Updates to the Electronic Reporting System

1. The steps for creating a Substantive Change Reporting form have changed:

Current Steps:

Updated steps:

The updated step includes clicking on the “Application” Tab, selecting “Create” and then choosing “Substantive.”
2. The steps for locating an in-progress or approved Substantive Change Reporting Form has changed:

Current steps:

![Dashboard screenshot](image1)

Updated step:

![Dashboard screenshot](image2)

Substantive Change Reporting forms will now be located on your dashboard along with any in-progress reports. Once the Substantive Change Reporting form has been created it will appear on the dashboard and you will be able to work on it whenever you are logged-in.
3. Viewing the Application History has changed:

Current steps to locate Application History:

Updated steps to locate Application History:
You will now click on the “Applications” Tab and select “View History.” This will take you to a screen that will have information on the program, including initial approval date, current term of approval, and information on submitted reports and substantive change reporting forms (submitted through the system). You will also be able to click on the little arrow in the top right corner of each report tile (blue circle) and view the actual report or form submitted.