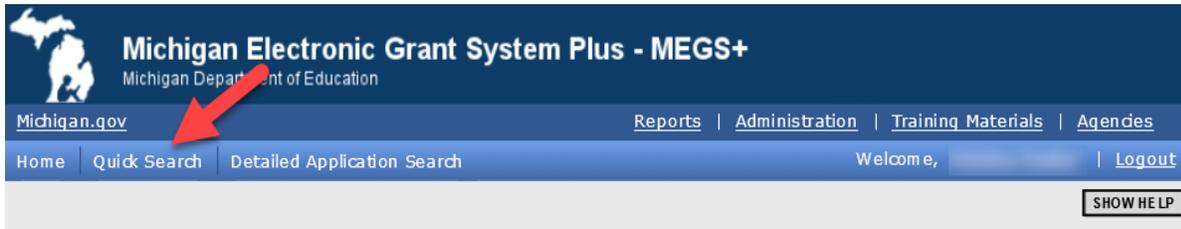


## MEGS+: UPDATING SPONSOR PAGE FOR NEW BUSINESS CONTACT

1. Log into [MEGS+](#).
2. Use **Quick Search** at the top of the page to find the program application you are wanting to add the person to. **Note:** The new person will need to be added to each specific program application they need access to.



3. Click on the Agency Name of the specific application, that the business contact information needs to be updated on. **NOTE:** This information will need to be updated on EVERY program application (SNP, SFSP, CACFP, etc.).

Export Results to  Sort by:

Agency	Recipient Code/Agreement Number	Application/Task	Fiscal Year	Current Status	Description	Application/Task Number
<a href="#">Agency Name</a>	Agreement Number	CNP: School Nutrition Program	2021	Approved		SNP-2021-Swartz Creek Community Schools-25180

4. Click on Change Status and then click on Amend Application.

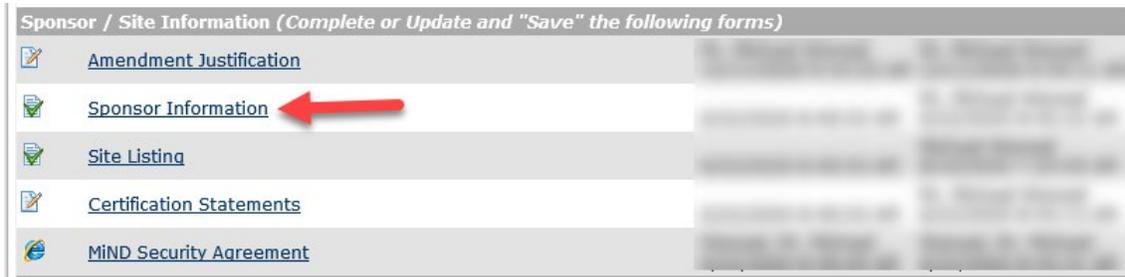


5. Click on View Edit.



## MEGS+: UPDATING SPONSOR PAGE FOR NEW BUSINESS CONTACT

4. Scroll down to the Sponsor/Site Information and click on Sponsor Information.



Sponsor / Site Information (Complete or Update and "Save" the following forms)

- [Amendment Justification](#)
- [Sponsor Information](#) ←
- [Site Listing](#)
- [Certification Statements](#)
- [MiND Security Agreement](#)

6. Update questions 7a – 7e.

The Business Contact and Food Service Director must be different.

\*7. a. Business Contact:

b. Title:

c. Telephone Number:

d. Fax Number:

e. E-mail Address:

8. Food Service Director:

a. Name:

b. Telephone Number:

c. E-mail Address:

d. Was the food service director for this SFA hired on or after July 1, 2019?  Yes  No

e. Date of Hire:

7. Click on Save at the top of the page.



SAVE DELETED PRINT VERSION GLOBAL ERRORS REVIEW COMMENTS SHOW HELP

8. Go back to the top of the page and click on Change Status and resubmit the application.



Main Menu > Application Menu

Agency Name & Agreement Number

Quick Links: [View/Edit](#) | [Change Status](#) | [Management Tools](#) | [Examine Related Items](#) | [View Comments](#)

Application: FY 2021 - CNP: School Nutrition Program A1 | Status: Approved | Security Level: Not Assigned