



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. Select **Search**.

The search results appear below.

Contract Number	Provider Organization	Contract Type	Status	Current Amount
123456789012345678901234567890	Provider Test 9999	UNIT	Active	\$400,000.00
123456789012345678901234567890	Provider 2	COST	Initial	\$400,000.00
123456789012345678901234567890	Provider 2	COST	Initial	\$400,000.00
123456789012345678901234567890	Provider 2	UNIT	Active	\$400,000.00
123456789012345678901234567890	Provider Test 9999	COST	Active	\$71,009.21
123456789012345678901234567890	Provider 2	UNIT	Active	\$1,000.00
123456789012345678901234567890	Provider 2	Master Agreement	Initial	
123456789012345678901234567890	Provider 2	Master Agreement	Initial	

4. Select 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 select **Select**.



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The *Request Amendment* page appears.

Contract # INH1134D - 2019 - HBS - Provider 2

Mixer Contract Number: 0745632
Fiscal Year: 2019
Contract Type: O2BT
WBSAG Version Number: 1
ESM Version Number: 0

Activity Code	Activity Name
0730	0730 - 0000432 Care Support Services

Request Amendment : Budget 1

Contract Maximum Obligation: \$150,051.40
Current (End Date): 06/30/2019
Budget Maximum Obligation: \$50,000.42
Remaining Amount: \$0.00
Current Client Capacity Limit:
New Client Capacity Limit:

*Reason for Amendment:

135 - Direct Care/Program Staff II (Category 1, Direct Care / Program Staff)

Original FTE: 0
Expended Amount: \$13,076.58
Original Amount: \$71,522.28
Remaining Amount: \$58,445.70
Funds Available Limit: \$71,522.28
Balance: \$58,445.70
Current FTE: 0
Offset: \$0.00
Control Amount: \$71,522.28
*New Amount: \$71,522.28

- Enter amendment information, including a reason for the amendment.
- Select .

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**