

MEGS+ Levels & Permissions

This document describes the different MEGS+ levels and what each one can do.

Level 5 - Authorized Officials

- Manage MEGS+ accounts for district/agency
- Designate and Assign Application Administrators (Level 4)
- Initiate applications
- Assign lower security levels to allow edit or view status
- Add users to MEGS+
- Submit, amend, and delete applications, amendments, and/or reports
- Access to all district applications

Level 4 - Application Administrators

- Responsible for managing the application
- Initiate assigned applications **for own agency**
- Start modifications or amendments
- Assign other users to participate in the grant writing or review process (levels 1 and 2)
- Initiate and submit reports
- Notify Authorized Officials to submit applications, modifications and amendments
- Can NOT: submit applications; assign other Level 4s

Level 2 - Grant Writers

- Ability to input and edit any data

Level 2c - Financial Officers

- Ability to input and edit budget data

Level 1 - Viewers

- Can view all parts of the application
- Cannot input or edit any information