



There are many reasons for providing someone else access to an application, including:

1. You are going on vacation and will need someone else to continue working on it.
2. You want some advice on how to complete the application or would like someone to review what you have done.
3. There is more than one person working on the application.
4. You do not have the sign/submit authority and need someone who does to sign and submit the application.

You can control the level of access (View/Print, Create/Edit, and/or Sign/Submit), as well as the period of time for access. Keep in mind that the level of access you can give the person has depends on what level of access he or she has for eGrants. For example, if someone does not have Sign/Submit access, then you will not be able to give them Sign/Submit access to applications.

NOTE: Your state/tribe/territory grant applicant agency can reassign permission to all of a subgrant user's applications to another subgrant user, as necessary. For example, if a user retires and has not authorized access to all of their applications.

Authorizing Access to Applications—Subgrant Applicants

The following steps will walk you through the process of authorizing access to an application.

1. Start from the Subgrant Applicant Homepage.
2. Select the appropriate link to access the application.
 - a. For un-submitted subgrant applications, select the **Update/Complete Un-submitted Application(s)** link.
 - b. For submitted subgrant applications, select the **Revise/Amend Submitted Application(s)** link.
3. You will see a list of the applications you have completed. From this list, select the **View Details** link under the **Authorize/Revoke Access** column for the application you are providing access to.
4. Select the **Authorize Access** button.
5. Input the search criteria you are using to search for the person to whom you are providing access.

Image of the Find Registered Users page

- a. You can choose to search by any combination of First Name, Last Name, E-mail, and/or Agency.
- b. You can also choose to sort the results by search criteria and by the number of results you want to display.

Find Registered Users

Search for a user you want to authorize access to your application.

First Name	<input type="text"/>
Last Name	<input type="text"/>
Email	<input type="text"/>
Agency	<input type="text"/>
Sort by	First Name
Results per page	Show 5

6. Once you have entered the search criteria, select the **Search** button.
7. From the list of results, select the radio button corresponding to the name of the person you wish to provide access to.
8. Select the **Authorize Access** button.
9. Determine the access level.
10. Determine the Period of Time and the Unit of Time.
 - a. The unit of time can be in Day(s), Week(s), Month(s), and Year(s).
11. Select the **Save and Continue** button.
12. The person to whom you wish to provide access should now show up in the list of people who have access to the application.