



Submitting a Contract Amendment in OGMS

LOGGING INTO OGMS

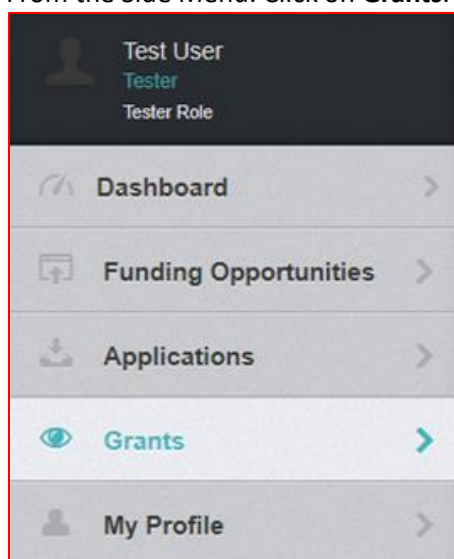
Sign into OGMS <https://ogms.dcjs.virginia.gov>

- On the **Login** Page
 - Click on **User ID** on the left side of your page under Login
 - Enter your User ID
 - Enter your **Password**
 - Click on **Sign In**

Note: Use the OGMS Menu, not the Browser Menu.

OGMS is compatible with many different browsers; please feel free to use the browser of your choice. Read the Instructions on the screen for navigating in the system.


From the Side Menu: Click on **Grants**.





Select the **Grant** you would like to access in the **Active Grants** listing.

If you need to access a closed grant, click on the **Closed Grants** tab.



Grant

List of all current grants

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Active Grants

Closed Grants

Active Grants

All active grants are listed below.

ID	Status	Year	Title	Organization	Program Area	Funding Opportunity
6874984321	Underway	2019	DTPi - 9-20-19	Grantee Organization	TEST-Test Program Area	2-Example Funding Opportunity

Once you have selected the Grant, you will be directed to the **Grant Components**. This list may be different based on the funding opportunity and program area.

Grant Components	
The grant forms appear below. You can define your own alerts in the Alerts section	
Component	Last Edited
General Information	Nov 7, 2019 1:04 PM - System Administrator
Claims	Oct 8, 2019 1:02 PM - System Administrator
Encumbrances	-
Status Reports	Oct 8, 2019 1:05 PM - System Administrator
Contract Amendments	Oct 8, 2019 1:06 PM - System Administrator
Site Visits	Oct 8, 2019 1:07 PM - System Administrator
Contract	Oct 10, 2019 2:16 PM - System Administrator
Correspondence	-
Grid Budget	Oct 8, 2019 1:00 PM - System Administrator
Funding Opportunity	
Application	

Select **Contract Amendments** from the list of Grant Components.

Click on **Add Amendment**.

Amendments				
+ Add Amendment				
ID	Type	Status	Title	Submitted Date
T351FY2020 - 001	All Contract Amendments	Submitted	Pat Test Amendment	Feb 10, 2020 11:17 AM



Choose the **Amendment Type**.
Enter **Title**.
When complete, click **Save Form**.

General Information - Amendment - Edit Save Form

In the form below, complete all required fields. Select the appropriate amendment type and enter a short and concise title.

Amendment Type*:

Title*:

Click on the **Contract Amendment Form(s)** listed under **Components**.
(*Test Amendment Form in this example*)

Amendment Preview Attachment Alert History Map

Amendment Preview Amendment

Amendment cannot be Submitted Currently
• Amendment components are not complete

Component	Complete?	Last Edited
General Information	✓	Feb 14, 2020 10:41 AM - Test User
Test Amendment Form		-

Enter the requested information and click on **Save Form**.

Amendment Save Form

Text:

Test2*:

Upload*: Select file

Save Form

Review form and if correct, click on **Mark as Complete**.

Test Amendment Form - Current Version

Amendment Mark as Complete Edit Form

Text: Test

Test2*: Test

Upload*: TestAttachment1.docx

Last Edited By: Test User - Feb 14, 2020 10:45 AM Edit Form



If contract amendment is ready for submission, click on **Submit Amendment**.

Amendment PreviewAttachmentAlert HistoryMap

Amendment Details

✓ Submit Amendment

✕ Withdraw

Preview Amendment

• Amendment is in compliance and is ready for Submission!

Component	Complete?	Last Edited
General Information	✓	Feb 14, 2020 10:41 AM - Test User
Test Amendment Form	✓	Feb 14, 2020 10:45 AM - Test User

For technical assistance contact ogmssupport@dcjs.virginia.gov