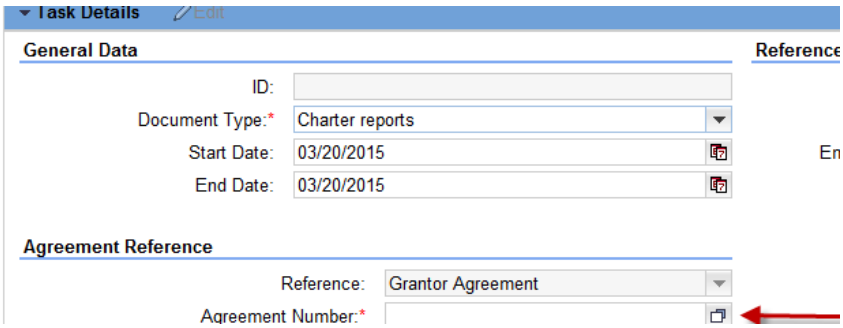
PTD—Submit Documents

1. Log on to GRANTS System. **Note:** Refer to Log On Document.
2. Click **Submit Documents** (Figure 1). The ***PTD Document: New*** window displays.
3. Select the **Document Type, Start Date and End date** (figure 2).
4. If the document type selected requires a link to the agreement the **Agreement Number** field will be active for entry



5. Enter the agreement number. Use search help to search and find an agreement if necessary.
6. Use the **Attachment** button to attach documents
7. Click **Attachment**.
8. Click **Browse**.
9. Navigate to the document you would like to upload and double click.
10. Select **Attach**.
9. Repeat steps 5-8 to add additional documents.
10. Click Save and Back to go back to Home Screen. (Figure 3)

Figure 1—Home—Submit Documents

Figure 2—Submit Documents

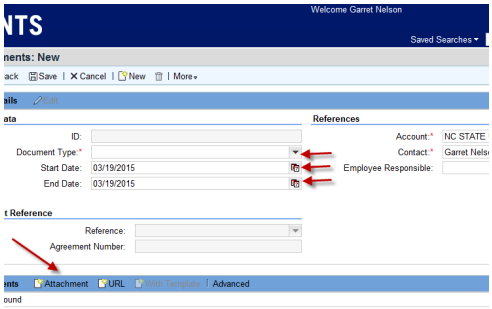
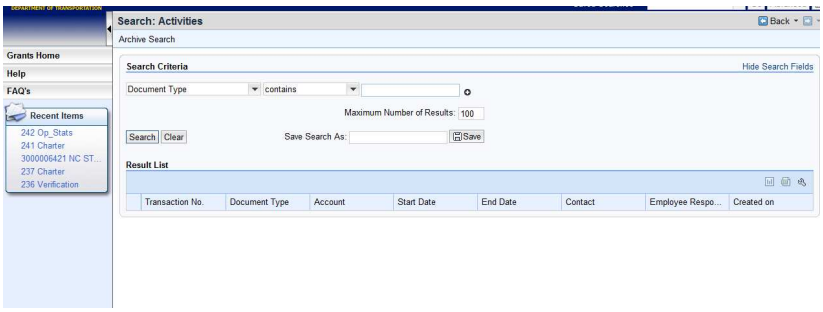


Figure 3—Save Document

PTD—Display Documents

1. Log on to the GRANTS System. **Note:** Refer to Log On Document.
2. Click **Display Documents** (Figure 1). The ***Search:*** window displays.

Figure 1—Home—Display Documents



3. You can click **Search** or Enter the document type and click on search

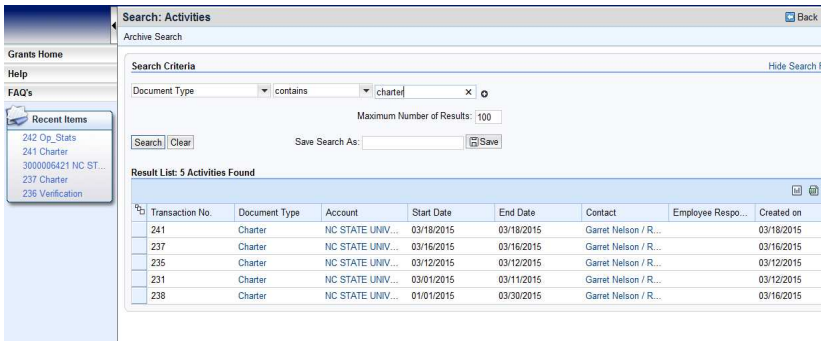
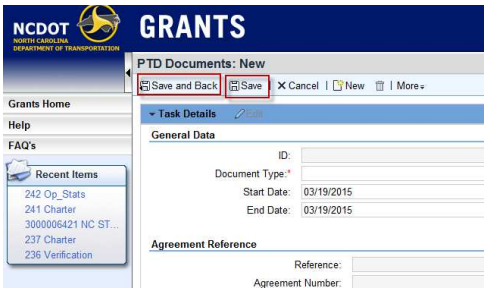


Figure 2—Save Document



4. Click on Document type link to go into the document and add more attachments.
5. Use the **Attachment** button to attach documents
6. Click **Attachment**.
7. Click **Browse**.
8. Navigate to the document you would like to upload and double click.
9. Select **Attach**.
10. Repeat steps 5-9 to add additional documents.
11. Click Save and Back to go back to **Search** Screen. (Figure 2)