

Update the Applicant Profile in Edit-Mode

You can log in at any time during the year to update your organization's *e-snaps* Applicant Profile.

You must update the Applicant Profile when there is a change in contact information, particularly when the person changes who is identified as the CoC Collaborative Applicant Primary Contact or the project applicant Authorized Representative (this person has authority to submit applications and sign for grant agreements).

The steps to edit the Applicant Profile are as follows:

- Log in to *e-snaps*.
- Select "Applicants" in the left menu bar.
- Ensure the correct Applicant name is on the screen
 - Note: Some people have access to more than one organization's e-snaps account; those people need to select the correct one in the "Applicant Name" dropdown menu at the top left-side of the screen. For more information, please review the *Determine Whether You Are a Project Applicant or Collaborative Applicant* resource.
- 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 applicable formlet, which is also referred to as a screen.
 - You have two options: 1) Select the name of the formlet in the left menu bar or 2) select the link to the formlet in the list on the Submission Summary screen.
- Update the information.
- Select "Save" at the bottom of the screen.
- Go back to the "Submission Summary" screen.
- Select the "Complete" button.
 - Once you successfully complete the Applicant Profile, the button will read "Edit."