

CHANGE ORDER INSTRUCTIONS

When a Change Order Request Is Required

Step 1: Complete the Change Order Request Form

1. Access the **Change Order Request Form** here: <https://arsl.at/I91Xd64I>.
2. Fill out the form completely and accurately.
3. Once submitted, a **copy of the completed form** will be sent to your email via AirSlate.

Step 2: Upload the Form to the Grants Portal

1. Log in to the **Health Sciences Grants Portal**: <https://hsgrants.force.com>.
2. Navigate to the **Grant Agreements** tab.
3. Select your **grant agreement number** to open the details page.
4. Click the **Related** tab and upload your completed change order form into the **Files** section.

Step 3: Submit the Change Order Request Online

1. After uploading your form, click the **Request Change Order** button in the upper-right corner of the screen.
2. A new tab will open, prompting you to enter a brief description of your change order.
 - o Clearly explain the reason for your request.
 - o Note that the completed form is uploaded in the Files section.
3. Click **Submit** to finalize your request.

Step 4: Authorized Signatory Review

Once your request is submitted, the system will send a **SignNow form** to your authorized signatory for review and approval. Please ensure they complete this step promptly to avoid delays in processing your request.

Need Help?

- For technical assistance with the portal or form submissions, contact **Deloris Vance** at Deloris.Vance@wvhepc.edu.