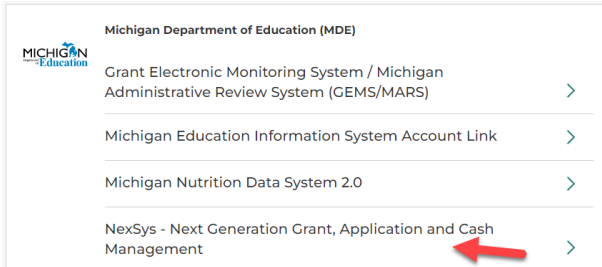
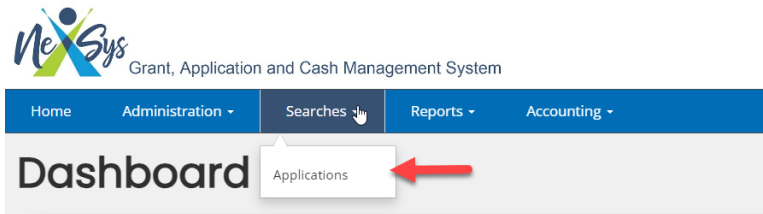


AMENDING AN APPLICATION IN NEXSYS

1. Log into [MiLogin for Business](#). MiLogin can react differently with different browsers. It is recommended Microsoft Edge or Google Chrome be used.
2. Click NexSys – Next Generation Grant, Application and Cash Management



3. Click the Search tab at the top of the page and then choose Applications.



4. (1) Use the dropdown menu to choose the application you want to find. (2) Enter the fiscal year of the application you are looking for. (3) Click the Search button.

Application Search

Search Criteria

Document Number	Fiscal Year
<input type="text"/>	<input type="text" value="Type the fiscal year here"/>
My Application/Task	Status
<input type="text" value="Choose application from drop down menu"/>	<input type="text"/>
Entity	
<input type="text" value="Your agreement number should automatically show up here"/>	<input type="text"/>

Clear Search

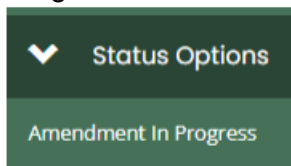
5. Click on the link under the Document Number column to open the application.

Export to Excel

Drag a column header and drop it here to group by that column

Document Number	Entity	My Application/Tasks	Status	Fiscal Year
COORDAPP-2024-990001941-01356	The name of your entity will appear here	The application name will appear here	Application In Progress	2024

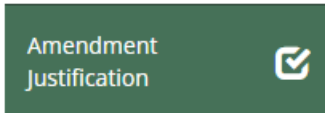
6. Using the left side toolbar, scroll down to “Status Options” and select “Amendment in Progress”.



7. Make the necessary changes to the application and save each page.

AMENDING AN APPLICATION IN NEXSYS

- You must** complete an “Amendment Justification” to explain what your or modifying in the application. **If you are participating in multiple child nutrition programs, please indicate which program you are amending in the justification. (For example, SNP-added my second health inspection dates or SFSP-changed site times for ABC site.)**



- Once all modifications and the amendment justification are completed, select “Amendment Submitted”. This will submit your application for approval.

