

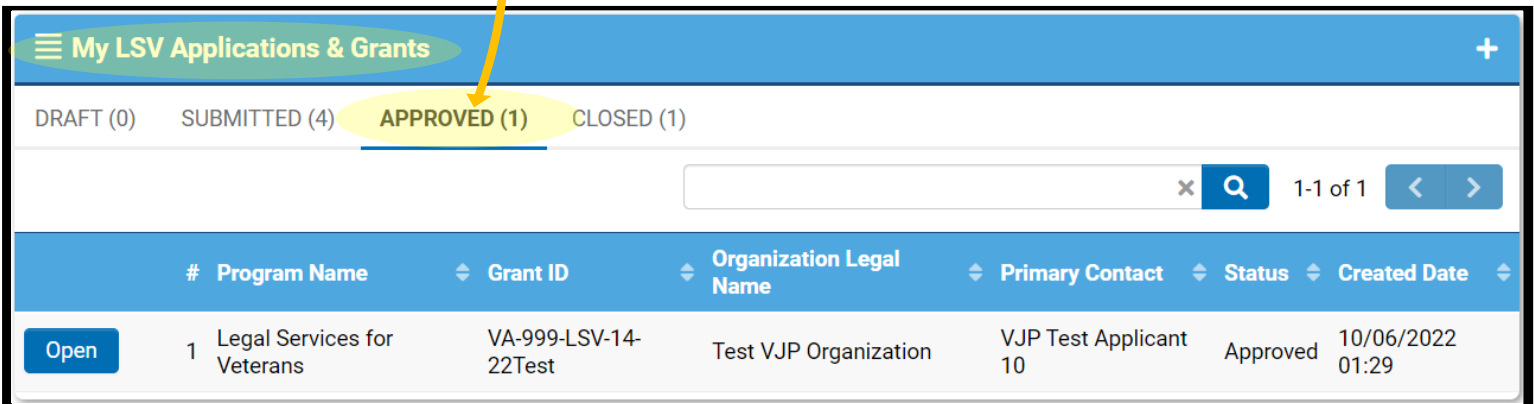
Legal Services for Veterans Program: eGMS Guide

How-To: Retrieve an Executed Grant Agreement

Step 1: Log in to eGMS, and select the approved grant record

- The Grant Owner or a Grant Contact of the record will select the awarded grant in the **My LSV Applications & Grants** section under the Approved tab, as shown below:

If you have more than one application awarded, ensure you are selecting the correct record.



#	Program Name	Grant ID	Organization Legal Name	Primary Contact	Status	Created Date
1	Legal Services for Veterans	VA-999-LSV-14-22Test	Test VJP Organization	VJP Test Applicant 10	Approved	10/06/2022 01:29



Note: If you do not see the grant record, you are not a Grant Contact for the record. If you are not the Owner or a Grant Contact, you will not be able to complete this action. If this is the case, please contact the LSV National Office at LSV@va.gov for assistance.

Step 2: Select External Attachments Tab; Find the document under Executed Grant Agreement; Select the document to Download

VA-999-LSV-14-22Test

Application Type: Legal Services for Veterans

Organization Legal Name: Test VJP Organization

Primary Contact: VJP Test Applicant 10

To update the **Primary Contact** of this application, click the binocular icon and select from the list of contacts from your Organization.
If a contact is not in the list, click **Grant Contacts** tab below and invite an Organization contact. The contact should accept your invitation to be added in the system.

Grant ID: VA-999-LSV-14-22Test

Program Name: Legal Services for Veterans

Application Summary: [Preview](#)

INSTRUCTIONS APPLICATION GRANT CONTACTS **EXTERNAL ATTACHMENTS**

Executed Grant Agreement

Executed Grant Agreement View

Download icon

File Name	Size	Date
TestingLSV_GrantID_Executed_Gr...	33.8 KB	03/10/2023 09:47

Total Files: 1

Step 3: Download the Executed Agreement and Save a Copy

Download a copy of the executed grant agreement (PDF format) to your computer. Share this document with others in your organization, as appropriate. Keep a copy in your grant administrative files.

Great job, this activity is now complete!