


Editing the Applicant Profile

CoC Collaborative Applicants and Project Applicants may enter the Applicant Profile and edit their information at any time during the year.

CoC Collaborative Applicants and Project Applicants must edit their profiles when there is a change in contact information for the Primary Contact or Authorized Representative.

The steps to edit the Applicant Profile are as follows:

- Log in to *e-snaps*.
- Select Applicants in the left menu bar.
- Ensure your Applicant name is selected in the dropdown menu at the top of the screen.
- Select the "Open Folder" icon  to the left of your Applicant name.
- Select Submission Summary in the left menu bar.
- Select the "Edit" button.
- Navigate to the appropriate screen.
- Update the information.
- Select "Save" at the bottom of the screen.
- Go back to the Submission Summary screen.
- Select the "Complete" button.