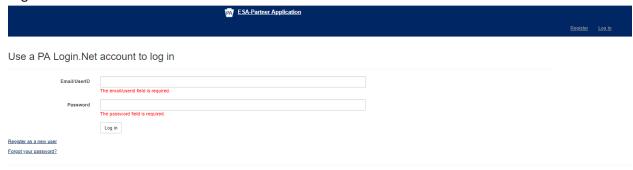
PARTNER PROJECT MODIFICATION PROCESS

1. Login into ESA Partner Portal



2. The following page will be displayed after the Login.



3. In 'My Applications" menu, use Details link to see or modify the application details.



4. Clicking 'Details' link will open ESA (Electronic Single Application for partners).

Based on the role given by PEMA, Partner can either read, edit the application related pages, work with the workflow process or upload documents to ESA.

Roles given by PEMA in ESA

- a. Read-Only: When partner is given Read-Only access by PEMA, Partner could only read the application/project details.
- b. Workflow: When partner is given Workflow access by PEMA, Partner could edit the application related pages or can work with the workflow process.

- c. Upload documents: When partner is given Upload documents access by PEMA, Partner could upload the documents to the ESA applications Electronic Storage.
- 5. In ESA, on the left side of the page, there are few sections associated to the application.
 - a. **Approval:** This section has different pages related to application

Summary: This page contains the important details of the application for quick reference.

Program and workflow: Here the partner can see the list of PEMA employees that are assigned to particular workflow stops.

Event log: This page contains a list of actions performed and responses received on the workflow process and on the application.

Comments: Here the partner can add their comments to PEMA.

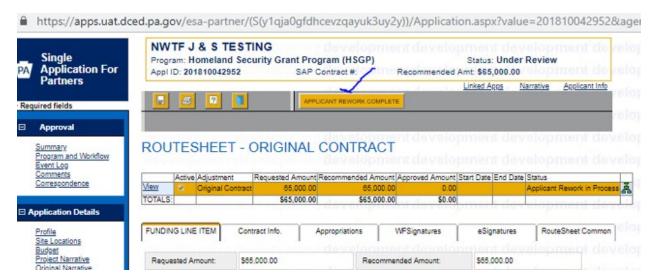
- b. **Application Details:** This section contain the pages information submitted by the sub recipient from ESA Public site. This section include pages 'Profile, Site locations, Budget, Narrative and Addenda'.
- **c. Funding:** This section contains the pages related to workflow process (Route Sheet), SAP Invoice, CVMU and CRP verification.
- **d. Documents Management:** This is the repository of all the documents from ESA Public site, the ESA and the uploads from Partner portal.

The documents from ESA public site: Addenda attachments.

The documents from ESA: The partner can choose a document type and upload the documents here to further use them in workflow process.

In e-signature tab in workflow process (Route sheet page), these documents are attached and will be sent for approval to Grantee, OAG, OGC, Comptroller.

6. After making the changes to the application as partner, click on 'Applicant Rework Complete' button to let PEMA know that the changes are completed.



7. Here are all the accessible pages (on the left side Menu) for the partner for any given role.

