1. After logging into EBS, select “Change Request for Aid Appl”

2. Search for appropriate application that is in “Award Letter Issued” status, hit enter, select the application.

3. After entering other pertinent info, scroll to the second page and find the Cash Flow table. Cash Flow Total **MUST** match Project Request Amount Total. Enter projected Cash Flow data in table.
4. If Cash Flow projections exceed 1 year, select “Add” to add a row. It’s just as easy to “Remove” the row as well.

5. Review application. If no changes are needed, proceed to PIN and Submit as usual.

For more information watch this instructional YouTube video:
https://www.youtube.com/watch?v=x9A8b4mYWao
Cash Flow instructions at 05:39 mark