

# New York State Council on the Arts

## How to Sign Your Contract in the Grants Gateway

### Step 1. Log in to the Grants Gateway

- a. Log in with your Grantee Contract Signatory or Grantee System Administrator username and password.

### Step 2: Access your Contract Main Page

- b. Click the Contracts tab on the top of the Home Page
- c. On the Contracts search page, leave all search fields and dropdowns blank, and click Search. Your organization's contract(s) should appear at the bottom of the page.
- d. Click on the Application Number of the Contract in the status "**Grantee Contract Signature Required.**" You will now be on the Contract Main Page.

### Step 3: Review the Unsigned Version of your Contract

- e. Click on the Forms Menu tab at the top of the page
- f. Scroll down to the section titled Contract, and select Contract Versions
- g. Click on the File Link next to Unsigned Contract to review the contract.  
Note: It is the grantee's responsibility to review the entire contract before signing it as it might have changed during the contract development process.

### Step 4: Sign the Contract: Change the Status and Certify the Agreement

- h. Click on or hover over the Status Changes tab.
- i. Apply the status of "**Grantee Contract Signature Complete**".
- j. Please read the agreement closely and click **I AGREE** to sign the contract. This will change the contract status to "**Contract Package Validation**".  
Note: If you select **I DO NOT AGREE**, your contract will not be signed and submitted back to NYSCA.