



Instruction Sheet for Recipient (Process)

Process: Requesting Amendment

System Status: Agreement Active

What is the Process? To initiate, complete all necessary forms, and request an Amendment to a current Agreement

External EAGL User Guide (in addition to a link to the external user guide?)

- Log into EAGL
- Select "My Applications" at top of screen
- Using Search Criteria, insert "Application Type" using drop down menu
- In the Application Name field, insert last known digits (beyond 0's) or leave blank
- Select "Search"

My Applications

Use the search functionality below to find a specific Application.

Search Criteria

Application Types

Application Name

Person

Status

Organization

Year

Ecology Program

- Within the Search Results, select the appropriate application "Name/Number"
- Under Change the Status, select the "View Status Options"

Change the Status

Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.

- Select Amendment Requested (this will be the only option available)
- Status is changed to Amendment Requested

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Application	Applicant Organization 2	Authorized Official	Amendment Requested	N/A - N/A 12/31/2023 5:00AM PST

- Under View, Edit and Complete Forms, select “View Forms”

 **View, Edit and Complete Forms**

Select the **View Forms** button below to view, edit, and complete forms.

[VIEW FORMS](#)

- Under the Amendment bar, select “Amendment Request”

Amendment			
	Amendment Request	Mr. MattSAW Alexander 3/6/2015 11:22:19 AM	Matthew Alexander 3/12/2015 9:05:23 AM
	Amendment Information (2)		
	Amendment Signed Documents and Dates (2)		

- Enter your request and reason for request in the open field

* Describe the type and reason for amendment.

Amendment #1 Date Extension needed to complete project. Project will not be completed by initial expected end date, please extend end date to 6/30/17. Requested 4/1/15

- Select “SAVE” button

Ecology will review your amendment request. If the amendment is approved, Ecology will contact you to negotiate the details of the amendment.

When Ecology has completed the Amendment process and the document is ready for signature, you will receive an email indicating that the Amendment is ready for signature

Amendment for Agreement [REDACTED] requires signature

me@agatesoftware.com

Sent: Thu 4/2/2015 9:52 AM

To: [REDACTED], [REDACTED], [REDACTED], [REDACTED], [REDACTED], [REDACTED], [REDACTED], [REDACTED]

Amendment for Agreement number [REDACTED] is ready for signature. Please access the system, open the agreement and print 2 copies of the amendment report from the forms menu. Sign the documents and send them to the Ecology Financial Manager.

- When the Amendment is ready for signature a new document will appear, located under the Amendment bar on the Forms Menu. Select Amendment For Signature which will have a Windows Explorer icon preceding it.



- Print 2 copies of the Amendment
- Sign both documents
- Mail both copies to Ecology
- When Ecology receives the signed Amendment, Ecology will sign their portion, and upload a scan into EAGL. This can be viewed by selecting Amendment Signed Documents and Dates under the Amendment bar on the Application Menu – Forms screen

