Submitting a Contract Amendment in OGMS

LOGGING INTO OGMS

Sign into OGMS   **https://ogms.dcjs.virginia.gov**

- On the **Login** Page
    - o Click on **User ID** on the left side of your page under Login
    - o Enter your User ID
    - o Enter your **Password**
    - o 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**.
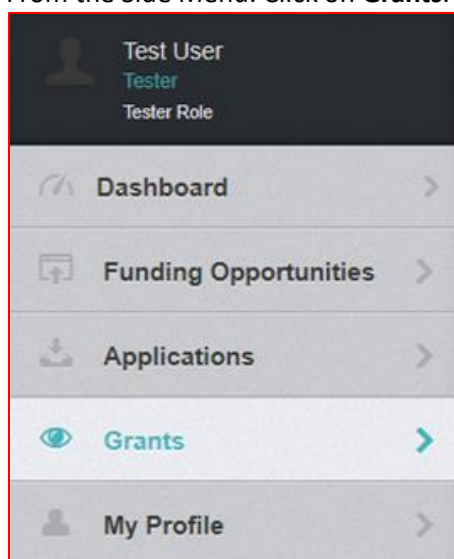
Select the **Grant** you would like to access in the **Active Grants** listing.
If you need to access a closed grant, click on the **Closed Grants** tab.

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.

Select **Contract Amendments** from the list of Grant Components.
Click on **Add Amendment**.

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

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

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

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

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

| Amendment Preview | Attachment | Alert History | Map |

✎ **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