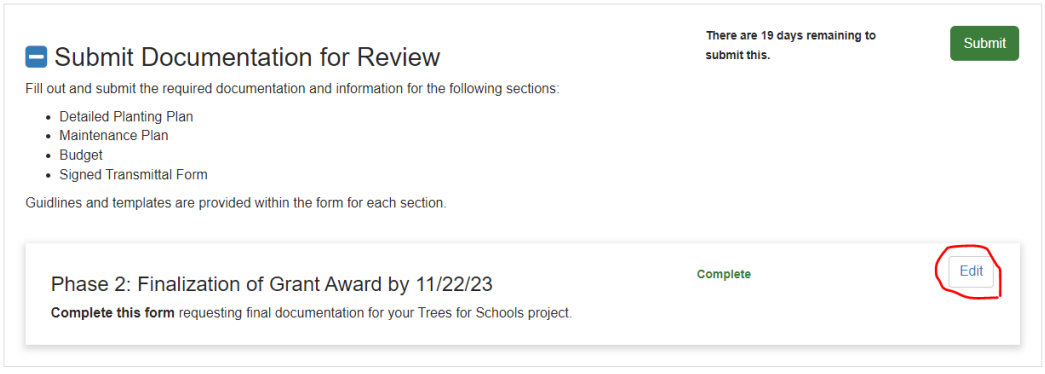
Step Three: Click “Edit” (Must Reopen Each Section One At a Time, In Order of Submission)



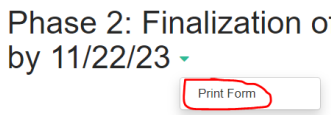
Step Four: Click “Yes, Reopen this Stage”



Step Five: Click “Edit” To Make Changes

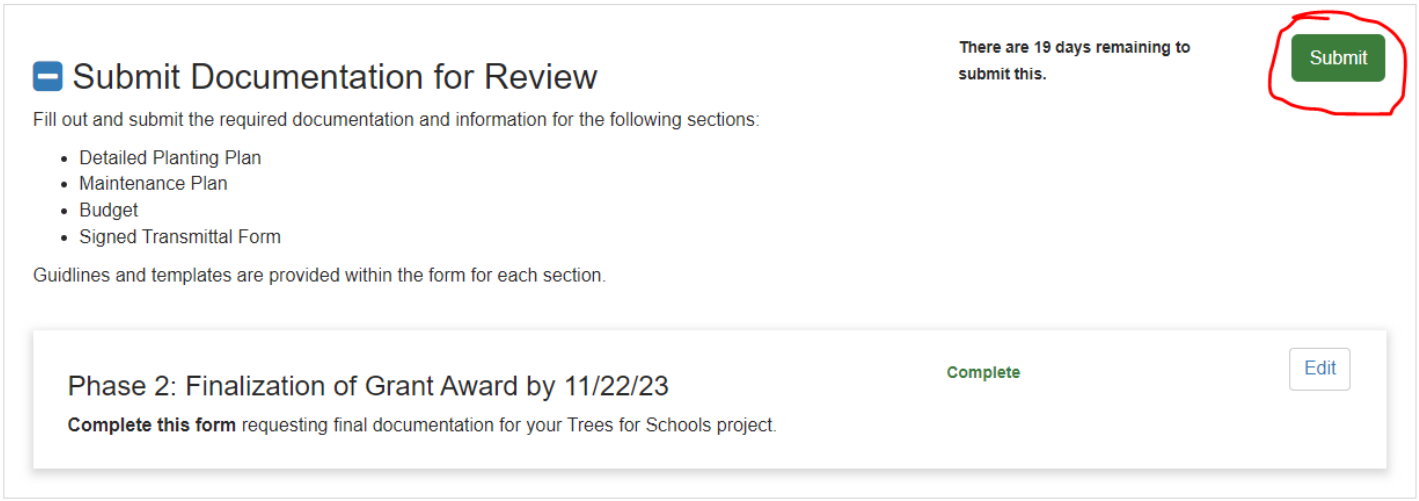


Step Six: **You can save or print out a copy of your feedback by clicking on the triangle dropdown at the top of the form and then using your browser's print feature.**

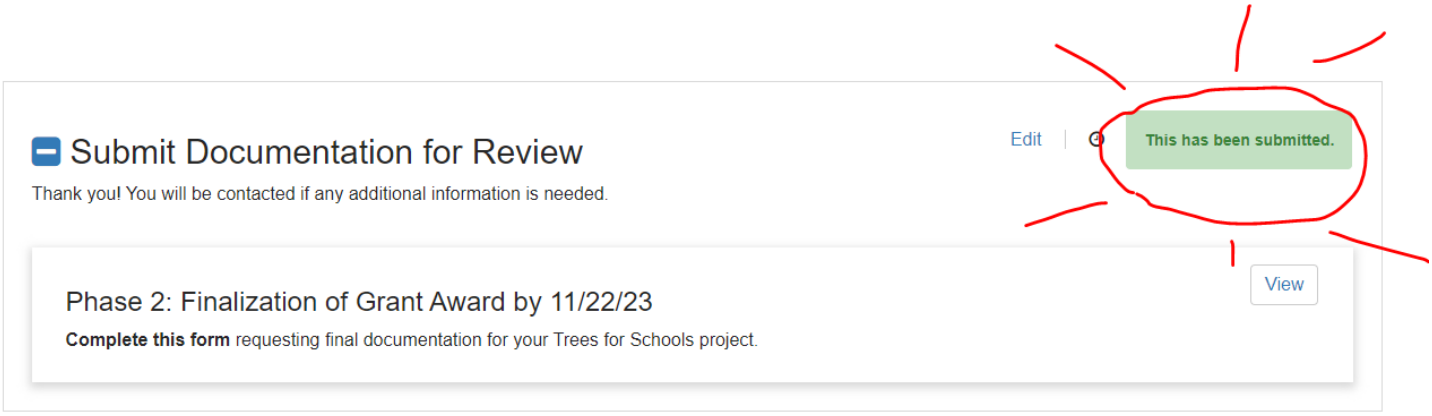
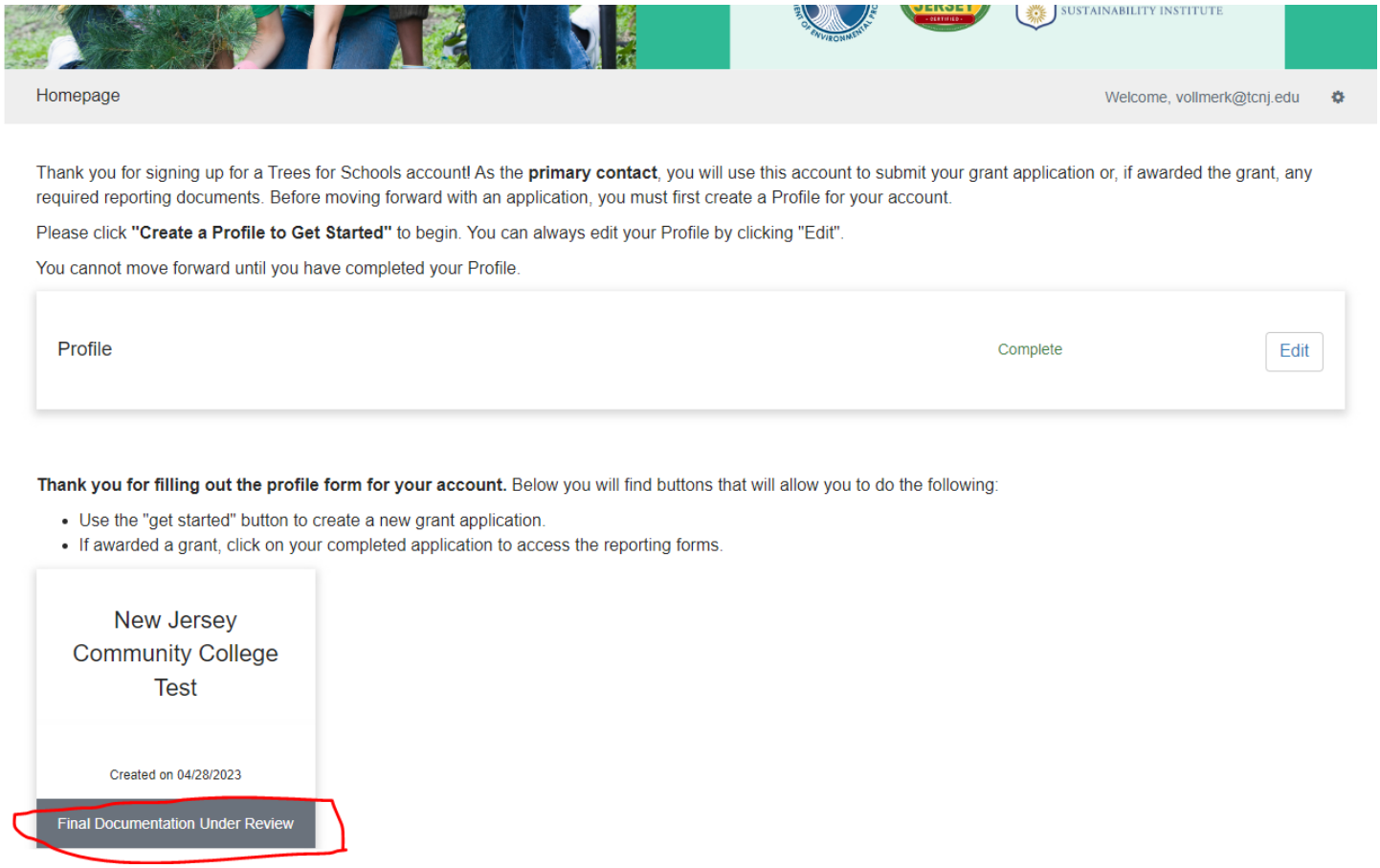


Step Seven: **Make your edits to the form, then click the blue "Save Changes" button at the bottom of the form.**

Step Eight: **Click the green "Submit" button to re-submit your updated form.**



YOUR FORM IS NOW FULLY SUBMITTED, APPEARING AS SUCH:



THE STATUS ON THE HOMEPAGE WILL CHANGE, APPEARING AS SUCH: