



ezFedGrants Agreement eSignature Job Aid



Before You Begin

This document explains how Signatory Officials (SOs) digitally sign agreements and amendments in the ezFedGrants External Portal.

You Will Need

- An eAuthentication Level 2 Account
- The Signatory Official role in ezFedGrants
- An agreement or amendment that is pending your signature.

Contents

BEFORE YOU BEGIN	1
YOU WILL NEED	1
CONTENTS.....	1
DATA NOTE	1
GETTING STARTED	2
COMPLETE SIGNATURE WORK ITEM	2
SEE ALSO	4
JOB AIDS.....	4
NEED HELP?	4
VERSION CONTROL	4

Data Note

The screenshots provided with these instructions are a representative sample for the purpose of training, which contain sample data and may not depict the entire screen.

In addition, these instructions focus on the **minimum system requirements** for the above-described procedure(s). You may need to complete additional fields or provide additional information not specifically described in this document.



ezFedGrants Agreement eSignature Job Aid



Getting Started

Launch the ezFedGrants External Portal (from the [NFC ezFedGrants website](#)) and log in with your eAuthentication Level 2 Account.

The image shows two overlapping screenshots of the ezFedGrants portal. The background screenshot is the home page with a blue header and navigation icons. A red circle highlights the 'Launch ezFedGrants' button at the bottom. The foreground screenshot is the 'eAuthentication Login' page, which has a green header. It features a 'LincPass (PIV)' login option on the left and a 'User ID & Password' login form on the right. The 'User ID:' and 'Password:' input fields are circled in red. Below the password field is a 'LOGIN' button, also circled in red. A red arrow points from the 'Launch ezFedGrants' button to the 'LOGIN' button.

For questions regarding ezFedGrants access, including logging-in and eAuthentication, please review the [Onboarding and Accessing ezFedGrants FAQs](#).

Complete Signature Work Item

1. Locate the agreement you want to sign in the **Actionable Items** section of the **Home** screen. Click the **Transaction ID** link to open the agreement.

The screenshot shows the 'Home' screen of the ezFedGrants portal. On the left is a navigation sidebar. The main content area is titled 'Home' and contains a 'News and Notes' section and an 'Actionable Items' section. The 'Actionable Items' section has a 'Category' dropdown menu and a table of transactions. The table has columns for Transaction ID, Transaction, FAIN, Status, Due Date, and Last Updated. The row for 'ESIG-1032' is highlighted with a red box.

Transaction ID	Transaction	FAIN	Status	Due Date	Last Updated
APP-5552	Application		Pending Signature		9/3/19
APP-5321	Application		Pending Signature		8/6/19
APP-5262	Application		Pending Signature		7/29/19
APP-5260	Application		Pending Signature		7/29/19
APP-5252	Application		Pending Signature		7/25/19
ESIG-1032	Electronic Signature	FX170200-10.G027	New		6/28/19
ESIG-1031	Electronic Signature	FX170200-10.G027	New		6/28/19
ESIG-1030	Electronic Signature	FX170200-10.G027	New		6/28/19



ezFedGrants Agreement eSignature Job Aid

- On the **Agreement** screen, review the agreement documents.

[<< Back](#)

United States Department of Agriculture
Foreign Agricultural Service
AWARD FACE SHEET

1. FAIN FX170200-10.G027	2. Amendment FAIN	3. Authority	4. Type of Instrument Grant Agreement
5. Type of Action New	6. Proposal Number APP-4022	7. CFDA Number 10.960	8. DUNS Number 0012345
9. NOFO Number	10. Period of Performance 01/13/2017 through 01/31/2018	11. Budget Periods 10/01/13 through 09/31/2014	
12. Agency (Name and Address) Foreign Agricultural Service Pat Casey 1400 Independence Ave SW Washington, DC 20005		13. Recipient Organization RUTGERS THE STATE UNIVERSITY OF NJ JERSEYRESOURCE FOUNDATIONSCHOOL OF AGRICULTURE 34 RUTGERS PLAZA NEW BRUNSWICK, NJ 08901-8559	
14. Program Point of Contact: Alex Simko (111) 292-2332	Administrative Point of Contact:	15. Project Director/Performing Organization app pro1001 (123) 456-7890	

- After reviewing the agreement documents, scroll down to the **Decision** section and select the appropriate option from the **Please select an option** dropdown menu:
 - Sign:** There are no issues and you are ready to sign to agreement.
 - Reject:** Something needs to be corrected before your organization agrees to sign the agreement.

[<< Back](#)

16. Program Name Technical Agricultural Assistance - OASA	17. Project Name NRCS Enterprise eSign - Demo																																																			
18. Approved Budget	19. Current Budget Period Information																																																			
<table style="width: 100%; border-collapse: collapse;"> <tr><td>a. Personnel</td><td style="text-align: right;">\$</td><td></td></tr> <tr><td>b. Fringe Benefits</td><td style="text-align: right;">\$</td><td></td></tr> <tr><td>c. Domestic Travel</td><td style="text-align: right;">\$</td><td></td></tr> <tr><td>d. Foreign Travel</td><td style="text-align: right;">\$</td><td></td></tr> <tr><td>e. Equipment</td><td style="text-align: right;">\$</td><td></td></tr> <tr><td>f. Supplies</td><td style="text-align: right;">\$</td><td></td></tr> <tr><td>g. Contractual</td><td style="text-align: right;">\$</td><td></td></tr> <tr><td>h. Printing</td><td style="text-align: right;">\$</td><td></td></tr> <tr><td>i. Other</td><td style="text-align: right;">\$</td><td></td></tr> <tr><td>j. Total Direct Cost</td><td style="text-align: right;">\$</td><td style="text-align: right;">0.00</td></tr> <tr><td>k. Indirect Costs</td><td style="text-align: right;">\$</td><td style="text-align: right;">0.00</td></tr> <tr><td>l. Non-Federal Funds</td><td style="text-align: right;">\$</td><td style="text-align: right;">0.00</td></tr> <tr><td>m. Total Funds</td><td style="text-align: right;">\$</td><td style="text-align: right;">0.00</td></tr> </table>	a. Personnel	\$		b. Fringe Benefits	\$		c. Domestic Travel	\$		d. Foreign Travel	\$		e. Equipment	\$		f. Supplies	\$		g. Contractual	\$		h. Printing	\$		i. Other	\$		j. Total Direct Cost	\$	0.00	k. Indirect Costs	\$	0.00	l. Non-Federal Funds	\$	0.00	m. Total Funds	\$	0.00	<table style="width: 100%; border-collapse: collapse;"> <tr><td>a. Amount of this action (Federal Share)</td><td style="text-align: right;">\$</td><td style="text-align: right;">0.00</td></tr> <tr><td>b. Funds Previously Obligated</td><td style="text-align: right;">\$</td><td style="text-align: right;">0.00</td></tr> <tr><td>c. Federal Share of Total Approved Budget</td><td style="text-align: right;">\$</td><td style="text-align: right;">0.00</td></tr> <tr><td>d. Total Approved Budget</td><td style="text-align: right;">\$</td><td style="text-align: right;">0.00</td></tr> </table>	a. Amount of this action (Federal Share)	\$	0.00	b. Funds Previously Obligated	\$	0.00	c. Federal Share of Total Approved Budget	\$	0.00	d. Total Approved Budget	\$	0.00
a. Personnel	\$																																																			
b. Fringe Benefits	\$																																																			
c. Domestic Travel	\$																																																			
d. Foreign Travel	\$																																																			
e. Equipment	\$																																																			
f. Supplies	\$																																																			
g. Contractual	\$																																																			
h. Printing	\$																																																			
i. Other	\$																																																			
j. Total Direct Cost	\$	0.00																																																		
k. Indirect Costs	\$	0.00																																																		
l. Non-Federal Funds	\$	0.00																																																		
m. Total Funds	\$	0.00																																																		
a. Amount of this action (Federal Share)	\$	0.00																																																		
b. Funds Previously Obligated	\$	0.00																																																		
c. Federal Share of Total Approved Budget	\$	0.00																																																		
d. Total Approved Budget	\$	0.00																																																		
20. Terms and Conditions																																																				

PROJECT DESCRIPTION

Decision:

Please Select An Option ▾

- If you selected **Reject**, enter rejection comments in the **Reject Comments** box and click the **Submit** button.
If you selected **Sign**, you must click the **Legal Notice** button, check the checkbox on the **Legal Notice** screen to accept the Legal Notice, click the **OK** button, and then click the **Complete Signature** button.

Decision:

Please Select An Option ▾

Acceptance of the terms described below upon clicking "Legal Notice" is required.

Legal Notice

Upon your acceptance, click the "Complete Signature" button below to finish the process.

Complete Signature



ezFedGrants Agreement eSignature

Job Aid



See Also

Job Aids

- Using ezFedGrants – The Basics Job Aid
- ezFedGrants External Portal User Roles Quick Reference

Need Help?

Contact the ezFedGrants Help Desk at ezfedgrants@cfo.usda.gov.

Version Control

Name	Date	Changes Made
April Murphy	Sept. 2019	Initial Document Created