How to Submit a Change Request in eGMS Reach

Introduction
This document describes how to submit requests for approval of changes relating to your award through eGMS Reach. They are called “Change Requests” here.

Additional Help
If you have questions that are not answered within this document, please contact the eGMS Help Desk by emailing Reach-HelpDesk@imls.gov.

Submitting a Change Request
1. Log into eGMS Reach and navigate to the My Awards section of the homepage.

Figure 1 My Awards in Reach
2. Click on **Go to Award** to view the award’s details.

![Figure 2 Award details](image)

3. Navigate to the bottom of the page and click on the **Change Requests** tab.

![Figure 3 Change Requests tab](image)

4. You may request approval for the following change requests:
   a. Budget Revision
   b. Extension to Award Period
   c. Key Personnel Change
   d. Other Change
Click on **Submit a New Request** to proceed with your request.

![Change Requests and Amendments](image)

**Figure 4 Change Requests Page**

5. On the next page, select the type of change for which you are requesting approval. Note that you may only choose one. Enter an explanation for your request and upload any required documents.

![Submit an Amendment or Change Request](image)

**Figure 5 Change request selection page**
6. Some change requests require the submission of additional documentation. Read the Special Instructions and provide the required information. When you have completed all required fields and uploaded your files, click on **Submit**.

![Figure 6 Steps in submitting a change request](image-url)
7. View your requests submitted for approval by clicking on the paper icon under Actions.