



WISE—Attach Local Area Plan

1. Log on to the Grants System. **Note:** Refer to Log On Instructions.
2. Click **Local Area Plan** from the Display\Change box (Figure 1). The **Search: Grantor Agreements** window displays.
3. Click **Search** (Figure 2). **Note:** The result list displayed will date back to PY 2011.
4. Click the Plan # highlighted in blue beside the current year. **Note:** The Status will read "In Process by LA". The Agreement number and Plan Year display at the top of the screen (Figure 3).

(Instructions continue on next page).

Figure 1—WISE Home—Click Local Area Plan



Figure 2—Click Search—Grantor Agreements



Figure 3—Click Plan # Beside Current Year

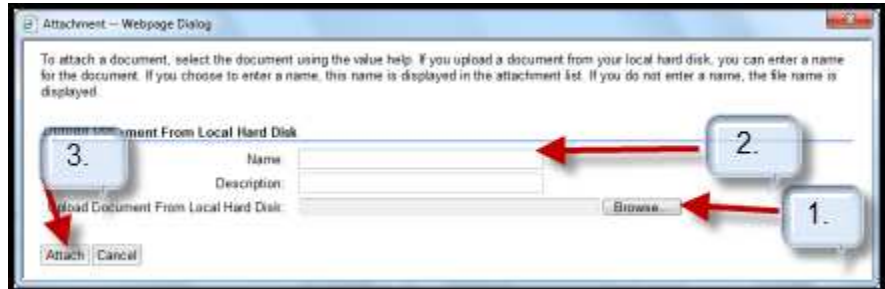




Attach Local Area Plan

5. Click **Attachment**. The Attachment —Webpage Dialogue box displays (Figure 4).
6. Click **Browse** (Labeled 1—Figure 4).
7. Navigate to your local area plan and double click.
8. Enter local area name and year in the *Name* field (Labeled 2—Figure 4).
9. Select **Attach** (Labeled 3—Figure 4).
10. Click **Save**.

Figure 4—Attach Local Area Plan



Submit Local Area Plan

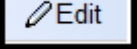
11. Select **Edit**  from the Overview area (Figure 5).
12. Select **Submitted** from the *Status*: dropdown box.
13. Click **Save**. A message displays which reads Agreement 20000XXXXX has been saved.

Figure 5—Submit Local Area Plan

