



Requesting an Amendment (CR)

Authorized personnel who have the appropriate user security role can request an amendment through EIM/ESM.

To request an amendment:

1. Select the **Contracts** module.

The Contracts Search page appears.

2. Enter search criteria for identified contract.
3. Click **Search**.

The search results appear below.

Contract Number	Provider Organization	Contract Type	Status	Current Amount
AR1099 - 2009 - RPO	Provider Test 9999	UNIT	Active	\$400,000.00
ARA1002 - 2009 - RPO	Provider 2	UNIT	Initial	\$400,000.00
CRACT1002 - 2009 - RPO	Provider 2	COST	Initial	\$400,000.00
CRB1002B - 2009 - RPO	Provider 2	COST	Active	\$400,000.00
CRB1002Z - 2009 - RPO	Provider 2	COST	Active	\$400,000.00
DANTEST001 - 2009 - RPO	Provider 2	COST	Initial	\$400,000.00
MY99997 - 2009 - CT	Provider Test 9999	UNIT	Active	\$71,009.21
SCDMH3049VFNUNTDAN01 - 2009 - RPO	Provider 2	UNIT	Active	\$1,000.00
SCMRCCES4444101000002 - 2009 - CT	Provider 2	Master Agreement	Initial	
SCMRCCES5555101000002 - 2009 - CT	Provider 2	Master Agreement	Initial	

4. Click the [Contract Number](#) link.

The *Contract Summary* page appears.

5. Select **Request Amendment** from the navigation bar.

The Select Budget page appears.

6. Select the appropriate budget number from the drop down menu and click **Select**.



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The *Request Amendment* page appears.

Contract # CRB1002Z - 2009 - RPO - Provider 2			
Master Contract Number: CRB1002Z		Contract Type: COST	
Fiscal Year: 2009		EIM Version Number: 9	
MMARS Version Number: 1			
Activity Code	Activity Name		
3153	Training Service Activity		
Request Amendment : Budget 1			
Contract Maximum Obligation:	\$400,000.00	Budget Maximum Obligation:	400000.00
Current End Date:	08/30/2009	Remaining Amount:	\$0.00
Current Client Capacity Limit:		New Client Capacity Limit:	
*Reason for Amendment:	<input type="text"/>		
104 - Supervising Professional (Category 1 . Direct Care / Program Staff)			
Original FTE:	1	Original Amount:	\$41,000.00
Expended Amount:	\$6,800.00	Balance:	\$34,200.00
Reimbursable Cost:	\$41,000.00		
Current FTE:	1	Offset:	\$0.00
Current Amount:	\$41,000.00	*New Amount:	41000
Request Amendment			

- Enter amendment information, including a reason for the amendment.
- Click **Request Amendment**.

The *Amendment* page appears. Notification is sent to designated agency staff by email.

Notes:

- The sum of all **New Amount** fields must equal the **Budget Maximum Obligation** field. The **Remaining Amount** field supports this and will show the difference if the amounts don't match along with error message.
- New amount cannot be less than the already expended amount for that line item.
- The reason for amendment field is now mandatory.
- New functionality to add a line item budget component.

**Questions or need assistance?
Call Virtual Gateway Customer Service
1-800-421-0938**

**(617-847-6578 - TTY for the deaf and hard of hearing)
8:30 am to 5:00 pm Monday through Friday**