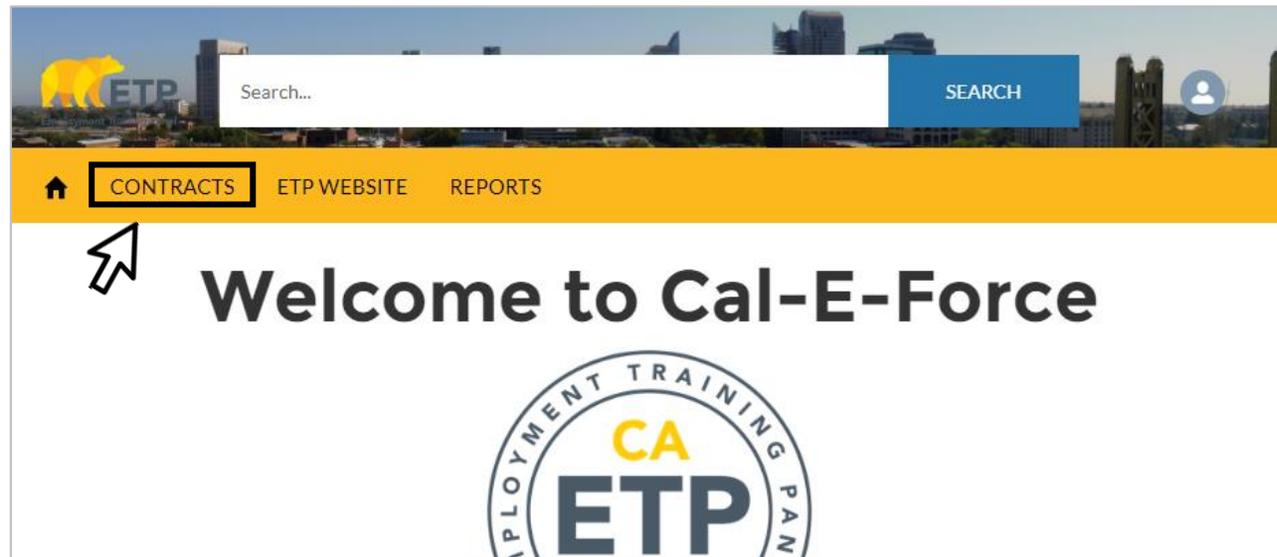
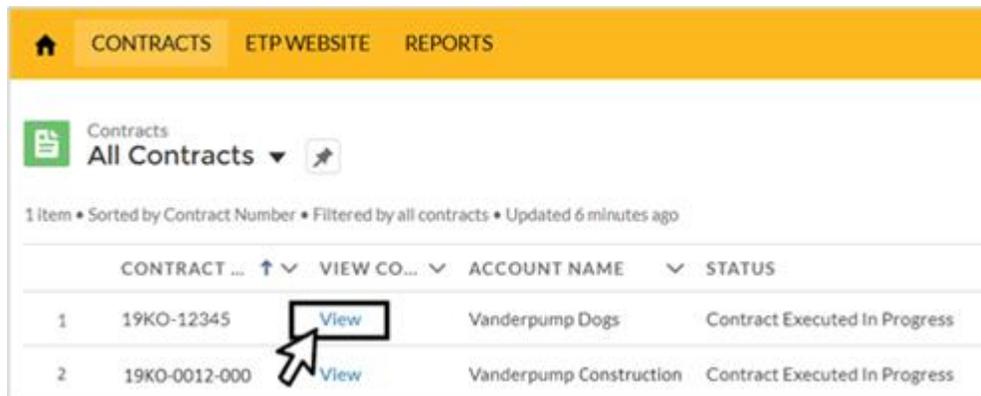


ETP CAL-E-FORCE REFERENCE GUIDE – REVISION REQUESTS

1. At the top of the landing page, select the **Contracts** button on the button bar.



2. Click on the 'View' link for the contract in which you would like to submit a revision request. The system will take you to your Contract Details page.



3. Select the **Request Revisions** button on the button bar at the top of the Contract Details Page.



ETP CAL-E-FORCE REFERENCE GUIDE – REVISION REQUESTS

| | |
|---------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>4. Check the checkbox(es) next to the revision(s) you would like to make to your contract.</p> | <div data-bbox="527 204 1444 833"><h3>Request to Revise the Contract (check all that may apply)</h3><ul style="list-style-type: none"><input type="checkbox"/> Contractor Name Change To <input type="text"/><input type="checkbox"/> Revise Term Start Date To <input type="text"/><input type="checkbox"/> Revise Term End Date To <input type="text"/><input type="checkbox"/> Revise Standard Contract Language<input type="checkbox"/> Revise Curriculum: Delivery Methods or Training Type<input type="checkbox"/> Revise Job Titles<input type="checkbox"/> Revise Number to Train<input type="checkbox"/> Revise Out-of-State Subcontractor Information<input type="checkbox"/> Revise Participating Entities/Workplace<input type="checkbox"/> Revise Waiver Information<input type="checkbox"/> Other</div> |
| <p>5. Scroll down and enter the Reason for / Details of Request.</p> | <div data-bbox="527 878 1633 1208"><p>* Reason for / Details of Request:</p><div data-bbox="541 932 1612 1192"><p>Test - Need to change address of workplace</p></div></div> |
| <p>6. Click the Submit button.</p> | <div data-bbox="527 1252 936 1360"><p><input type="button" value="CANCEL"/> <input type="button" value="SUBMIT"/></p></div> |

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7. You will be taken to a confirmation page where you will see the information you have successfully input.

| | | |
|------------------------------------------------------------------------------------------------------------------------------|-----------------|----------------------------|
|  Contract Revision CR-1499 | | |
| Revision Type | Revision Status | Back To Contract |
| | Submitted | Contract 2 |
| ▼ Information | | |
| Contract Revision Name | | Contract Number |
| CR-1499 | | Contract 2 |
| Request Date | | Revision Status |
| 7/9/2019 | | Submitted |