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
SEARCH FOR THE APPLICATION/GRANT THAT YOU NEED TO CHANGE

NOTE: DO NOT COMPLETE ALL THE FIELDS ON THIS SCREEN—LESS INFORMATION IS BEST
SELECT THE APPLICATION/GRANT UNDER THE "NAME" COLUMN THAT NEEDS TO BE CHANGED
 HOVER OVER FORMS MENU
 SELECT CERTIFICATION AND SIGNATURES
- 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
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
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.