



Requesting an Amendment (UR Contract)

Authorized personnel can request an amendment through EIM to adjust a rate schedule or client capacity limit.

To request an amendment:

1. Select the **Contracts** module.

The Contracts Search page appears.

| Contract Number | Provider Organization | Contract Type | Status | Current Amount |
|------------------------------------|-----------------------|---------------|--------|----------------|
| UR8881 - 2008 - CT | Provider Test 9999 | UNIT | Active | \$400,000.00 |

2. Enter search criteria for identified contract.

3. Click **Search**.

The search results appear below.

| Contract Number | Provider Organization | Contract Type | Status | Current Amount |
|------------------------------------|-----------------------|---------------|--------|----------------|
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4. Click the [Contract Number](#) link.

The Contracts Summary page appears.

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

6. Select a **Budget Number** from the drop down box; click **Select**.

The Request Amendment page appears.

7. Enter amendment information, including a reason for the amendment.

8. Click **Request Amendment**.

The Amendment page appears with a confirmation message displaying. Notification is sent to designated agency staff by email.