Authorizing Access—Subgrant Applicants

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

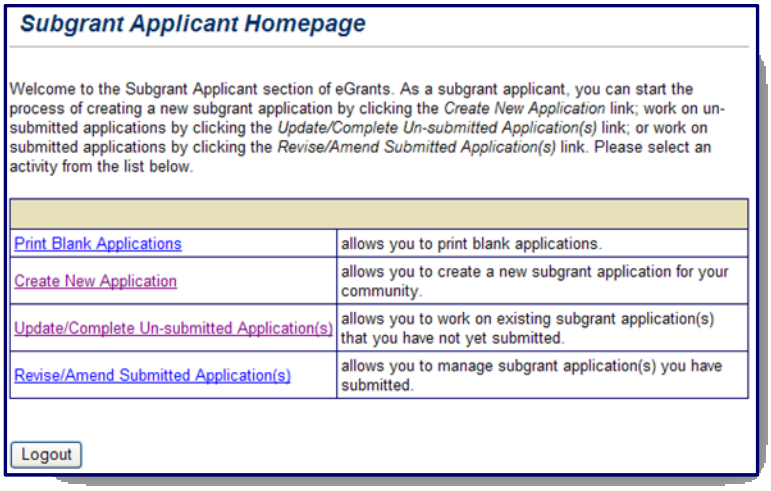
1. **You are going on vacation and will need someone else to continue working on it.**
2. **You want some advice on how to complete the application or would like someone to review what you have done.**
3. **There is more than one person working on the application.**
4. **You do not have the sign/submit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

Another situation that can occur is when someone from your agency leaves, and no one else has access to his or her applications. In this case, you must contact your State or Indian Tribal government grant applicant agency to request that they share all of the applications created by the person who has left with someone else.

You can select the level of access (View/Print, Create/Edit, and/or Sign/Submit) as well as the period of time for access that you want to give another person for the application. Keep in mind that the level of access depends on what level of access the person has for eGrants. For example, you cannot provide someone Sign/Submit access to your application if he/she does not already have Sign/Submit access in eGrants. You can also update or revoke access to the application at any time.

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 **Update/Complete Un-submitted Application(s)** or **Revise/Amend Submitted Application(s)** link.



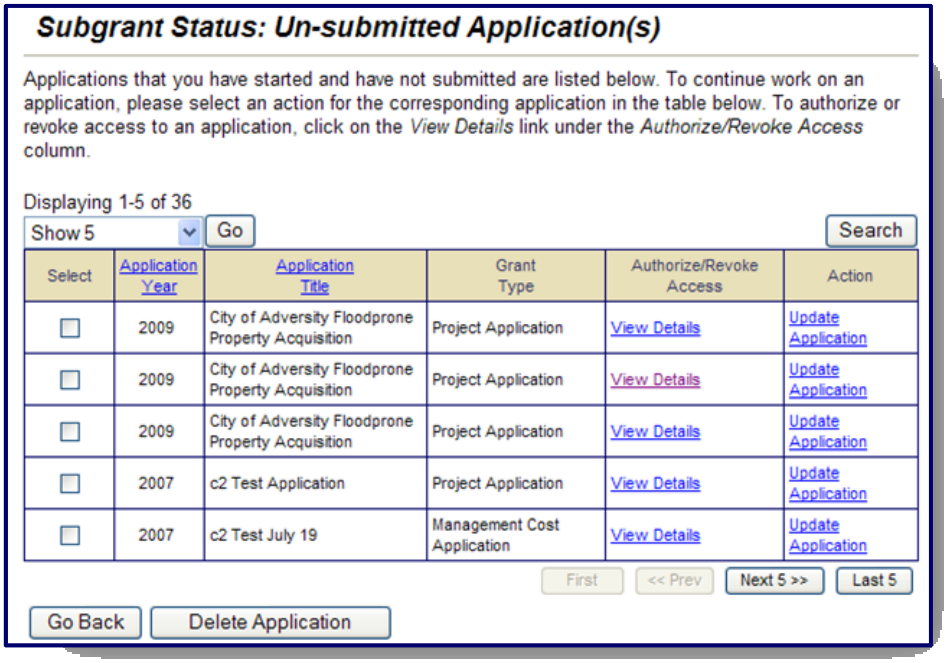
Subgrant Applicant Homepage

Welcome to the Subgrant Applicant section of eGrants. As a subgrant applicant, you can start the process of creating a new subgrant application by clicking the *Create New Application* link; work on un-submitted applications by clicking the *Update/Complete Un-submitted Application(s)* link; or work on submitted applications by clicking the *Revise/Amend Submitted Application(s)* link. Please select an activity from the list below.

Print Blank Applications	allows you to print blank applications.
Create New Application	allows you to create a new subgrant application for your community.
Update/Complete Un-submitted Application(s)	allows you to work on existing subgrant application(s) that you have not yet submitted.
Revise/Amend Submitted Application(s)	allows you to manage subgrant application(s) you have submitted.

Logout

3. You will see a list of the applications you have access to. From this list, select the **View Details** link under **the Authorize/Revoke Access** column for the application you are providing access to.



Subgrant Status: Un-submitted Application(s)

Applications that you have started and have not submitted are listed below. To continue work on an application, please select an action for the corresponding application in the table below. To authorize or revoke access to an application, click on the *View Details* link under the *Authorize/Revoke Access* column.

Displaying 1-5 of 36

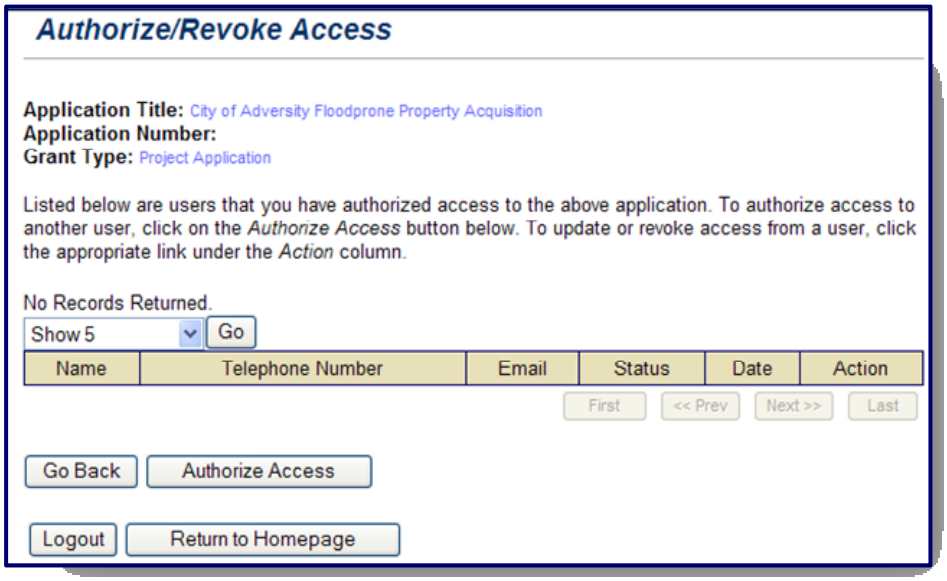
Show 5 | Go | Search

Select	Application Year	Application Title	Grant Type	Authorize/Revoke Access	Action
☐	2009	City of Adversity Floodprone Property Acquisition	Project Application	View Details	Update Application
☐	2009	City of Adversity Floodprone Property Acquisition	Project Application	View Details	Update Application
☐	2009	City of Adversity Floodprone Property Acquisition	Project Application	View Details	Update Application
☐	2007	c2 Test Application	Project Application	View Details	Update Application
☐	2007	c2 Test July 19	Management Cost Application	View Details	Update Application

First | << Prev | Next 5 >> | Last 5

Go Back | Delete Application

4. Select the **Authorize Access** button.



Authorize/Revoke Access

Application Title: City of Adversity Floodprone Property Acquisition
Application Number:
Grant Type: Project Application

Listed below are users that you have authorized access to the above application. To authorize access to another user, click on the *Authorize Access* button below. To update or revoke access from a user, click the appropriate link under the *Action* column.

No Records Returned.

Show 5 | Go

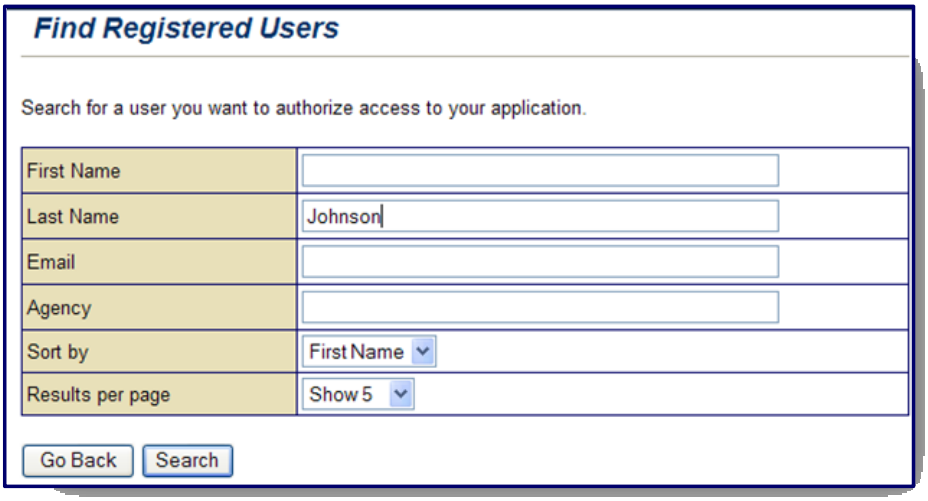
Name	Telephone Number	Email	Status	Date	Action

First | << Prev | Next >> | Last

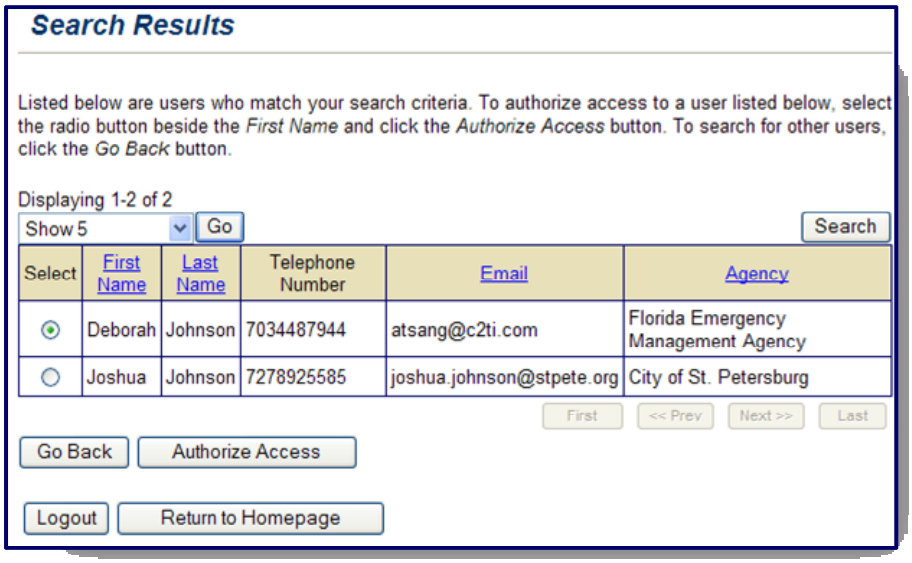
Go Back | Authorize Access

Logout | Return to Homepage

5. Input the search criteria you are using to search for the person to whom you are providing access.
   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.
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.



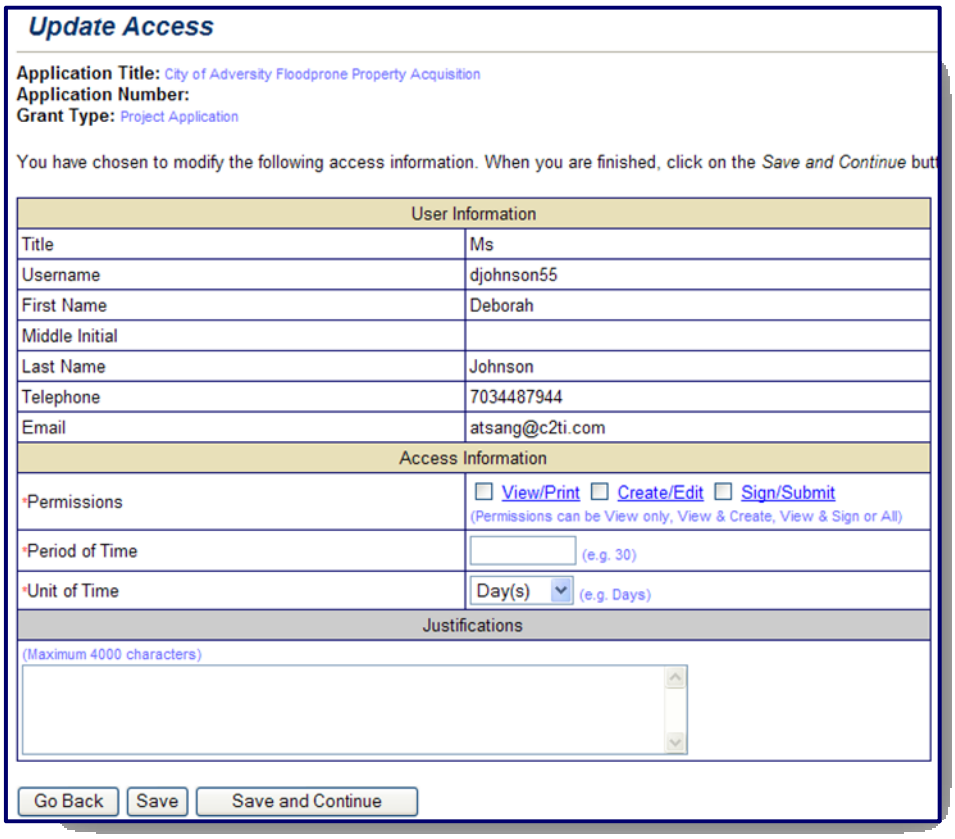
9. Determine the access level.

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. The Justifications sections may be utilized to provide comments on why this user needs this access. Note: This is not a required field, but users are encouraged to use it.

12. Select the **Save and Continue** button.



Update Access

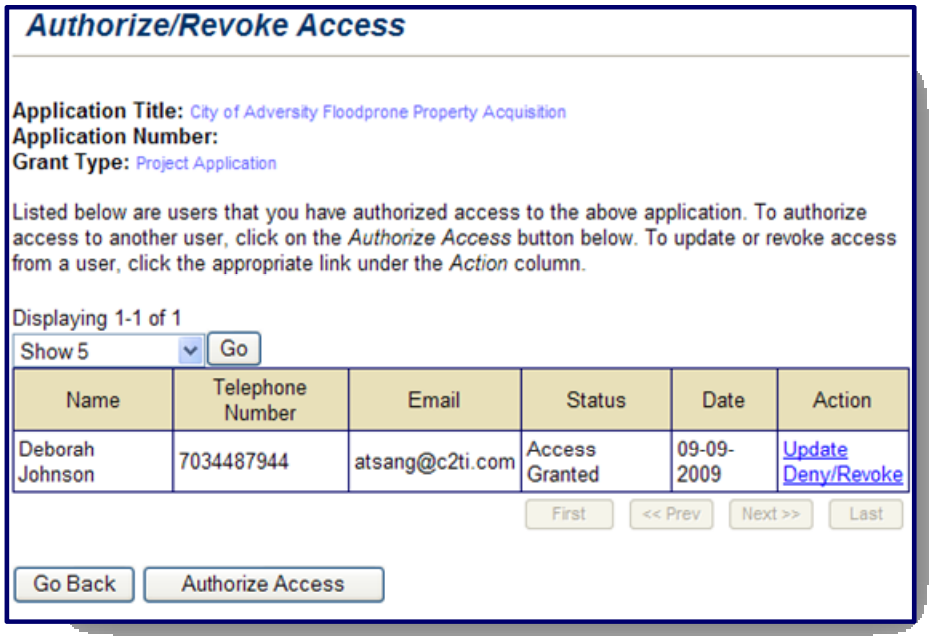
Application Title: City of Adversity Floodprone Property Acquisition
Application Number:
Grant Type: Project Application

You have chosen to modify the following access information. When you are finished, click on the *Save and Continue* butt

User Information	
Title	Ms
Username	djohnson55
First Name	Deborah
Middle Initial	
Last Name	Johnson
Telephone	7034487944
Email	atsang@c2ti.com
Access Information	
*Permissions	☐ View/Print ☐ Create/Edit ☐ Sign/Submit (Permissions can be View only, View & Create, View & Sign or All)
*Period of Time	(e.g. 30)
*Unit of Time	Day(s) (e.g. Days)
Justifications	
(Maximum 4000 characters)	

Go Back | Save | Save and Continue

13. The person to whom you wish to provide access should now be displayed in the list of people who have access to the application.



Authorize/Revoke Access

Application Title: City of Adversity Floodprone Property Acquisition
Application Number:
Grant Type: Project Application

Listed below are users that you have authorized access to the above application. To authorize access to another user, click on the *Authorize Access* button below. To update or revoke access from a user, click the appropriate link under the *Action* column.

Displaying 1-1 of 1

Show 5 Go

Name	Telephone Number	Email	Status	Date	Action
Deborah Johnson	7034487944	atsang@c2ti.com	Access Granted	09-09-2009	Update Deny/Revoke

First << Prev Next >> Last

Go Back Authorize Access

You can update or deny/revoke access to the application at any time as necessary by selecting either of these links in the **Action** column.