



SIGNATURE PAGE

CHEAT SHEET 01/2023 ▶

WHEN IS THE SIGNATURE PAGE REQUIRED?

- THE SIGNATURE PAGE IS REQUIRED:
 1. BEFORE APPLICATIONS ARE EXECUTED
 2. WHEN THERE IS A CHANGE (AN AMENDMENT MUST BE DONE) WITHIN THE AGENCY OF THE FOLLOWING PEOPLE:
 - AUTHORIZED OFFICIAL
 - AGENCY ADMINISTRATOR
 - AGENCY STAFF
- IF THE NEW USER HAS NOT BEEN ADDED, SEE THE “**ADDING USERS**” CHEAT SHEET

FROM THE MAIN SCREEN:

➤ **CLICK ON
APPLICATIONS/GRANTS**



GOVERNOR'S OFFICE OF HIGHWAY SAFETY

eGOHS *Plus*

GOHS - SHARDDEV

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[Training Materials](#) | [Organization\(s\)](#) | [Profile](#) | [Logout](#)

[SHOW HELP](#)



Welcome AgencyAdministrator
Agency Administrator
[Change Picture](#)

Instructions:
Select the **SHOW HELP** button above for detailed instructions on the following.

- > Applying for an Opportunity
- > Using System Messages
- > Understanding your Tasks
- > Managing your awarded grant

Hello AgencyAdministrator, please choose an option below.



View Available Proposals

You have **19** opportunities available.
Select the **View Opportunities** button below to see what is available to your organization.

[VIEW OPPORTUNITIES](#)



My Inbox

You have **18** new messages.
Select the **Open Inbox** button below to open your system message inbox.

[OPEN INBOX](#)



My Tasks

You have **89** new tasks.
You have **24** tasks that are critical.
Select the **Open Tasks** button below to view your active tasks.

[OPEN TASKS](#)

**SEARCH FOR THE
APPLICATION/GRANT
THAT YOU NEED TO
CHANGE**

**NOTE: DO NOT
COMPLETE ALL THE
FIELDS ON THIS
SCREEN—LESS
INFORMATION IS BEST**

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[Training Materials](#) | [Organization\(s\)](#) | [Profile](#) | [Logout](#)

[SHOW HELP](#)

 [Back](#)

Applications/Grants

Use the search functionality below to find a specific Application/Grant.

Search Applications/Grants

Application/Grant Types

Application/Grant Name

Status

Year

 [Top of the Page](#)

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**SELECT THE
APPLICATION/GRANT
UNDER THE “NAME”
COLUMN THAT NEEDS TO BE
CHANGED**



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[Home](#) [Applications/Grants](#) [Progress Reports](#) [Claims](#) [Final Reports](#) [Travel Requests](#)

[Training Materials](#) | [Organization\(s\)](#) | [Profile](#) | [Logout](#)

[SHOW HELP](#)

[Back](#)

Applications/Grants

Use the search functionality below to find a specific Application/Grant.

Search Applications/Grants

Application/Grant Types

Application/Grant Name

Status

Year

Export Results to Sort by:

Number of Results 6

Document Type	Organization	Name	Current Status	Year
General Application 2021	GOHS Testing Inc	GA-2021-GOHS Testi-00001	Application Submitted	2021
General Application 2021	GOHS Testing Inc	GA-2021-GOHS Testi-00002	Application in Process	2021
Students Against Destructive Decisions 2021	GOHS Testing Inc	SADD-2021-GOHS Testi-00002	Application Submitted	2021
Students Against Destructive Decisions 2021	GOHS Testing Inc	SADD-2021-GOHS Testi-00003	Application in Process	2021
Traffic Enforcement Networks 2021	GOHS Testing Inc	TEN-2021-GOHS Testi-00001	Application in Process	2021
Young Adults 2021	GOHS Testing Inc	YA-2021-GOHS Testi-00002	Application in Process	2021

1

[Top of the Page](#)

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➤ **HOVER OVER FORMS
MENU**

➤ **SELECT CERTIFICATION
AND SIGNATURES**

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Home Applications/Grants Progress Reports Claims Final Reports Travel Requests
Training Materials Organization(s) Profile Logout
SHOW HELP

Men Forms Menu Status Changes Management Tools Related Documents and Messages

Forms Menu

- Per Diem & Fees
- Computer Charges and Computer Equipment
- Telecommunication
- Motor Vehicle Purchase
- Rent/Real Estates
- Cost Category Summary
- Contract Forms
- Grant Terms and Conditions
- Certification and Signatures**

Current Status	Period Date / Date Due
Application in Process	10/01/2020 - 09/30/2021 N/A

Status	Page Name	Note	Created By	Last Modified By
Application Forms				
	Application Project Information			
	General Additional Information			
	Problem Identification			
	Documentation Attachment			
	Program Assessment			
	Program Assessment Chart		AgencyAdministrator GOHSUser 11/26/2019 1:10:48 PM	
	Project Objectives			
	Project Activities Evaluations			
	Media Plan			
	Resource Requirements			
	Self-Sufficiency			

➤ **SELECT THE APPROPRIATE PEOPLE FOR THE SIGNATURE PAGE:**

- **AGENCY ADMINISTRATOR**
- **AGENCY STAFF**
- **AUTHORIZED OFFICIAL**


➤ **CLICK SAVE**

➤ **CLICK PRINT VERSION TO GENERATE THE PDF SIGNATURE PAGE**

➤ **IF A CONTACT IS NOT SHOWING UP IN THE DROP DOWN, PLEASE SEE THE NEXT SLIDE.**

NEW USER NOT SHOWING UP IN DROPDOWN?

- CLICK MANAGEMENT TOOLS
- SELECT ADD/EDIT PEOPLE
- CLICK THE BOX TO THE LEFT OF THE NEW USER TO PUT A CHECK MARK TO THE LEFT OF THE USER NAME
- SELECT A DATE IN THE UPPER BOX TO THE RIGHT OF THE NAME
- CLICK SAVE

 Page Information
The information has been saved.

[Back](#)

Organization - GOHS Testing Inc

Follow the instructions listed below to add/remove/modify organization members.

[Organization Information](#) | [Organization Members](#) | [Organization Documents](#) | [Organization Details](#)

Organization Members

Administrators with the authority to add members to your organization can follow these steps:

- To add a member to your organization, select the **Add Members** link below.
- If a member has already added his/her information in the system, you can search for the member.
- If you need to add a member's information into the system, select **New Member**.
- For more detailed instructions, select the **Show Help** button above.

[Current Members](#) | [Add Members](#)

<input type="checkbox"/>	Person	Role	Active Dates	Active Documents	Assigned By	Modified By
<input checked="" type="checkbox"/>	GOHSUser_AgencyAdministrator	Agency Administrator	1/6/2016	119	Huff, Sean 1/6/2016	
<input checked="" type="checkbox"/>	GOHSUser_AgencyAuthorizedOfficial	Agency Administrator	1/6/2016	10	Huff, Sean 1/6/2016	GOHSUser_AgencyAdministrator 10/24/2016
<input checked="" type="checkbox"/>	Taylor_Ms_Anne	Agency Administrator	7/13/2016	30	GOHSUser_AgencyAdministrator 7/13/2016	GOHSUser_AgencyAdministrator 12/1/2016
<input checked="" type="checkbox"/>	GOHSUser_AgencyStaff	Agency Staff	1/6/2016	25	Huff, Sean 1/6/2016	
<input checked="" type="checkbox"/>	Hamilton_Ms_Michelle	Agency Staff	12/1/2016	6	GOHSUser_AgencyAdministrator 12/1/2016	
<input checked="" type="checkbox"/>	James_Mr_Thomas	Agency Staff	7/7/2016	11	GOHSUser_AgencyAdministrator 7/7/2016	GOHSUser_AgencyAdministrator 12/1/2016
<input checked="" type="checkbox"/>	GOHSUser_AgencyViewer	Agency Viewer	1/6/2016		Huff, Sean 1/6/2016	
<input checked="" type="checkbox"/>	testing_testsv	Agency Viewer	10/13/2016		GOHSUser_AgencyAdministrator 10/13/2016	GOHSUser_AgencyAdministrator 12/1/2016
<input checked="" type="checkbox"/>	User Jr_Mr_New	Agency Viewer	12/11/2019		GOHSUser_AgencyAdministrator 12/11/2019	

THE SIGNATURE PAGE MUST BE
PRINTED, SIGNED IN BLUE INK AND
MAILED TO:

GOHS
ATTN: CANDICE HAMILTON-LAWLESS
7 MARTIN LUTHER KING JR. DR. SW
SUITE 643
ATLANTA, GA 30334

General Application 2021
Organization: GOHS Testing Inc
GA-2021-GOHS Testi-00002
Certification and Signatures

I certify that I understand and agree to comply with the general and fiscal year terms and conditions of this application including special conditions; to comply with provisions of the Act governing these funds and all other federal laws; that all information presented is correct; that there has been appropriate coordination with affected agencies; that I am duly authorized by the applicant to perform the tasks as they relate to the terms and conditions of this grant application; that costs incurred prior to grant approval may result in the expenses being absorbed by the grantee; and, that the receipt of grantor funds through the Governor's Office of Highway Safety will not supplant state or local funds. **Monthly reimbursement claim submissions filed electronically are in effect, "electronically signed".**

Agency Administrator *

Name:	AgencyAdministrator GOHSUser	Title:	
Agency:	GOHS Testing Inc	Address:	555 Atlanta, GA, 55555
Phone Number:	(555) 555-5555	Email Address:	demotest@agatesoftware.com
Fax Number:		Date:	12/3/2019
Signature:	_____		

Agency Staff *

Name:	Ms. Anne Taylor	Title:	Program Manager
Agency:	GOHS Testing Inc	Address:	555 Test Testing, GA, 55555
Phone Number:	(555) 555-5555	Email Address:	rhayes@gohs.ga.gov
Fax Number:		Date:	12/3/2019
Signature:	_____		
FEI Number:	98-7654321		

Authorized Official *

Name:	AgencyAuthorizedOfficial GOHSUser	Title:	
Agency:	GOHS Testing Inc	Address:	555 Atlanta, GA, 55555
Phone Number:	(555) 555-5555	Email Address:	demotest@agatesoftware.com
Fax Number:		Date:	12/3/2019
Signature:	_____		

*** NOTE: AGENCY ADMIN, AGENCY STAFF AND AUTHORIZED OFFICIAL CANNOT BE THE SAME PERSON WITHOUT GOHS APPROVAL. STAFF BEING FUNDED UNDER THIS GRANT MAY NOT BE ANY OF THE ABOVE OFFICIALS WITHOUT GOHS APPROVAL.**

WHAT'S NEXT?

- FOR NEW APPLICATIONS, IF ALL FORMS ARE COMPLETE AND ERROR FREE, SUBMIT THE APPLICATION.
- FOR ASSISTANCE WITH SUBMITTING THE APPLICATION, SEE THE “SUBMITTING APPLICATION” CHEAT SHEET.



GEORGIA GOVERNOR'S OFFICE OF HIGHWAY SAFETY

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